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**BY ORDER OF THE
COMMANDER**

**HEADQUARTERS, UNITED STATES FORCES, JAPAN
USFJ INSTRUCTION 31-204**

01 October 2011



Security

**RESTRICTIONS ON DESIGNATED THIRD COUNTRY
NATIONALS TO USFJ INSTALLATIONS AND AREAS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: USFJ/J2CI

Certified by: USFJ/J2 (CAPT Stewart Holbrook)

Supersedes: USFJ INSTRUCTION 31-204, 1 April 2009

Pages: 13

Distribution: A

REFERENCES:

- (a) USFJ Instruction 31-204, "Restrictions on Designated Third Country Nationals to USFJ Installations and Areas (with amendments)," 01 April 2009
- (b) USFJ Instruction 90-205 (Entry and Exit of Individuals, Cargo, Aircraft and Surface Vessels)
- (c) USFJ Instruction 31-201, Antiterrorism, 16 March 2011

PURPOSE: To establish policy governing restrictions on access to USFJ installations and areas by certain third country nationals.

SUMMARY OF CHANGES:

- (a) Added UNC-R Addendum, 7 October 2009, to base document, para 1.3.
- (b) Added paragraphs 2.4 and 4.2, Requirement for screening all employees by place of birth prior to offer of employment on USFJ Installations
- (c) Updated Designated Country List (Attachment 1)
- (d) Added format for Request for Access of Government Official (Attachment 2)
- (e) Add Personal History Statement, USFJ Form 196bEJ, 20031001 (Attachment 3)

1. Scope: This instruction pertains to non-U.S. and non-Japanese citizens, and foreign diplomatic vehicles of designated third countries (Attachment 1). This instruction is applicable to all USFJ installations and areas (includes tenant units, private organizations, and other activities). It does

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not pertain to SOFA dependents that are citizens of designated third countries. This instruction also does not apply to the following:

1.1. Immediate family member of sponsor or sponsor's spouse that are citizens of a designated third country. Immediate family members are defined as parents, grandparents, siblings, and sibling's children under 21 years of age. Burden of proof for such relationships is the sponsor's responsibility. Immediate family members who are government officials, including military, from one of the countries marked ** or *** in Attachment 1 of a designated third country must gain advance approval as outlined in section 4.1.

1.2. Schoolchildren and school officials who are citizens of designated third countries that are attending DoDDS sponsored events.

1.3 Foreign Officers and their dependents from Member Nations designated in the UN - Japan SOFA either assigned as or performing duties of Liaison to United Nations Command (Rear) that are from a country listed in Attachment 1 must have a CI review completed by the USFJ before they are issued the UNC ID Card Form 4. UNC-R will coordinate the review with USFJ J2X/CI as early as possible, preferably prior to the arrival of the officer and dependants. Any derogatory report will be provided to the Commander, UNC-R and Commander, USFJ for adjudication. UNC (Rear) HQ located at Yokota AB will issue the UNC ID Card when the review is complete. This ID Card allows access to designated UNC (Rear) bases in Japan. The designated UNC (Rear) bases in Japan are Yokota AB, Kadena AB, Yokosuka NB, Sasebo NB, White Beach NB, MCAS Futenma, and Camp Zama. Other US bases in Japan may be temporarily designated as a UNC (Rear) base due to limited operations at one of the seven UNC-R designated bases.

1.4 Officially sponsored visitors reported to the GOJ in accordance with HQ USFJ Inst 90-205 (Entry and Exit of Individuals, Cargo, Aircraft and Surface Vessels). When a planned visit meets the criteria of HQ USFJ Inst 90-205, the concerned U.S. agency or organization in the Third State interested in effecting the visit will initiate preliminary inquiries through the host service Commander (U.S. Army Japan, Commander Naval Forces Japan, Fifth Air Force, or Marine Forces Japan, etc.) to ensure proper coordination of the proposed visit. If the host commander disapproves the planned visit, he will furnish a copy of the communication announcing his decision to HQ USFJ, Attn: J03. If the host commander concurs with the planned visit, such concurrence will be forwarded to HQ USFJ, Attn: J03, with the following Information not less than 30 days prior to the planned date of entry.

