DEPARTMENT OF THE NAVY
COMMANDER, FLEET ACTIVITIES, YOKOSUKA
PSC 473 BOX 1
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COMFLEACTINST 5530.6B
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COMFLEACT YOKOSUKA INSTRUCTION 5530.6B

From: Commander, Fleet Activities, Yokosuka

Subj: COMMANDER, FLEET ACTIVITIES, YOKOSUKA ACCESS CONTROL

Ref: (a) USFJINST 31-204
(b) COMNAVFORJAPANINST 5500.7 (series)
(c) COMFLEACTINST 5800.2 (series)
(d) COMFLEACTINST 5700.1 (series)

Encl: (1) Sample letter for Media Pass Clearance Request

1. Purpose. To establish the minimum security and identification requirements for personnel and vehicle access to Fleet Activities (FLEACT), Yokosuka and its satellites to include guidance for Defense Biometric Identification System (DBIDS). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMFLEACTINST 5530.6A

3. Scope. This instruction applies to all persons seeking access to FLEACT, Yokosuka, to include its satellites and outlying facilities. The intention of this instruction is to control entry and circulation of vehicles and personnel within FLEACT, Yokosuka, not to prevent entry of legitimate business representatives, private guests or other visitors. Nothing in this instruction shall be construed as relieving commanding officers and officers in charge of their responsibility for the security of their assigned spaces on board FLEACT, Yokosuka. Additionally, this instruction provides guidance for the DBIDS (paragraph 13).

4. Definitions

a. Military personnel. All U.S. military personnel including members of the Japan Self-Defense Force (JSDF), U.S. military reserve, Department of Defense (DoD) U.S. civilian employees and U.S. Navy contractors who are stationed at FLEACT, Yokosuka.

b. Family members. All accompanying family members of U.S. military personnel.

c. Local Hired Employees. All Master Labor Contract (MLC); Indirect Hire Agreement (IHA) and Hourly Pay Temporary (HPT).

d. Direct Hired Employees. All Personal Service Contractor(s) (PSC) hired directly by a specific command.

e. Domestic Help Employees. Maids/Housekeepers/Nannies hired by Status of Forces Agreement (SOFA) personnel.

f. Local Contractors. Contractor; representatives authorized to conduct business within FLEACT, Yokosuka.

g. Off-Base Taxi Drivers. Host nation civilian drivers who are authorized to conduct taxi services within FLEACT, Yokosuka.

h. Government of Japan (GOJ) Officials. Official personnel whom require random access to FLEACT, Yokosuka on a regular basis.

i. Immediate Family Members. Family members of any sponsor or sponsor's spouse are defined as parents, children, grandparents, grandchildren, siblings and sibling's spouse and children.

j. Visitors. Any person with a legitimate request or requirement for short-term access to FLEACT, Yokosuka for the purpose of conducting official business or for private visits.

(1) Military Visitors. All U.S. military personnel including designated JSDF members, DoD U.S. civilian employees, and U.S. Navy contractors who are not permanently stationed in FLEACT, Yokosuka. Japanese Defense Academy Professors and Cadets except personnel whose nationality is listed in reference (a); U.S. Embassy personnel; United Nations (UN) Command personnel who are not stationed in FLEACT, Yokosuka; all retired U.S. military personnel; U.S. military reserve personnel; and their family members when bearing bona-fide identification cards.

(2) U.S. Government Officials. All personnel on temporary assignment to a specific command and employed by a U.S. Government agency or company contracted to conduct business with

the U.S. Government (except personnel who are nationals of a country in reference (a)). Those nationals must be pre-approved by Commander, Fleet Activities (COMFLEACT), Yokosuka to the enter base. All personnel must have a passport and Temporary Additional Duty (TAD)/Temporary Duty (TDY)/Invitational Travel (IT) orders or Authorization agreement and Certification of Training (SF 182) (must be an original document). Access to FLEACT, Yokosuka, will be allowed after one of these four documents have been shown to and verified by FLEACT, Yokosuka U.S. Naval Security Force (NSF) personnel, Fleet Activities Civil Police (FACP) or the Industrial Security Office (ISO). Access will only be granted for the specific period of time indicated on the TAD/TDY/IT orders or SF 182. They are authorized to enter and exit the base via Carney, Womble, and Daiei gates. This type of visitor may or may not be entitled to SOFA status.

(3) Local Hired Employees (MLC/IHA) with the exception of personnel whose nationality is listed in reference (a) assigned under U.S. Forces, Japan (USFJ) but not FLEACT, Yokosuka who are on temporary assignment to a specific command in possession of any type of gate pass issued from another U.S. military bases. These personnel will be allowed access to the installation after presenting valid identification and a copy of their original TAD/TDY/IT/Training orders to the base NSF or FACP. Access will only be granted for the specific period of time indicated on the TAD/TDY/IT/Training orders. They are authorized to enter and exit the base via Carney, Womble, and Daiei gates. If they are not under TAD/TDY/IT/Training orders, and entering the base by a government vehicle for official duties, they are allowed to enter the base after verification of their installation Identification (ID) card by FLEACT, Yokosuka NSF or FACP.

* Local national employees (MLC/IHA/HPT) whose nationality is listed in reference (a) must be pre-approved to enter the base by COMFLEACT, Yokosuka or approving authority. The employee must be escorted by an applicable command member (SOFA or Local Hired Employee with escort privileges).

(4) U.S. Merchant Mariner. They will be allowed to enter FLEACT, Yokosuka showing "U.S. Merchant Mariner Document" as long as their ship is berthed in FLEACT, Yokosuka. They are allowed to escort up to three official guests (with proper ID) on-base. However, they are not allowed to escort any personal guests.

(5) Personnel in the U.S. Navy Delayed Enlistment Program (DEP) and in possession of NAVCRUIT 1133/59 (United States Navy Delayed Entry Program). They will be treated as if they were an E-3 and below. They are allowed to escort two personal guests on-base. Any person enrolled in the DEP program that wishes to enter the installation and requires further scrutiny, the appropriate authority must be contacted.

(6) GOJ Special Agents and Public Interest Corporation. The following GOJ representatives and members of public interest corporations who need to conduct official business or make periodic protocol visits on board FLEACT, Yokosuka are allowed to enter the base after verification of their agent ID by FLEACT, Yokosuka NSF. All applicable commands must submit a sample of their current ID to the FLEACT, Yokosuka Security Officer:

(a) Japanese Police. Personnel with a valid Japanese Police ID are allowed to enter the base as long as they are on official duties. Their official or approved vehicles are also allowed to enter the base. The Japanese Police officers must inform NSF/FACP personnel of their intentions and destination to be relayed to the FLEACT, Yokosuka Security Officer and Command Duty Officer (CDO). In any instance if it is determined (by the appropriate authority) that a security escort must be provided the Japanese police will wait for an escort to accompany them to their destination.

(b) Japan Coast Guard (JCG). Personnel with a valid JCG ID are allowed to enter the base as long as they are on official duties. Their official or approved vehicles are also allowed to enter the base. JCG personnel must inform NSF/FACP personnel of their intentions and destination to be relayed to FLEACT, Yokosuka Security Officer and CDO. In any instance if it is determined (by the appropriate authority) that a security escort must be provided the JCG will wait for an escort to accompany them to their destination.

(c) Japan Regional Defense Bureau personnel (JRDB). JRDB personnel with a valid JRDB ID are allowed to enter the base as long as they are on official duties. Their official vehicles requested by FLEACT, Yokosuka Director, Military Liaison and Civil Affairs are allowed to enter the base without obtaining a vehicle pass as long as a JRDB member is driving.

(d) Ministry of Defense (MOD) personnel. MOD personnel with a valid MOD ID are allowed to enter the base as long as they are on official duties.

(e) Ministry of Education, Culture, Sports, Science & Technology (MEXT). Personnel and vehicles of MEXT requested by Commander, Navy Region Japan/Commander, U.S. Naval Forces, Japan (COMNAVFORJAPAN) are allowed to enter the base with a valid MEXT ID.

(f) Japan Post (JP) Post Group. Personnel and vehicles of JP Post Group requested by Fleet Mail Center, Yokohama, Japan is allowed to enter FLEACT, Yokosuka for mail delivery purpose only. The list of personnel and vehicles must be submitted and updated whenever changes occur. Route of travel is only allowed between the main gate and Fleet Mail Center, COMNAVFORJAPAN Legal Office (C-1) and FLEACT, Yokosuka Office of the Staff Judge Advocate (SJA)(C-31).

(g) Japanese Red Cross. Personnel and vehicles of Japanese Red Cross are allowed to enter the base with a valid Japanese Red Cross ID. Prior to the vehicle's arrival ISO/Security department must be notified of the vehicle's arrival by the appropriate authority (U.S. Naval Hospital (NAVHOSP), Yokosuka).

(7) Other SOFA Visitors. Other personnel attached to U.S. Government agencies, but who are entitled to specific medical/dental or other services on board FLEACT, Yokosuka are allowed to enter the base with a valid ID.

(8) Complimentary visitors. Distinguished visitors sponsored by COMFLEACT, Yokosuka and special retired MLC/IHA employees are allowed to enter the base with a valid ID.

(9) Long Term Visitors. Medical support, admitted non-SOFA patients and observers at NAVHOSP, Yokosuka; officially sponsored personnel with recognized religious affiliation; tuition paying school children attending school at FLEACT, Yokosuka and their parents; U.S. Technical Representatives; and GOJ officials are allowed to enter the base with a valid ID and appropriate pass issued from the ISO.

(10) Short Term Visitors. Visitors in a tourist status (Visa category, temporary visit) or immediate family members living in Japan who are visiting and staying with military personnel or their family members living on or off-base not to exceed 60 days are allowed to enter the base with a valid ID and appropriate pass issued from the ISO.

(11) One-day Personal Guests for U.S. military personnel, U.S. military retirees, U.S. military reserve personnel, DoD U.S. civilian employees and U.S. Navy contractors, U.S. Embassy personnel, UN Command personnel and Naval Reactors personnel and their family members. All personal guests who are visiting for one-day on board as the result of a social invitation must have a sponsor.