1.4.1. Names, ranks, and positions of persons concerned.

1.4.2. Destination and purpose.

1.4.3. Date and place of planned entry, and period of stay.

1.4.4. Prior administrative arrangements.

1.5 If COMUSJAPAN concurs with proposed visit to U.S. Forces facilities identified in Para 1.4 above, COMUSJAPAN will inform the GOJ through the Joint Committee of its intent to authorize Third State Nationals to visit U.S. Forces facilities. COMUSJAPAN will advise host command whether entry notification is received without objection.

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1.6 Foreign nationals who are on official orders or by official invitation, issued by USG or GoJ in coordination with USFJ, in support of contingency/crisis support operations may be granted single base access authorization. The installation will grant access authorization passes that will allow for limited access for a fixed period of time in support of the mission being performed by the foreign national. CI organizations may complete a CI screening of the foreign national after issuance of the access authorization pass and will report any derogatory information through established channels.

1.7 Officially sponsored functions such as "Open Installation Days", Friendship Festivals, MWR/Youth Center sponsored sporting events, etc, are authorized consistent with service component guidance and procedures outlined in USFJI 31-201.

2. General:

2.1. Commanders for respective components, installations, and activities under USFJ, establish guidelines for entry into installations under their command by non-SOFA U.S. persons, Japanese nationals, and non-SOFA citizens of third countries, which are not referenced in Attachment 1. In addition, commanders will develop their own procedures for the exceptions contained in paragraph 1.

2.2. Entry onto USFJ installations/areas by non-SOFA personnel from designated third countries (Attachment 1) is not authorized without prior coordination with the installation counterintelligence agency and subsequent approval of the installation commander (or delegate). Determination to grant entry will be made on a case-by-case basis using guidance set forth in this instruction. Except for government officials of designated countries as identified by ** or *** on Attachment 1, installation commanders may waive CI agency coordination for recurring visits by personnel from designated third countries for a period of up to one year from initial request.

2.3 Guests and visitors from countries identified in this instruction invited by COMUSJAPAN. Deputy, or Service Component Commanders as part of official USFJ or service component ceremonies or meetings do not require installation commander approval but still require USFJ J5/PACOM approval. However, notification, to include a list of all attendees, will be made to the respective installation commander and CI agency for screening.

2.4 Any foreign national employee applying for a position on a USFJ Installation, and not subject to exemption in Para 1, who is born in or citizen of a designated third country (Attachment 1) is not authorized employment without prior coordination with the installation counterintelligence agency and subsequent approval of the Installation commander. USFJ Form 196bEJ Part B (Attachment 3) is the approved format for requesting this coordination. Coordination must be completed prior to issuing offer of employment to the individual. CI agency coordination by personnel from designated third countries are valid for a period of two years.

2.5 Citizens, diplomatic staff members, and persons driving vehicles bearing foreign diplomatic license plates from countries listed in Attachment 1 may attempt to enter USFJ installations without proper authority. In the event citizens of a country or an individual driving a diplomatic plated vehicle of a country listed in Attachment 1 attempt to enter USFJ installations/areas, entry will be denied unless all of the conditions in Para 4 are met. A listing of license plate prefixes used on diplomatic vehicles by all countries having representatives in Japan is provided in Attachment 2.

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2.6 The USFJ J2 will review and update the Designated Country List annually. In coordination with USFJ J023 any updates will be distributed through security and command channels.

3. Responsibilities:

3.1. COMUSJAPAN has the responsibility for coordinating USFJ policy regarding access by foreign nationals to USFJ Installations and for monitoring unauthorized attempts by listed third country nationals to enter USFJ installations.

3.2. USFJ component commanders are responsible for implementation of this instruction. This instruction should be distributed to all tenant units, private organizations, and other installation activities that sponsor non-SOFA personnel onto USFJ installations/areas.