(12) One-day Personal Guests for JSDF personnel, MLC/IHA with Red Star, Very Important Person (VIP) pass holders and Special Retired MLC/IHA pass holders. All guests must obtain a guest pass from FLEACT, Yokosuka ISO prior to entry to the base. Minors 12 years old and under are not required to obtain a gate pass as long as they are immediate family members or relatives of the sponsor or are accompanied by a parent or an approved guardian.

(13) One-day Official Guests. All official guests including local contractors must be escorted while on board after obtaining a guest pass from FLEACT, Yokosuka ISO.

5. Proper Authority. Any commissioned officer, non-commissioned officer or petty officer, NSF, FACP or any person acting on behalf of COMFLEACT, Yokosuka in the performance of duty.

6. Proper Identification. All visitors must show their picture ID issued by officials (with the exception of local personnel in middle and high schools that only issue ID without a picture).

a. Japanese Nationals need to present one of the following: Armed Forces Identification Card (AFID), Common Access Card (CAC), official ID issued by GOJ, FLEACT, Yokosuka gate pass (DBIDS card), Japanese driver's license (Note: Any individual using a Japanese driver's license issued in the 2007 format will be required to provide a passport, an address certificate or a

basic resident Register card to verify citizenship.); a valid Japanese passport or a Basic Resident Register card with picture (Jumin-kihon-daicho-card). Usage of Japanese Driver's License issued in the 2007 format for Japanese nationals who are escorted by U.S. military personnel, U.S. military retirees, U.S. military reserve personnel, DoD U.S. personnel, UN Command personnel and Naval Reactor personnel or their SOFA sponsored family members and use a 2007 formatted Japanese Driver's License are allowed to enter the base after verbally verifying their nationality to the Gate Guard (NSF and FACP) or FLEACT, Yokosuka ISO. Ch-3

(1) Children who are 12 years old and under are not required to present identification. Also, local host nation children under 12 years old may be escorted by SOFA personnel with proper identification and valid authorization (a signed letter) from the child's parent.

(2) Junior high school or high school students who are under 18 years of age may use their student identification (with or without picture) as proper identification. After 17:00 students may not enter the installation using their student identification unless they are accompanied by a parent or an approved guardian.

b. All other nationalities including U.S. Citizens (except children who are 12 years and under) need to present one of the following: AFID, CAC, FLEACT, Yokosuka gate pass (DBIDS card), passport with valid Visa, valid Resident Card or valid Alien registration Card.

7. Conditions of access to FLEACT, Yokosuka and Satellites. Access will be authorized in accordance with reference (b). Anyone seeking access to FLEACT, Yokosuka or its satellites must present proper identification and an official pass from FLEACT, Yokosuka, Security Department, state the purpose of his/her visit and present for examination any packages or material in his/her possession on demand from proper authority. Individuals desiring to gain access to the installation by vehicle must display a current motor vehicle registration decal (USFJ Form 15), a Locally Hired Employee sticker, Vehicle Pass (CFAY 5800/16b (Rev. 3-13), 5800/16c (Rev. 7-07) a CFAY T Pass (CFAY 5512/15a (Rev. 2-10)) and (CFAY 5512/15b (Rev. 2-10), a one day vehicle pass (CFAY 5800/20 (Rev. 11-10), 5800/20b (Rev. 4-08), 5800/20c (Rev. 3-13)), Taxi COMFLEACT, Yokosuka registration yellow card, or bicycle yellow sticker. Ch-3

8. Entry of Tourists and Tour Groups. Tourists and tour groups may contact COMNAVFORJAPAN or FLEACT, Yokosuka Public Affairs Office (PAO) to arrange for tours. Normally, 14 working days advanced notice is required.

9. Denial of Access. Persons will be denied base access for the following reasons:

a. A security check, if one exists, reveals derogatory information of a subversive criminal nature, which indicates the individual's presence on the base would not be in the best interest of the U.S. Government or the GOJ.

b. Falsification of Personal History Statement (PHS) or any other document submitted in connection with procedures to obtain a pass.

c. The individual has been placed on a permanent barred list by COMFLEACT, Yokosuka.

d. Individuals (except 12 years old and under) who can not present proper identification.

e. Individuals who trespass, overstay or are unescorted on-base without proper authorization.

f. Individuals who refuse to submit to a search of their person or vehicle when entering, anytime while on board, or when leaving the base by proper authority.

g. Individuals who refuse to have their passport, resident card or alien registration card copied. Ch-3

h. Any other reasons as determined by COMFLEACT, Yokosuka or the FLEACT, Yokosuka Security Officer.

i. All animals which are neither owned by a SOFA member nor registered at the Army Veterinarian Clinic, are not allowed on-base. A service dog along with a handicapped visitor is allowed to enter the base.

10. Restrictions on Designated Third Country Nationals

a. The individuals who are citizens of countries listed in Attachment 1 of reference (a) are restricted from accessing FLEACT, Yokosuka unless their sponsor properly requests base Ch-3

access on their behalf. The individual(s) is/are sponsored by a SOFA member. The sponsor is required to register in DBIDS and must present a Base Access Request for Designated Third Country National Form (CFAY 5532/53 (Rev. 6-12)) along with a PHS and a copy of passport to FLEACT, Yokosuka ISO 30 days prior to the guest's anticipated arrival. COMFLEACT, Yokosuka may or may not approve guest base access upon completion of background checks conducted by Naval Criminal Investigative Service (NCIS) Far East Field Office, Yokosuka. Upon approval by COMFLEACT, Yokosuka, they are allowed to enter the base as long as they are constantly escorted while on base. However, they are not allowed to stay on base overnight. Ch-1

b. Relatives of the sponsor or sponsor's spouse (parents, grandparents, siblings and sibling's children (under 21 years of age)) who are citizen's of any country listed in reference (a) are allowed to enter the base under constant escort. Burden of proof for such relationships is the sponsor's responsibility. The sponsor is required to register in DBIDS and must present a request for base access for foreign national (designated country by reference (a)) immediate family guest along with their PHS and a copy of passport to FLEACT, Yokosuka ISO, Ikego Security Detachment or Yokohama (Negishi) Security Detachment. They are allowed to stay on base overnight as long as they are constantly escorted by a sponsor. Ch-1

c. School children and school officials who are citizens of designated third countries that are attending a Department Of Defense Dependents Schools sponsored events are allowed to enter the base as long as they are constantly escorted while on base by SOFA sponsored personnel.

11. Responsibilities

a. The Industrial Security Chief Petty Officer shall:

(1) Supervise and control access of all persons and vehicles on board FLEACT, Yokosuka and its satellites.

(2) Maintain an up-to-date Base Access Denial list and provide copies to other bases.

(3) Confiscate passes of individuals whose access authorization has been revoked or expired.

b. FLEACT, Yokosuka NSF and FACP shall deny access to persons without proper identification. Report all discrepancies to FLEACT, Yokosuka NSF Supervisor and Chief Petty Officer.

c. Commanding Officers and Officers-in-Charge located at FLEACT, Yokosuka or its satellites shall:

(1) Assume responsibility for the conduct of visitors and guests of their respective command/activity.

(2) Provide escorts for individuals and groups when a determination has been made, either by the command to be visited or the FLEACT, Yokosuka Security Officer.

(3) Report persons suspected of unlawful entry, or suspicious persons, to FLEACT, Yokosuka Security Department Watch Supervisor.

12. Searches. FLEACT, Yokosuka Security Department will, conduct random spot checks for identification purposes. Persons are advised via posted signs, prior to entering FLEACT, Yokosuka that they are subject to inspection upon entrance and departure, and while on-base, to include their vehicles.

13. DBIDS Registration. DBIDS is a base access program approved by the DoD to support the command's requirement to provide force protection measures to counter threats to personal security.

a. All military, DoD civilian employees, Navy contractors, their family members, secondary family members, Local Hired Employee, local contractors working on board or assigned to afloat units at FLEACT, Yokosuka and visiting FLEACT, Yokosuka are required to register in DBIDS. Upon completion of DBIDS registration, registered personnel requiring access to FLEACT, Yokosuka will have their CAC, retired ID card, dependent identification card, or DBIDS card scanned by base security at access gates for comparison against current base access regulations before base access is allowed. DBIDS registration is also required for guest privileges and vehicle registration.

b. Access to FLEACT, Yokosuka is based upon careful screening criteria. All persons will be assigned an access authorization category depending upon SOFA status and command sponsorship status. All completed personnel records registered in DBIDS will be maintained as an active record until the

person(s) is expected to leave or change employment status. All registration records will be valid for no longer than three years. This date, will be referred to as the Plan Rotation Date (PRD), the archived date and the date the DBIDS issued ID card will expire. Personnel whose base access status is not current must be re-registered in DBIDS immediately.

c. Any person that has received a new CAC card or dependent ID card due to a change in name, grade, expiration date, lost or stolen need to report to the ISO/DBIDS office for record correction and update. Documentation must be submitted when changing PRD and Unit Identification Code.

d. All personnel assigned to FLEACT, Yokosuka and its tenant commands, afloat commands and their family members who need to access FLEACT, Yokosuka are required to register in DBIDS within one week from the first date of checking into a new command.

e. All DoD ID card holders who do not scan as "PASS: Access Authorized" will enter the following information into a log book at each gate prior to entering the installation every time they need access to FLEACT, Yokosuka: Time, date, last name, first name, middle name, last four of SSN, resident address, home phone number, command's name, and command's phone number. Exceptions made during the Monday-Friday morning rush hour (0600-0800) for vehicle traffic only.

f. Authorization Categories:

(1) DoD Active Duty (Command Sponsored) are individuals that are identified as currently working at USFJ or among one of its tenant commands.

Access	Have unlimited access to the base.
Force Protection Level	D
Escort Privileges	Have visitor escort privileges.
Requirements	✧ Must produce a valid AFID or CAC. ✧ Must provide a copy of current orders. ✧ Must provide a copy of extension if PRD is expired.

(2) DoD Active Duty (Non-Command Sponsored) are individuals that are identified as not currently working at USFJ or among one of its tenant commands. These may be persons who are visiting USFJ or a tenant as a visitor subject to 90 day immigration requirements, who are TAD or TDY, and were once DoD Active Duty (Command Sponsored) but whose PRD is expired.

Access	Have unlimited access to the base.
Force Protection Level	D
Escort Privileges	Have visitor escort privileges.
Requirements	✧ Must produce a valid AFID or CAC. ✧ Must provide a copy of current orders. ✧ Certain individuals visiting FLEACT, Yokosuka will not be able to produce orders. These persons may be registered in DBIDS, but will be assigned to UIC: 00000 (Other Command) and will be provided a 30 day PRD. ✧ Must provide a copy of extension if PRD is expired.

(3) DoD Reserve Duty (including Inactive Reserves (IRR)) are currently members of the DoD Military Reserve. Persons may be registered in this category whether or not they are assigned to reserve units within USFJ or among one of its tenant commands.

(a) DoD Reserve Duty are individuals that are identified as currently working on a member of the DoD Reserves units within USFJ or among one of its tenant commands.

Access	Have unlimited access to the base.
Force Protection Level	D
Escort Privileges	Have visitor escort privileges.
Requirements	✧ Must produce a valid AFID or CAC. ✧ Must provide a copy of current orders. ✧ Must provide a copy of extension if PRD is expired.

(b) DoD IRR in good standing may register in this category so that personnel in the military reserve can be assured access to the NAVHOSP, Yokosuka, Navy Exchange (NEX) Japan District and the Defense Commissary Yokosuka as provided for by the DoD. This category is extended to persons in the U.S. Navy Delayed Enlistment Program.

Access	Have unlimited access to the base.
Force Protection Level	D
Escort Privileges	Have visitor escort privileges.
Requirements	✧ Must produce a valid AFID or CAC. ✧ Must provide a passport with valid immigration stamp. ✧ Registration is valid only to the date that the passport immigration stamp is valid.

(4) DoD Civilian (U.S. Civil Service (USCS) and Non-Appropriated Fund Instrumentalities (NAFI)) are individuals that are identified as currently working at USFJ or among one of its tenant commands. They may be a stateside or local hire, however, they do not include local hire family members unless the family member is provided a self sponsored status.

Access	Have unlimited access to the base.
Force Protection Level	D
Escort Privileges	Have visitor escort privileges.
Requirements	✧ Must produce a valid CAC. ✧ Must provide a copy of letter of employment including name, rank, command with official mailing address and contract termination date to be valid. ✧ Must provide a copy of extension if contract termination date or employment term date is expired.

(5) DoD Contractors are individuals that are identified as employed by a U.S. based company and are contracted to USFJ or among one of its tenant commands.

(a) Long Term (SOFA Equivalent)

Access	Have unlimited access to the base.
Force Protection Level	D
Escort Privileges	Have visitor escort privileges.
Requirements	✧ Until superseded by Contractor Vetting System (CVS), must provide a copy of letter of employment including name, rank, command with official mailing address, and contract. termination date to be valid ✧ Must provide a copy of extension if contract termination date or employment term date is expired.

(b) Short-Term (Non-SOFA Equivalent)

Access	Have unlimited access to the base.
Force Protection Level	D
Escort Privileges	No escort privileges.
Requirements	✧ Until superseded by CVS, must provide a copy of letter of employment including name, rank, command with official mailing address and contract. termination date to be valid ✧ Must provide a copy of extension if contract termination date or employment term date is expired.

(6) DoD Active Duty Retirees are individuals that are identified as having completed DoD Active Duty assignments. They fall into two distinct categories: Retiree with Dual status meaning that they are now employed as USCS or as a U.S. Contractor (SOFA equivalent) or Retiree without Dual Status meaning that they are not employed as USCS or as a U.S. Contractor (SOFA equivalent).

(a) Retirees with Dual Status must register both statuses as a retiree and as a DoD Civilian (USCS and NAFI) or as a DoD Contractor (SOFA equivalent).

Access	Have unlimited access to the base.
Force Protection Level	D

Escort Privileges	Have visitor escort privileges.
Requirements	✧ Must produce a valid CAC. ✧ Must provide a copy of letter of employment including name, rank, command with official mailing address and contract termination date to be valid.
Requirements	✧ Must provide a copy of extension if contract termination date or employment

(b) Retirees without Dual Status and Their Family Members

Access	Have unlimited access to the base.
Force Protection Level	D
Escort Privileges	Have visitor escort privileges.
Requirements (Retirees)	✧ Must produce a valid AFID or CAC. ✧ Must provide a passport with valid immigration stamp. ✧ Registration is valid only to the date that the passport immigration stamp is valid.
Family Members	✧ Sponsor must be registered in DBIDS prior to their registration. ✧ Must produce a valid AFID or CAC. ✧ Registration is valid only to the date that the passport immigration stamp is valid.

(7) DoD Civilian Retirees are individuals that are identified as having completed DoD Civilian assignments. They are only allowed to use authorized facilities on base such as NEX Japan District or FLEACT, Yokosuka Morale, Welfare and Recreation (MWR). They must possess a DD form 2574 or Civilian Retiree CAC card in order to register as a Long-Term Visitor. They are authorized to obtain a one-day vehicle pass for their personal owned vehicle. However, they are not allowed to escort a person.

(8) Family Members (Command Sponsored) are individuals that are identified as family members of DoD Active Duty, DoD Civilians (USCS or NAFI) and DoD Contractors (SOFA Equivalent) whose sponsors are currently working at USFJ or among one of its tenant commands.

Access	Have unlimited access to the base.
Force Protection Level	D
Escort Privileges	Have visitor escort privileges *Family members who are fifteen years old or younger are not entitled to visitor escort privileges.
Requirements	✧ Sponsor must be registered in DBIDS prior to their registration. ✧ Must produce a valid AFID or CAC. ✧ Must provide a copy of current orders. ✧ Must provide a copy of extension if PRD is expired. ✧ Must provide a copy of the command sponsorship letter. ✧ A logistic support letter, family entry approval or letter of employment listing the names of the family members can be substituted. ✧ Family members who are not able to provide proof of sponsorship within the term of the sponsor's current employment will be assigned to the Family Members (Non-Command Sponsored) authorization category. Note: Page Two of the sponsor's service will not be accepted as proof of command sponsorship.

(9) Family Members (Acting as Sponsor) are individuals that are identified as family members of DoD Active Duty, DoD Civilians (USCS or NAFI) and DoD Contractors (SOFA Equivalent)

whose sponsors are currently working at USFJ or among one of its tenant commands, however, at the time of registration, the sponsor is out of the area due to ship's movement, training or other mission requirement. The sponsor is expected to return within 180 days.

Access	Have unlimited access to FLEACT, Yokosuka.
Force Protection Level	D
Escort Privileges	Have visitor escort privileges.
Requirements	✧ Must produce a valid AFID or CAC. ✧ Must provide a copy of current orders. ✧ Must provide a copy of extension if PRD is expired. ✧ Must provide a copy of the command sponsorship letter. ✧ A logistic support letter, family entry approval, or letter of employment listing the names of the family members can be substituted. ✧ Family members who are not able to provide proof of sponsorship within the term of the sponsor's current employment will be assigned to the Family Members (Non-Command Sponsored) authorization category. Note: Page Two of the sponsor's service will not be accepted as proof of command sponsorship.

(10) Family Members (Under Age 10) are individuals that are identified as family members of DoD Active Duty, DoD Civilians (USCS or NAFI), and DoD Contractors (SOFA Equivalent) whose sponsors are currently working at USFJ or among one of its tenant commands. These family members are not issued an AFID or CAC due to age restrictions. Registration of children under ten years old into DBIDS is not mandatory, but is highly encouraged. Registration provides the sponsor with an ID card for his/her

child and makes it possible to positively identify a parent-child relationship; provides a photo of the child in the event that the child becomes missing. Contact information in the child's registration makes it possible to contact the sponsor in the event of an emergency. DBIDS will assign a Defense ID Number to the registration so that the child's personal identifiers are protected. A DBIDS card will be issued.

Access	Have unlimited access to the base.
Force Protection Level	D
Escort Privileges	No escort privileges.
Requirements	✧ Sponsor must be registered in DBIDS prior to their registration. ✧ Must provide a copy of the command sponsorship letter. ✧ A logistic support letter, family entry approval or letter of employment listing the names of the family members can be substituted. Note: Page Two of the sponsor's service will not be accepted as proof of command sponsorship.

(11) Deceased Surviving Un-married Spouse that are identified as family members of DoD Active Duty sponsors who are deceased.

Access	Have unlimited access to the base.
Force Protection Level	D
Escort Privileges	Have visitor escort privileges.
Requirements	Must produce a valid AFID or CAC having a detail identifying the card holder as a widow/widower or survivor.

(12) Family Members (Non-Command Sponsored) are individuals that are identified as family members of DoD Active Duty, DoD Civilians (USCS or NAFI) and DoD Contractors (SOFA Equivalent) whose sponsors are currently working at USFJ or among one of its tenant commands, but are not listed on a command sponsorship letter, logistic support letter, family entry approval or letter of employment.

Access	Have unlimited access to the base.
Force Protection Level	D
Escort Privileges	Have visitor escort privileges *Family members who are fifteen years old or younger are not entitled to visitor escort privileges.
Requirements	✧ Sponsor must be registered in DBIDS prior to their registration. ✧ Must produce a valid AFID or CAC. ✧ Must provide a copy of current orders. ✧ Family members who are not able to produce orders will be authorized to register in DBIDS only if the following conditions are met: ✧ The sponsor listed on the AFID is currently registered in DBIDS. ✧ The sponsor's DBIDS registration is current and not listed in an archived status. ✧ Must provide a copy of extension if PRD is expired. Note: Page Two of the sponsor's service will not be accepted as proof of command sponsorship.

(13) Family Members (Geographic Separation Living in Japan) are individuals that are identified as family members of DoD Active Duty, DoD Civilians (USCS or NAFI) and DoD Contractors (SOFA Equivalent) whose sponsors are not currently working at USFJ or among one of its tenant commands and who are assigned to commands outside the Japan Area of Responsibilities. This category extends to Non-SOFA Divorced Spouses, Battered Spouses living in Japan, and family members who are visiting USFJ or one of its tenant commands as a visitor subject to 90-day immigration requirements.

Access	Have unlimited access to the base.
Force Protection Level	D

Escort Privileges	Have visitor escort privileges *Family members who are fifteen years old or younger are not entitled to visitor escort privileges.
Requirements	✧ Must produce a valid AFID or CAC. Registration is valid only to the date that the passport immigration stamp is valid.

(14) U.S. Embassy Employees/United Nations (UN) Command Members (Sponsor and Family members). PRD will be a maximum of three years but not to exceed the expiration date of the Embassy ID or UN Command ID. A DBIDS card will be issued to this category.

Access	Have unlimited access to the base.
Force Protection Level	D
Escort Privileges	Have escort privileges.
Requirements (Sponsor)	Must produce a valid U.S. Embassy ID or UN ID.
Requirements (Family Members)	✧ Sponsor must be registered in DBIDS prior to their registration. ✧ Must produce a valid U.S. Embassy ID or UN ID. ✧ Registration is valid only to the date that the passport immigration stamp is valid.

(15) Naval Reactors Employees. PRD will be a maximum of three years but not to exceed the expiration date of the Naval Reactor's ID.

Access	Have unlimited access to the base.
Force Protection Level	D
Escort Privileges	Have escort privileges.
Requirements (Sponsor)	Must produce a valid Naval Reactors ID
Requirements (Family Members)	✧ Sponsor must be registered in DBIDS prior to their registration. ✧ Must produce a valid U.S. Embassy ID or UN ID.

	✧ Registration is valid only to the date that the passport immigration stamp is valid.

(16) Other Registration Categories Requiring a DBIDS Card. The DBIDS card is the property of the U.S. Government and any improper use will result in restrictions being invoked against the individual and/or company. Employees, contractors, volunteers, visitors and special guests not listed elsewhere and who require continued access to FLEACT, Yokosuka will be issued a DBIDS card upon submission of the required paperwork and subsequent approval of COMFLEACT, Yokosuka or other appointed authority. In all cases, COMFLEACT, Yokosuka exercises final authority over all base access. DBIDS cards will be issued to those persons who do not already have an identification issued through the Defense Manpower Date Center, Defense Enrollment Eligibility Reporting System/Real Time Automated Personnel Identification System upon presentation of the following requirements and submit a photo and finger prints:

(a) Local Japanese companies must submit a semi-annual update report of those persons who require access to FLEACT, Yokosuka by 30 June and 31 December of each year.

(b) Japan Maritime Self-Defense Force (JMSDF) Contracting Office must submit an annual update report of their contractors who require access to FLEACT, Yokosuka by 31 December of each year.

(c) At all times, the local Japanese company, JMSDF, any activity or contracting official representing COMFLEACT, Yokosuka or one of its tenant commands must immediately notify FLEACT, Yokosuka ISO of any changes affecting an employee's employment status that directly impacts the right of the employees, contractors, volunteers, visitors or special guests to continued access to FLEACT, Yokosuka.

(d) It is the responsibility of the Japanese company, JMSDF, any activity or contracting official representing COMFLEACT, Yokosuka or one of its tenant commands to assure that a DBIDS card is returned to FLEACT, Yokosuka ISO when it is determined that the DBIDS card is no longer needed by an employee, a contractor, and a long term visitor .

(e) DBIDS card holders are authorized to enter and exit Carney Gate, Womble Gate or the Daiei Gate at FLEACT,

Yokosuka, as well as the controlled access points of FLEACT, Yokosuka, Yokohama Detachment (Negishi) or Ikego Detachment. Access is restricted to the times and conditions printed on the front and back of the DBIDS card.

(f) DBIDS registration will be set for a period not to exceed the expiration of their contract or three years unless otherwise stated.

(g) DBIDS card holders are authorized to retain possession of the DBIDS card until the expiration date of the pass or termination of their employment.

(h) The company, and not the individual, is responsible for the control of the DBIDS card if the DBIDS card is retained by the local Japanese company.

(i) Tampered, mutilated or invalid identification will be confiscated by FLEACT, Yokosuka NSF.

(j) Persons who cannot account for the location of their DBIDS card must immediately notify FLEACT, Yokosuka NSF to report the DBIDS card as either lost or stolen.

(k) DBIDS card must be surrendered when the DBIDS card is demanded by COMFLEACT, Yokosuka or other authorized representative.

(l) DBIDS card holders will be required to renew their passes whenever there is a significant change in facial appearance or vital statistics, when the card is mutilated, has an error, becomes unusable or expired.

(m) DBIDS card holders will be required to renew their pass whenever the card holder changes jobs from one activity to another, changes the location of their job assignment, but not when changing to a new job within the same activity and location.

(n) DBIDS card holders having an "Escort Required" stamp, either as a stamp or as a remark, on the DBIDS card must remain with the visitor escort at all times. Failure to comply with this requirement will result in the suspension or removal of the visitor escort privileges for the sponsoring individual and the confiscation of the DBIDS card from the holder.

(o) Vehicle owners or companies must comply with the provisions set forth in base regulations when they are operating a vehicle on base.

(p) The personnel in the following categories may be issued a DBIDS cards:

1. Local Hired Employees (including Non-Japanese) are defined as persons who are individuals that are identified as currently working at FLEACT, Yokosuka or among one of its tenant commands as a Japanese citizen or who have established residence in Japan. These persons are employed as MLC, IHA and HPT.

Note: DBIDS card is ONLY used for official business and command function.

a. Local Hired Employees who are within a six-month trial period will receive a DBIDS card with an expiration date not to exceed six months.

b. Limited-term seasonal employees and Part-time/Daily-hire employees will receive a DBIDS card with an expiration date not to exceed six months when the employee's supervisor determines that the employee will work at least three days per week.

c. Local Hired Employee are allowed to have official visitor escort privileges only when a request for official visitor escort privileges are submitted by the Commanding Officer of the applicable command and approved by COMFLEACT, Yokosuka. The bearer is authorized to escort up to ten guests and three vehicles for official job related business on board FLEACT, Yokosuka.

d. The Red Star indicates that the bearer is authorized to escort up to six personal guests or up to ten personnel and three vehicles for official job related business on board FLEACT, Yokosuka. The Red Star pass will no longer be issued and employees currently holding the Red Star pass will be replaced with an official visitor escort privilege pass upon renewal of current DBIDS card. Current Red Star card holders will remain in effect until their respective expiration dates.

e. MLC/IHA/HPT are allowed to bring their own children who are 12 years old and under when it is necessary

and acknowledged by his/her work site. The children must be constantly escorted while on base.

Access	Unescorted access for official business and command function.
Force Protection Level	C ***Note:** Individuals identified as having a mission essential or an emergency essential position, as defined in the employment contract, will have unlimited access to the base through Force Protection-Delta.
Escort Privileges **Official Escort Only Privileges** **Red Star Escort Privileges**	No escort privileges. Only official guests. Personal and official guests.
Requirements	A request from the applicable command and approved by COMFLEACT, Yokosuka.

2. Local National Contractors (including Non-Japanese) are defined as individuals currently working at or for a local Japanese company and having a contract issued through the JRDB or other contracting authority, to perform work at FLEACT, Yokosuka or among one of its tenant commands as a Japanese citizen or one who has established residence in Japan. Individuals who have unstable places of residence during the previous two years are not eligible for base access unescorted.

a. Life insurance sales personnel indicated on the list issued by Commander, U.S. Pacific Command and approved for base access by FLEACT, Yokosuka Staff Judge Advocate, will be issued a DBIDS card not to exceed three months.

b. COMFLEACT, Yokosuka Local Contractor with "OFFICIAL ESCORT ONLY" lettering on the backside of a DBIDS card can escort up to ten personnel and three vehicles for official job related business. They must remain in the presence of the personnel they are escorting at all times while on-base.

c. "COMFLEACT, Yokosuka Local Contractor/Vendor Awaiting Background Check" DBIDS cards will be

issued to contractor employees while conducting their background check.

Access	Have limited unescorted access to the base from one hour before a regularly scheduled work hour to one hour after a regularly scheduled working hour.
Force Protection Level	C
Escort Privileges **Official Escort ONLY Privileges**	No escort privileges. Only official guests.
Requirements	✧ Current contract or sponsoring letter issued by a tenant command within FLEACT, Yokosuka or the South Kanto Defense Bureau. ✧ Must comply with reference (d).

3. Off-Base Taxi Drivers. DBIDS card will be issued to drivers of off-base taxicab companies authorized to operate on the base for a period not to exceed three years.

a. Off-base taxi services must be authorized by COMFLEACT, Yokosuka. This authorization is required to be renewed every three years.

b. Holders of these DBIDS cards are only authorized to enter through Carney and exit through Carney or Womble Gate. All taxis will be registered in accordance with base regulations and required to receive mandatory inspection upon each entry into the installation. While NSF or FACP is conducting vehicle inspections, all taxi drivers are required to follow NSF or FACP's verbal instructions.

c. The taxi company is required to immediately inform FLEACT, Yokosuka ISO of any changes in the driver's status. Also the company is required to report any changes in vehicle status to the Vehicle Registration Office (VRO).

d. Off-base taxis authorized entrance to FLEACT, Yokosuka are only allowed to wait for customers at the Carney Gate taxi stand and Commissary taxi stand. In the event

a taxi is responding to an on-base customer's call for a pick-up and the taxi driver is required to give the name and address of the base customer and show his/her DBIDS card to the base gate sentry, the taxi will be allowed to enter FLEACT, Yokosuka. Off-base taxis may not solicit customers at any other locations on board FLEACT, Yokosuka and are not authorized to use any facilities on FLEACT, Yokosuka.

Access	Have limited unescorted access to the base from one hour before a regularly scheduled work hour to one hour after a regularly scheduled working hour.
Force Protection Level	B
Escort Privileges	No escort privileges
Requirements	✧ COMFLEACT, Yokosuka Authorization letter to conduct taxi business on-base. ✧ Must comply with reference (d).

4. PSC/Domestic Help Employees are defined as individuals that are contracted by COMFLEACT, Yokosuka tenant commands or by SOFA-sponsored individuals that are currently assigned at a FLEACT, Yokosuka tenant command. The sponsor of a non-Japanese employee must provide a valid working Visa in Japan for their employee, for a period not to exceed the expiration of their contract or three years. If the employee is a live-in domestic on base housing, the sponsor must get permission from Military Family Housing Department, FLEACT, Yokosuka.

Access	Have limited unescorted access to the base from one hour before a regularly scheduled work hour to one hour after a regularly scheduled working hour.
Force Protection Level	C
Escort Privileges	No escort privileges.
Requirements	✧ Current contract issued by a specific command or a Request for Domestic Employee Gate (CFAY 5532/52 (Rev. 2-10)) requested by SOFA member. ✧ Must comply with reference (d).

5. GOJ Officials are defined as civic and government officials such as Japanese customs officials, immigration officials, police officials and other prominent personnel for a period not to exceed three years, and are authorized a base access "unescorted". Holders may operate an official vehicle without a vehicle pass as long as the vehicle is identified as an official vehicle. "Host nation Government Officials" with "Official Escort Only" lettering on the backside of a DBIDS card may escort ten personnel and three vehicles for official job related business. Upon termination of employment or transfer out of the official position, the pass must be returned to FLEACT, Yokosuka ISO.

Access	Have limited unescorted access to the base from one hour before a regularly scheduled work hour to one hour after a regularly scheduled working hour.
Force Protection Level	C
Escort Privileges **Official Escort Only Privileges**	No escort privileges. Only official guests.
Requirements	✧ Request letter issued by applicable command. Official ID card issued by GOJ.

6. "Very Important Person (VIP)" Distinguished Visitors. FLEACT, Yokosuka-Distinguished Visitor DBIDS card will be issued to prominent civic and government officials for a period not to exceed three years. "Distinguished Visitor" DBIDS card holders are authorized base access unescorted and they are allowed to escort up to six personal guests on-base after obtaining one-day guest passes from FLEACT, Yokosuka ISO. However, they are not authorized to escort official visitors or contractors.

a. Holders shall be afforded all the courtesies commensurate with their position.

b. Holders are authorized to register one official or private vehicle at VRO.

Access	Have unlimited access to FLEACT, Yokosuka.
Force Protection Level	B
Escort Privileges	Personal guests only.
Requirements	These "VIP" passes are only approved by COMFLEACT, Yokosuka

7. Special Retired MLC/IHA Employees. "Special Retired MLC/IHA" DBIDS card will be issued to select special retired MLC/IHA who are recommended by the Commanding Officer of the applicable command and approved by COMFLEACT, Yokosuka for the term of one year. ID card holders are allowed to escort up to six personal guests on board FLEACT, Yokosuka. However, they are not allowed to escort official visitors or contractors.

Access	0900-2200
Force Protection Level	B
Escort Privileges	Personal guests only.
Requirements	Commands will be allowed to request Special Retired MLC/IHA DIBDS cards for up to six personnel.

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8. Long-Term Visitors are defined as individuals who are required to access FLEACT, Yokosuka under the following guidelines:

a. Requests for this category will be submitted using written request or Long Term Visitor Pass Request Form (CFAY 5532/2B (2-10)) from respective commands, to FLEACT, Yokosuka ISO at least three business days (Monday through Friday except holidays) prior to the guest's anticipated arrival. The request must be submitted by the command and not by the individual. After approval by COMFLEACT, Yokosuka, a DBIDS card will be issued upon submission of a PHS and other documents required by reference (b). If a long term visitor stays at on-base lodging, an additional request is required.

b. "Long-Term Visitor" DBIDS cards are valid for a period not to exceed one year or a term of Visa status in Japan.

c. Each command is responsible for the control and proper use of all Long Term Visitor DBIDS cards and for the conduct of contractors that the command sponsored on base. DBIDS cards are to be returned to FLEACT, Yokosuka ISO upon expiration.

d. The personnel in the following categories may be sponsored for long term visitor DBIDS cards.

(1) Medical. DBIDS cards are issued to local and foreign national medical observers at NAVHOSP, Yokosuka, upon written request from the Chief of Medicine, for a specified time.

(2) Religious. DBIDS cards are issued to personnel sponsored by the Command Chaplain.

(3) Education. Persons having an affiliation with the DoD Education Activity or the Navy College either as tuition paying parents, students, administrators, instructors and substitute teachers, aids or as educational volunteers for a specified period of time not to exceed one year may apply. This category is not extended to guest speakers.

(4) Technical Representatives. Persons serving as technical advisors and representatives of private U.S. or Japanese companies for a specified period of time not to exceed one year may apply. This category is extended to U.S. contractors who represent companies having a company name that does not appear in the authorized contractor register. It also extends to persons who are not personally registered in the CVS.

(5) Other Volunteers. Persons who serve as volunteers and who are invited by COMFLEACT, Yokosuka or from among one of its tenant commands for special purposes, such as, but not limited to, personal exchange programs and camp adventure programs, for a specified period of time not to exceed one year may apply.

(6) Other Long-Term Visitors. Persons who are not listed in the previous categories as requested by COMFLEACT, Yokosuka or from among one of its tenant commands for special purposes for a specified period of time not to exceed one year may apply.

Access	Have limited unescorted access to the base from one hour before a regularly scheduled work hour to one hour after a regularly scheduled working hour.
Force Protection Level	C
Escort Privileges	No escort privileges.
Requirements	✧ TDY/TAD, Invitational Orders, CFAY 5532/2B (Rev. 2-10) or request letter issued by a specific command. ✧ Must comply with COMNAVFORJAPANINST 5500.7 (series) except personnel under TDY/TAD and Invitational orders and U.S. vendors who have completed background checks by U.S. official.

9. Short-Term Visitors are defined as house guests who are authorized to stay at a SOFA member's residence, the Navy Lodge, Bachelor Housing, Navy Gateway Inns & Suites or NAVHOSP, Yokosuka Storks Nest.

10. Personnel who are not required to register in DBIDS. The following personnel are allowed to enter FLEACT, Yokosuka without DBIDS registration:

(1) JSDF members.

(2) JMSDF family members who are allowed to enter the base possessing a valid JMSDF Family Member ID.

(3) Official visitors who have a need to conduct business or make periodic protocol visits on board FLEACT, Yokosuka who present a current ID card.

(4) JMSDF Contractor. Must present a JMSDF bilingual pass with an orange border to enter the installation.

(a) A background investigation will be conducted through JMSDF or other appropriate authority.

(b) COMFLEACT, Yokosuka exercises final authority over all base access.

14. DBIDS Validation. The primary function of Gate Operations is to validate access authorization of ID card holders, the status of the DoD ID card, their vehicles, and any other personnel attempting to enter the installation. This clarifies that personnel authorized to enter the installation are in fact using a valid ID card to enter FLEACT, Yokosuka. DBIDS enhances the military law enforcement mission by helping to provide a safe and secure community and by allowing real-time access to data for the installation. The Gate system consists of two primary components: the Gate workstation (either a personal computer or a laptop computer) and the DBIDS Handheld scanner. Both the pistol scanner at the Gate workstation and the Handheld scanner at the guard shack have the functionality to scan an ID card. The Gate computer or Handheld scanner submits the data from the barcode scan to the local database to determine if the individual is authorized access to a given installation. The Gate guard scans an individual's ID card with the Handheld scanner at all gates. After validation of their ID by DBIDS Handheld scanner, they are allowed to enter the base. ID card scanning is conducted at all times except during rush hours.

15. Left, Lost or Stolen Identification Cards

a. MLC/IHA/HPT/PSC DBIDS card holders who report their DBIDS card as being left, lost or stolen will be governed by the following:

(1) DBIDS cards that are left at home or place of work. The employee may obtain a one-day pass unescorted at FLEACT, Yokosuka ISO after verification of his/her working status by FLEACT, Yokosuka ISO personnel.

(2) DBIDS cards that are lost. The DBIDS card holder must search for the pass. In the event that the DBIDS card is not located, a one-day pass will be issued until the DBIDS card is found. If the DBIDS card is lost, the employee must report to the Japanese police or FLEACT, Yokosuka Security Department immediately and he/she will submit a Lost Report (CFAY 5532/54 (5-10)) to FLEACT, Yokosuka Security Department. The employing activity will request to reissue a gate pass for the employee utilizing a Request to Reissue Gate Pass for Employee Form (CFAY 5532/56 (5-11)) and forward the form to FLEACT, Yokosuka ISO. Upon receipt of the request, FLEACT, Yokosuka ISO will issue the employee a one-day pass daily for a period of 30 days from the date of the initial lost property report. At the end of the 30-day period, the employee may be issued a new DBIDS card.

(3) DBIDS cards that are stolen. The DBIDS card holder must report to the Japanese police or FLEACT, Yokosuka Security Department immediately and submit a Lost Report (CFAY 5532/54 (5-10)) of theft. The employee will present the form to his/her employing activity. The employing activity will request for re-issue of a new DBIDS card utilizing a Request to Reissue Gate Pass for Employee Form (CFAY 5532/56 (5-11)) and forward the form to FLEACT, Yokosuka ISO. Upon receipt of the form and verification of the theft report to the Japanese police or FLEACT, Yokosuka Security Department, FLEACT, Yokosuka ISO will issue the employee a new DBIDS card.

b. CONTRACTOR/TAXI DBIDS card holders who report their DBIDS card as being left, lost or stolen will be governed by the following:

(1) DBIDS cards that are left at home or place of work. Contractor may enter the base with his/her company escort.

(2) DBIDS cards that are lost. The company must report to the Japanese police or FLEACT, Yokosuka Security Department immediately and submit a Lost Report (CFAY 5532/54 (5-10)) to FLEACT, Yokosuka Security Department. Upon receipt of the lost report, FLEACT, Yokosuka ISO will issue a new DBIDS card at the end of the 30-day period from submission date of the lost report. In the meantime, the person must obtain a one-day gate pass daily at FLEACT, Yokosuka ISO. Ch-3

(3) DBIDS cards that are stolen. The company must report to the Japanese police or FLEACT, Yokosuka Security Department immediately and submit a Lost Report (CFAY 5532/54 (5-10)) to FLEACT, Yokosuka Department. Upon receipt of the form and verification of the theft report to the Japanese police or FLEACT, Yokosuka Security Department, FLEACT, Yokosuka ISO will issue the employee a new DBIDS card.

c. OFFICIAL/VIP/SPECIAL pass holders who report their DIBDS card as being left, lost or stolen will be governed by the following:

(1) DBIDS cards that are left at home or place of work. Verification will be made by FLEACT, Yokosuka ISO and the person may be permitted to enter the base on a one-day pass without an escort.

(2) DBIDS cards that is lost or stolen. If the DBIDS card is lost or stolen, the person must report to the Japanese police or FLEACT, Yokosuka Security Department immediately and submit a Lost Report (CFAY 5532/54 (5-10)) to FLEACT, Yokosuka Security Department. FLEACT, Yokosuka ISO will issue a new DBIDS card after receiving a request from the sponsoring command.

d. U.S. Military, DoD Civilians, U.S. Contractors, their family members, and secondary family members whose identification card is lost or stolen must report the lost or theft to FLEACT, Yokosuka Security Department immediately. After verifying current status for their base access via DBIDS, they are allowed to enter installation.

16. Display of DBIDS cards or passes. While within the confines of FLEACT, Yokosuka, personnel shall have their passes or DBIDS cards immediately available and shall produce them for identification purposes when requested by proper authority. Passes shall be presented when entering and departing the base.

17. Renewal of DBIDS Cards. Companies and sponsors must submit necessary documents to renew DBIDS cards to FLEACT, Yokosuka ISO prior to the expiration date of the DBIDS card.

18. Surrender of DBIDS Cards. DBIDS cards will be returned to FLEACT, Yokosuka ISO due to termination of employment, company de-registration or when it is determined by COMFLEACT, Yokosuka or other authorized representative that the DBIDS card is no longer needed.
Responsibility for returning DBIDS cards rests with the command, activity, department and employer concerned.

19. Temporary Base Access Regulations for Official Visitors

a. Long-Term Local Contractor (Vendor) Escort Required Passes. "COMFLEACT, Yokosuka Local Contractor (Vendor) Escort Required" DBIDS card will be issued to personnel employed by U.S. Government, GOJ contractors or vendors that are sponsored by various organizations, private or government, who are working for limited terms with their organization or company. Holders are allowed to enter/exit Carney/Womble gates escorted.

b. One-Day Pass (Constant escort required). Upon presentation of proper identification and a satisfactory check

of the Base Access Denial List, the bearer of this pass is authorized entry and exit via Carney/Womble gates and must be escorted at all times while within the confines of FLEACT, Yokosuka. This pass is non-transferable and expires at 2359 on the date of issue. When an approved contractor hires or subcontracts an unapproved company or a employee whose background checks have not been completed, the primary contractor is responsible for providing competent and qualified escorts for the personnel whose background checks have not been done.

20. Guest Procedures

a. Sponsor Responsibilities:

(1) All sponsors must be registered into DBIDS in order to escort guests.

(2) All sponsors must ensure nationality of guests and that they are not listed in Attachment 1 of reference (a). If the guest is a citizen of a country listed in Attachment 1 of reference (a) follow paragraph 10 of this instruction. Ch-3

(3) Responsible for the accountability of each visitor or guest regardless if the sponsor is military personnel, their family member, local employee (MLC/IHA/HPT), local contractor, command, activity, organization or an individual. All sponsors will be held responsible for the actions and accountability of each visitor or guest they sponsor. All violations will be reported to their chain of command.

(4) Responsible for educating their visitors or guests as to the geographic limits of their movements whenever they are in possession of a pass.

(5) Responsible for ensuring that their visitors or guests are signed in and obtained a pass for them at FLEACT, Yokosuka ISO when it is required.

(6) Responsible for physically escorting their visitors or guests at all times while they are on the installation. This means the sponsor must personally escort his/her visitors or guests through the gate, remain with them throughout the duration of the visit and escort them off the base at the completion of the visit unless the visitor has a pass which allows unescorted access.

b. Escort Privileges

(1) Personal Escorts

(a) All U.S. Military personnel in all pay grades and their family members, U.S. Forces Retired personnel and their family members, JSDF members, VIP pass holders, MLC/IHA with Red Star and retired MLC/IHA with Special MLC Retiree pass, **who have registered in DBIDS**, are authorized to bring guests on-base for various social functions. All one-day personal guests are allowed to be escorted from 0700 to 2359. Under no circumstances may a person whose name appears on the Base Access Denial List or violated base policy be granted access to FLEACT, Yokosuka. Minors under 18 years old who are not immediate family members or relatives of the sponsor are not allowed to enter the base without being accompanied by their adult family member after 2000. Sponsors are personally responsible for the actions of their guests at all times. Guests of all indicated below in all pay grades may enter the base with sponsors. All guests must present a proper identification to a NSF or FACP.

Status/Grade	Number of Guests/vehicles	Pass Requirements
U.S. Military personnel including U.S. Forces Retired and their family members		
E-6 and Above	Six guests and three vehicles	Person: No Vehicle: Yes
E-5 and E-4	Four guests and three vehicles	Person: No Vehicle: Yes
E-3 and Below	Two guests and two vehicles	Person: No Vehicle: Yes
JSDF personnel and JSDF Retirees		
CWO1 and Above	Six guests and member's vehicle (one)	Person: Yes Vehicle: Yes
E-6 and E-9	Six guests and no vehicle	Person: Yes
E-5 and E-4	Four guests and no vehicle	Person: Yes
E-3 and Below	Two guests and no vehicle	Person: Yes
JSDF Academy Student	Six guests and no vehicle	Person: Yes
JSDF Academy Officials	Six guests and member's vehicle (one) if Staff ID card holder is equivalent to Officer	Person: Yes Vehicle: Yes

Others		
VIP Pass Holders	Six guests and his/her/company's vehicle (one)	Person: Yes Vehicle: Yes
MLC/IHA with Red Star	Six guests and no vehicle	Person: Yes
Retired MLC/IHA with Special Retired Pass	Six guests and no vehicle	Person: Yes

*Guests are not allowed to bring bicycles/skateboards/roller skates/kickboards on board. Ch-3

(b) Family Member Guest Privileges. Spouses and other family members 20 years or older (son, daughter, mother, father) who are command sponsored may act as guests' sponsor and will retain the same guest privileges as their sponsor. Other family members (16 years old through 19 years old) may escort one guest onto FLEACT, Yokosuka and it's satellites regardless of their sponsor's rank. All of these family members (except spouse) are not authorized any Over Night, House Guest or Pre-authorized passes.

(c) JSDF Personnel. JSDF personnel equivalent to all U.S. grades and their civilian employees, will follow procedures stated in paragraph 20b of this instruction. Their guests are allowed to enter base after obtaining a gate pass. JSDF personnel are not authorized to request House Guests Passes, Pre-authorized Pass nor Overnight Guest Pass.

(d) VIP pass, MLC/IHA with Red Star, retired MLC/IHA with Special MLC Retiree pass holders. Those personnel will follow procedures stated in paragraph 20b. Their guests are allowed to enter base after obtaining a gate pass and they are not authorized to request House Guest Passes, Pre-authorized Pass nor Overnight Guest Pass. NAVHOSP, Yokosuka MLC Interns are allowed to request Overnight Guest Pass via NAVHOSP, Yokosuka.

(2) Official Escorts. Official visitor escorts are U.S. Forces Military personnel, DoD Civil Service personnel, UN Command personnel, American Embassy personnel, JMSDF, Local Hired Employees who hold a Local National Employee (MLC/IHA) DBIDS card with escort or Red Star, Host nation Government Officials DBIDS card with escort and Local Contractor/Vendor DBIDS card with escort holders who have been approved in writing

by COMFLEACT, Yokosuka. The request to use local civilian employees for escort must include the proposed escort's name, pass number and position of employment. Contractors may request a Nomination of Escorts for Uncleared Employees Form (CFAY 5532/42 (Rev. 2-10)). The following criteria must be met to qualify such an employee as an escort:

(a) Escorts are previously required to register in DBIDS.

(b) Up to ten walking visitors may be escorted per individual. However, as long as the number of passengers of each vehicle will not exceed the vehicle capacity, up to three vehicles along with all passengers may be escorted by one escort.

(c) Escorts must be mature, reliable, have a responsible position with the company and be recommended by a responsible official of the company.

(d) Local Hired Employees and contractor employees authorized to escort must have completed their background check and possess a permanent pass.

(e) The use of the AFID Card by a retiree to escort a visitor who solicits or conducts commercial business is prohibited.

(f) The number of such designated escorts will be kept to a minimum consistent for efficient operations.

21. Personal Guests

a. House Guest Passes. Bonafide guests in a tourist status (visa category, temporary visit) or relatives living in Japan who are visiting FLEACT, Yokosuka military and DoD Civilian personnel living on or off-base may receive a House Guest Pass from FLEACT, Yokosuka ISO/Ikego Detachment (Security)/Yokohama Detachment (Negishi) Security (sponsor's area of residence) to facilitate base access. Sponsor must be presently stationed at FLEACT, Yokosuka or currently under TDA/TDY orders. Any sponsor requesting a House Guest pass must be occupying their residence during the time any approved temporary guests are occupying the home or place of residence.

Note: When a SOFA member is a patient in NAVHOSP, Yokosuka, and sponsor's station is not at FLEACT, Yokosuka, upon approval of NAVHOSP, Yokosuka, he/she is allowed to request a House Guest Pass during his/her hospitalization.

(1) Occupants of Government Quarters On-Base and Non-Government Quarters Off-Base:

(a) To request a House Guest Pass, the sponsor is required to register in DBIDS and must present a Request for House Guest Pass (CFAY 5532/2A (Rev. 5-12)) to FLEACT, Yokosuka ISO/Ikego Detachment Security/Yokohama Detachment (Negishi) Security (sponsor's area of residence) at least three business days (Monday through Friday except holidays) prior to the guest's anticipated arrival. Upon arrival, the sponsor/spouse will accompany the guest and will provide a passport with a valid Visa Stamp or Alien Registration Card to prove bonafide temporary visit status in Japan. All House Guest Passes must be returned to FLEACT, Yokosuka ISO/Ikego Detachment Security/ Yokohama Detachment (Negishi) Security (the same office where the sponsor received the pass from) with the guest present, on or before the expiration date of the pass. These pass holders are allowed access to FLEACT, Yokosuka/Ikego Detachment Security/Yokohama Detachment (Negishi) unescorted. Immediate family members who are citizens of countries listed in Attachment 1 of reference (a) shall be escorted at all times. Ch-3

(b) The sponsor is responsible for the actions of guests. Improper behavior by the guest or misuse of the House Guest Pass, will be sufficient cause for COMFLEACT, Yokosuka to recall the pass. House Guest passes will be issued only for the duration of the intended visit and shall be limited to 60 days per guest per 365 day period beginning with the first pass issued.

(c) Guests with an AFID holder or DoD Civilian employee personnel who are not registered with the Military Family Housing Department, FLEACT, Yokosuka as a resident in the requesting government quarters need to apply for a House Guest Pass. However, a House Guest Pass will not be issued.

(d) When guests are staying on-base at the Navy Lodge, Bachelor Housing or Storks Nest, submit a request to FLEACT, Yokosuka ISO via the sponsor's command and authority of

5532/2A (Rev. 5-12)) to FLEACT, Yokosuka ISO at least three business days (Monday through Friday except holidays) prior to the guest's anticipated arrival.

(2) Requesting an Extension of a House Guest Pass. Guests who exceed the maximum 60 days, will not be normally allowed to enter FLEACT, Yokosuka until the next 365 day period. However, if the extension is deemed necessary, these guests may request one 30 day extension of a house guest pass, or obtain a one-day guest pass by providing proof of residency in Japan.

(a) Occupants of Government Quarters On-Base. Submit a request to FLEACT, Yokosuka ISO via sponsor's command and FLEACT, Yokosuka Military Family Housing Department, FLEACT, Yokosuka using a Request for House Guest Pass (CFAY 5532/2A (Rev. 5-12)) stating the reason(s) for the requested extension stating a reason to FLEACT, Yokosuka ISO/Ikego Detachment Security/ Yokohama Detachment (Negishi) Security (sponsor's area of residence) at least three business days (Monday through Friday except holidays) prior to the expiration of the pass.

(b) Occupants of Non-government Quarters Off-Base. Submit a request to FLEACT, Yokosuka ISO via sponsor's command using a Request for House Guest Pass (CFAY 5532/2A (Rev. 5-12)) stating the reason(s) for the requested extension stating a reason to FLEACT, Yokosuka ISO/Ikego Detachment Security/ Yokohama Detachment (Negishi) Security (sponsor's area of residence) at least three business days (Monday through Friday except holidays) prior to the expiration of the pass.

* Note: Retirees are not allowed to request for a House Guest Pass.

b. One-Day Guests. All personal guests for U.S. military, U.S. military retirees, U.S. military reserve, DoD U.S. civilian employees and U.S. Navy contractors, U.S. Embassy personnel, UN Commands personnel and Naval Reactors personnel and their family members are allowed to enter the base without obtaining a one-day guest pass. All personal guests for JSDF personnel, MLC/IHA with red star, VIP card holder and Special Retired MLC/IHA must possess a FLEACT, Yokosuka one-day gate pass while on-base. Escorts will meet the following requirements:

(1) Sponsors; JSDF personnel, MLC/IHA with red star, VIP card holder and Special Retired MLC/IHA must be present with their guests to FLEACT, Yokosuka ISO, Ikego Detachment Security or Yokohama Detachment (Negishi) Security to obtain a guest pass. All guests except children 12 years old and under must possess proper identification as stated in paragraph 5 of this instruction. All one-day guest passes must be returned prior to 2359 to the designated installation the pass was issued.

(2) Sponsors must constantly escort their guests onto and off the installations. All one-day personal guests are allowed to be escorted from 0700 to 2359.

c. Pre-Authorized Guests. Submit a Pre-authorized Pass Request Form (CFAY 5532/24 (Rev. 2-10)) for guest to enter FLEACT, Yokosuka and a copy of guests' ID card to FLEACT, Yokosuka ISO/Ikego Detachment Security/Yokohama Detachment (Negishi) Security (location of an event) at least three business days (Monday through Friday except holidays) prior to the guest's anticipated arrival. Upon approval of the request, "Visitor-Escort Required" DBIDS card or one-day pre-authorized pass will be issued to the guest. After issuance of DBIDS card or one-day pre-authorized pass, the guest with the sponsor will be allowed to access FLEACT, Yokosuka. The sponsor will constantly escort guests while on-base. The Pre-authorized pass is requested for the following purposes:

(1) "Visitor-Escort Required" DBIDS card will be issued to guests who continually enter the base. Only English lessons students, cultural study students, and church attendees may receive DBIDS card not to exceed 180 days. Guest visits may not exceed three times per week. Only sponsors who are living in base government quarters are allowed to request a DBIDS card. English teachers' students are not allowed to use FLEACT, Yokosuka Fleet Readiness Center, NEX facilities and English teacher's place of work.

*Note: There is a "No tolerance" policy for teachers hosting English students overnight in their military family housing units. Violating this policy will lead to eviction from government quarters.

(2) A Pre-authorized Pass Request Form (CFAY 5532/24 (Rev. 2-10) is required when a sponsor escorts social visitors more than the limit stated in paragraph 20b(2) of this instruction.

Request for additional guests will be limited to a total of ten per sponsor. No overnight pre-Authorized are allowed. Only requesting commands are authorized vehicle passes for events.

d. Overnight Guests

(1) Guests staying at government housing. When guests stay in government housing (towers or townhouses) for less than **72 HOURS**, an Overnight Guest Pass, will be issued by FLEACT, Yokosuka ISO/Ikego Detachment (Security)/Yokohama Detachment (Negishi) Security (sponsor's base of residence) after submission of Request for Overnight Guest Pass (CFAY 5532/48 (Rev. 5-12)). The sponsor will constantly escort guests while on-base. These passes must be returned upon expiration date of the pass to FLEACT, Yokosuka ISO/Ikego Detachment (Security)/Yokohama Detachment (Negishi) Security (the same location where the escort received the overnight pass from).

(2) Guests staying at Bachelor Housing. Overnight guests are authorized in the Bachelor Housing for E-5 and above. Authorized overnight guests can stay for one night during weeknights (Sunday through Thursday) and three nights during weekends. All guests must be registered with the appropriate billeting office prior to 2300.

(3) Guests staying at Navy Lodge. Overnight guests are authorized in the Navy Lodge for all hands. Sponsor must have a valid Navy Lodge payment receipt with the required number of guests to receive a pass. E-4 and below must show their Blue Liberty card.

(4) When overnight guests are staying in government housing (towers or townhouses) or Bachelor Housing, for more than **72 HOURS**, a House Guest Pass is required in accordance with paragraph 20b(1).

(5) When guests continuously visit the base more than 24 hours but less than 72 hours, an Overnight Guest Pass will be issued by FLEACT, Yokosuka ISO/Ikego Detachment (Security)/ Yokohama Detachment (Negishi) Security.

(6) If a sponsor is not presently stationed at FLEACT, Yokosuka and staying at the Navy Lodge, an overnight guest pass will be issued to their guests for duration of the visit. The sponsor must have a valid Navy Lodge payment receipt with the required number of days to receive a pass.

e. Local Hired Employee's Guests. On the third Tuesday of each month, Japanese holidays and designated special occasions, MLC/IHA/HPT employees who possess a permanent gate pass, may request entry for up to five guests from 0900 to 2000 using a Japanese Employee Guest Pass Request (CFAY 5532/40 (Rev. 2-10)). Local Hired Employees acting as sponsors must take full responsibility for the actions of their guest(s). Guests must follow all applicable rules and regulations, and may only visit the sponsor's work site and an authorized dining facility.

22. Official Guests. Activities desiring base access for individuals or groups making official or courtesy calls shall notify the COMFLEACT, Yokosuka via FLEACT, Security Officer of the event. Notification will be made by an Official Visitor Pass Request (CFAY 5532/51 (Rev. 5-12)) or memorandum stating the names of the individuals visiting, purpose of the visit, time and date of arrival and anticipated departure, vehicle description, license plate number, name, grade and telephone number of the person to contact in the event the guests require assistance in locating their destination. The request must be submitted to FLEACT, Yokosuka ISO three business days (Monday through Friday except holidays) prior to the event. As long as an Official Visitor Pass Request (5532/51 (Rev. 5-12)) or request memorandum is submitted, the authorized number of escorts indicated in paragraph 20b(2) of this instruction will not apply to those official guests. All guests must be escorted while on base.

a. Official Ceremonies, Receptions and Parties. Activities inviting guests on board for command sponsored functions are required to submit an example of the invitation to be used, a comprehensive guest list, with nationality, date of birth, residences, the name of the designated command sponsor, his/her telephone number, the destination of guests, times of arrival and departure, vehicle descriptions and the date of the event for appropriate access security checks to COMFLEACT, Yokosuka via FLEACT, Yokosuka ISO. Those guests must be escorted while on-base. The request must be submitted to FLEACT, Yokosuka ISO three business days (Mon-Fri except holidays) prior to the event.

b. Base Tours. Commands desiring to conduct a base tour will submit an Official Visitor Pass Request (CFAY 5532/51 (Rev. 5-12) to FLEACT, Yokosuka ISO three business days (Monday through Friday except holidays) prior to the planned tour date. An escort must be designated by the sponsor to remain with the party during their entire stay on-base. In the event

distinguished tourists wish to gain access to the base, such as World War II Veterans or other individuals of significant status, ISO watch stander will notify FLEACT, Yokosuka CDO. FLEACT, Yokosuka CDO may approve or deny entry.

c. Special Events. During special events, any person except those who are citizens of countries listed in Attachment 1 of reference (a) or who are included on the Base Access Denial List shall be authorized to enter FLEACT, Yokosuka as a guest of COMFLEACT, Yokosuka, and proceed unescorted to all facilities within the approved areas of visitation. COMFLEACT, Yokosuka will establish boundaries to ensure that the general public remains within the event areas. Vehicular traffic will be restricted as necessary to maintain adequate control of base ingress/egress by guests as well as to facilitate parking and ensure pedestrian safety. Photography will be permitted for all individuals within the approved areas of visitation. Passes will be required for those individuals whose work dictates that they proceed beyond the established boundaries. Ch-3

d. Bazaars Held by a Command or an Authorized Organization. Commands or authorized organizations desiring to hold a bazaar must be pre-approved for the event by FLEACT, Yokosuka Staff Judge. Requests for base access for vendors and vehicles must be submitted to FLEACT, Yokosuka ISO two weeks prior to the event. All vendors must be escorted by the command or the authorized organization while on base. All vehicles must be inspected by Military Working Dogs prior to base access.

e. Media. Access to FLEACT, Yokosuka installations.

(1) Only personnel assigned in an official public affairs capacity are authorized to escort media on FLEACT, Yokosuka installations. The following organizations have official, designated public affairs officers:

(a) COMFLEACT, Yokosuka.

(b) COMNAVFORJAPAN.

(c) NAVHOSP, Yokosuka.

(d) Naval Facilities Engineering Command Far East.

(e) Naval Supply Systems Command Fleet Logistics Center Yokosuka.

(f) U.S. Naval Ship Repair Facility and Regional Maintenance Center (NAVSHIPREPFAC and JRMC) Yokosuka, Japan.

(g) Commander, U.S. SEVENTH Fleet.

(h) Commander, Submarine Group Seven

(i) Forward Deployed Naval Forces, ships designated collateral duty FLEACT, Yokosuka Public Affairs Offices (PAOs).

(j) JMSDF.

(b) Bonafide host-nation media representatives, freelance writers and photographers visiting FLEACT, Yokosuka in an official capacity must be physically escorted by personnel from one of the above listed FLEACT, Yokosuka PAOs. Escort duties may not be delegated to non-PAO personnel.

(c) Individuals with escort privileges, not assigned in an official public affairs capacity, (i.e. family members, spouse's clubs, private organizations, school's, etc.) must work through their parent organization's PAO (sponsoring PAO) before inviting or escorting news media to a FLEACT, Yokosuka installation for any purpose including news gathering or reporting, social visits, volunteer work, etc.

(d) In all cases, sponsoring PAOs will use enclosure (1) to notify FLEACT, Yokosuka PAO of an impending media visit. Approval will take seven through ten days for news media requesting access to FLEACT, Yokosuka through a non-PAO source.

(e) The sponsoring PAO will be responsible to provide the approved enclosure (1) to NSF or FACP at the gates or visitor center three business days (Monday through Friday except holidays) (72 hours) prior to the event.

(f) The sponsoring PAO is also responsible to ensure visiting news media remain under their constant escort and cognizance.

(g) Restrictions on allowed photography outside of the authorized event is dependent on current affairs or world situation. Specific guidance on photographic restrictions can be acquired by contacting the installation PAO.

23. Vehicle Access

a. One-Day Vehicle Pass for Local Contractors or Official Visitors. One-day vehicle passes (CFAY 5800/20b (Rev. 4-08)/CFAY 5800/20c (Rev. 3-13) will contain the vehicle license number, the dates for which they are valid and the seal of FLEACT, Yokosuka Security Department. Passes will be issued at FLEACT, Yokosuka ISO. The requesting company will be responsible for the following:

(1) A vehicle pass must be displayed in the right front windshield at all times.

(2) Driver is required to obey all traffic regulations in accordance with reference (c) and avoid entering all restricted areas.

(3) All commercial vehicles except off base taxis must enter from Womble gate. All vehicles entering and/or leaving the base are subject to search at all times by proper authority. All drivers must obey all NSF or FACP rules during vehicle inspection.

(4) All U.S. military personally owned vehicles (POV), JSDF POVs, all government vehicles, public interest corporation vehicles, local employee POVs and personal guests' vehicles are not required to be inspected.

(5) To preclude congestion at the Main Gate, a temporary vehicle pass may be issued one day in advance to approved contractors or vendors.

(6) All commercial vehicles are required to be registered at FLEACT, Yokosuka VRO. A vehicle issued more than 30 times per company for one year will be subjected for reconsideration of pass issuance. Ch-3

b. One-Day Vehicle Passes for POV. All vehicle passes are issued to U.S. Military personnel, UN Command personnel, American Embassy personnel, VIP pass holders and JMSDF Officers after complying with reference (c). When FLEACT, Yokosuka VRO is closed, SOFA personnel who are in the process of registering their POV, will be issued vehicle passes until the next VRO working day.

* TAD/TDY personnel whose station is outside of Japan and retired personnel are only allowed to use an international license as long as he/she is driving an off-base rental vehicle.

(1) When the registered owner of the vehicle is not SOFA sponsored written permission with the owners seal is required. The driver must have a valid driver's license (USFJ Form 4) and an original car title and proof of insurances (Japanese Compulsory Insurance (JCI) and liability insurance). Number of vehicle passes issued will not exceed five times per month except for personnel applying to paragraphs (3) and (4) below. Ch-3

(2) If the sponsor is stationed outside of Japan, and the spouse is requesting a vehicle pass, a copy of their current orders is required to be issued a vehicle pass. Vehicle passes must be returned into designated FLEACT, Yokosuka Red Drop Boxes on or before expiration of the vehicle pass.

(3) If a sponsor who is not stationed at FLEACT, Yokosuka and staying on base, when the sponsor is driving a rental vehicle, a vehicle pass will be issued for duration of the visit. The sponsor must present supporting document of proof of residence on base such as a lodging receipt, TAD order, and request for House Guest Pass (CFAY 5532/2A (Rev. 5-12)).

(4) If a sponsor who has just checked into FLEACT, Yokosuka and is staying at the Navy Lodge temporarily, when the sponsor is driving a rental vehicle, a vehicle pass will be issued for the duration of lodging at Navy Lodge. The sponsor must present Permanent Change Station orders and receipt for Navy Lodge.

c. Vehicle Passes for One-Day/Over-Night/House Guests. All vehicle passes are issued to drivers who are immediate family members of the sponsor or sponsor's spouse. Immediate family members in this section are defined as children, parents, grandchildren, siblings and their spouse and their children. Vehicle passes will be issued until the expiration of the guest pass. Sponsor must comply with the following:

(1) Driver must show a valid driver's license, an original car title (the driver is not required to be the vehicle owner) and proof of JCI and liability insurances.

(2) The vehicle pass must be displayed in the right front windshield at all times.

(3) Driver is required to obey all traffic regulations in accordance with reference (c) and avoid entering all restricted areas.

(4) All vehicles entering and/or leaving the base are subject to search at all times by proper authority.

(5) Vehicle passes must be returned to FLEACT, Yokosuka ISO/Ikego Detachment (Security)/Yokohama Detachment (Negishi) Security (the same office the escort received the pass from) on or before expiration of the pass.

(6) Vehicle passes for a motorcycle are not authorized.

d. Local Hired Employee (MLC/IHA/HPT/PSC) are not authorized to obtain a one-day vehicle pass.

e. Personnel under TAD/TDY/IT orders are authorized to obtain a one-day vehicle pass if TAD/TDY/IT orders indicate for authorization to drive a vehicle.

24. Issuance of all passes. All gate passes will be issued as indicated below.

Passes	Issuing Hours
House Guest Passes	Arrival time of guest(s)
Pre-Authorized Guest Passes	Arrival time of guest(s)
One-Day Guest Passes	7:00 ~ 23:00
Overnight Guests Passes	7:00 ~ 23:00
Vehicle Passes	7:00 ~ 23:00
Contractor One-day Passes	7:00 ~ 16:30
Contractor One-day Vehicle Passes	7:00 ~ 16:30

25. Violation Policy

a. Not Returning Passes. If Overnight guest passes and House Guest passes are not returned as required. All guests must be off the base no later than 2359 of the expiration date of the pass.

(1) First Violation: Verbal written warning issued on the pass.

(2) Second Violation: 30 day suspension off all pass privileges.

(3) Third Violation: 90 day suspension.

(4) Forth Violation: One year suspension.

b. Unescorted Guests Violation. If guests are unescorted while on-base, the first violation will result in a 30 day suspension of all pass privileges, and a second violation will result in a one year suspension. The guest will be escorted off the installation by NSF. Base access for the guest will be suspended until further notice. If an unescorted guests violation occurs by a local contractor, his/her escort privileges will be revoked. Ch-3

c. Designated Third Country Guests Violation. If guests are unescorted while on-base, the guest will be escorted off-base by military police. This violation will result in permanent suspension of sponsor's guest's privileges. Base access for the guest will be suspended until further notice. Ch-1

d. Over Staying of Guests. If guests are found over staying on-base, the guest will be escorted off-base by military police. This violation will result in permanent suspension of sponsor's guests privileges. Base access for the guest will be suspended until further notice.

e. Trespasser. If personnel are found trespassing while on-base, the violator will be escorted off-base by military police. This violation will result in a six month suspension of base access for the violator and six month suspension of sponsor's guests privileges.

f. Lost Pass. If a guest loses a pass or DBIDS card, the sponsor will report it immediately to the location the pass was issued and complete a Lost Report (CFAY 5532/54 (5-10)).

g. Mutilated and Tampered Pass. Any passes issued by FLEACT, Yokosuka ISO are prohibited to be mutilated or tampered with. This violation will result in permanent suspension of sponsor's guest's privileges. Base access for the guest will be suspended until further notice.

h. Any violations of the guest policy will affect the violator and his/her entire family members. A record of the violation will remain for one-year unless a violator violates paragraph (c) and (d).

D. A. OWEN

Distribution:
COMFLEACTINST 5215.2K
List I, II, Case 1

Stocked:
Commander, Fleet Activities, Yokosuka
PSC 473 Box 1
FPO AP 96349-0001

From:
To: Public Affairs Officer, Fleet Activities, Yokosuka

Subj: MEDIA PASS CLEARANCE REQUEST

1. Request approval to invite media to our organization's event. The following information is germane.

a. Date/Time:

b. Event location/building:

c. Event name:

d. Event schedule:

e. Purpose of the event:

f. # of participants:

g. Sponsoring Public Affairs Office (PAO):

h. PAO contact number:

i. Point of Contact (POC) information:

j. POC contact information:

k. Note:

2. Sponsoring PAOs will ensure that news media will be physically escorted at all times.

First Endorsement

From: PAO, Fleet Activities (FLEACT), Yokosuka
To:

1. Your request is approved/disapproved.

2. Approved request should be coordinated with the staff of FLEACT, Yokosuka PAO.

FLEACT, Yokosuka PAO

Enclosure (1)