3.3. Service component and installation military police/security forces will conduct coordination with the 441st Military Intelligence Battalion/500th Military Intelligence Brigade, Air Force Office of Special Investigations, or the Naval Criminal Investigative Service as appropriate, to obtain current counterintelligence threat data and report no-notice, attempted entry by third country nationals.

4. Procedures:

4.1. Guests that are nationals of a country on the Designated Country List (Attachment 1) will only be authorized access when the below conditions are met.

4.1.1. The individual(s) is/are sponsored by a SOFA member.

4.1.2. The SOFA member sponsoring the individual(s) has made a written request to the installation commander, with the following information; name, permanent address, address staying in Japan, gender, date of birth, country of citizenship, passport number, relationship to sponsor. If the guest is driving a vehicle, also annotate the make, year, color, and license plate number in addition to date, time, and duration of the intended visit. Installation commanders should coordinate with their supporting counterintelligence unit before deciding on approval or denial of entry. Submission of this request must be in sufficient time to allow the installation commander, or designate, to conduct a due diligence review of the request.

4.1.3. Any country listed in Attachment 1 with ** next to the country name must have Office of Secretary of Defense (OSD) through HQ USPACOM approval for any Government Official to include military officials. Any country listed in Attachment 1 with *** next to the country name must coordinate with USFJ J54 for any Government Official to include military officials. The request procedure and format for any Government Official of the identified countries is listed in DoDI 2000.23 dated July 15, 2008. Enclosure 6 of DoDI 2000.23, the request format, is also located with this document as Attachment 2. All memorandums must be routed through USFJ J5 and PACOM J514.

4.1.4. The sponsor has received endorsement of the written request by the installation law enforcement office and the local counterintelligence agency.

4.2 Prospective employees are required to complete Personal History Statement (Attachment 3) in order to facilitate a determination if they were born in one of the countries listed on the

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Designated Country List (Attachment 1). For those individuals that are nationals of a country or were born in a country on the Designated Country List (Attachment 1) the below conditions are to be met in order to obtain authorized access.

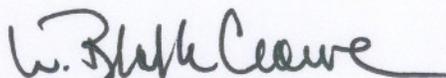
4.2.1. The individual is best qualified and selected for an employment position or for contract award, as determined through the respective installation human resource office (DoD Civilian, AAFES/NEX/DECA, Non-Appropriated Fund (NAF), etc.) and/or appropriate contracting officer.

4.2.2. The human resource office will provide for screening the individual's Personal History Statement (Attachment 3) and supporting access request documents to the installation's CI supporting agency prior to any offer of employment. The installation CI supporting agency, after conducting relevant background checks, may choose to conduct an interview with the applicant before providing a recommendation to human resource office and/or contracting officer. The installation CI supporting agency will provide a memorandum for record with either a positive or negative endorsement of the individual. This MFR will be maintained by the local installation human resource office in order to facilitate access badge and pass issuance upon employment.

4.2.3. Any recommendations to defer employment will be reviewed by the local command for an appropriate command level risk management decision. Any employee hired, who meets the criteria of paragraph 4.2, will require a Special Threat Awareness Briefing by the local CI supporting office within the first thirty days of employment.

4.3 Requests by UNC (Rear) personnel to access all non-UNCR installations within Japan will be IAW respective component/installation visitor policies and paragraph 4.1 above.

4.3 Reporting. Situations involving entry by foreign nationals/diplomatic vehicles onto USFJ installations and areas will be recorded, as appropriate, by installation military police/security forces and/or counterintelligence organizations. Only those instances where a report is generated by the counterintelligence organization need be reported to USFJ J2. Point of contact for this reporting is HQ USFJ/J2X, Counterintelligence Staff Officer (CISO), DSN 225-8632.



W. BLAKE CROWE

Brigadier General, US Marine Corps
Deputy Commander

Attachments:

1. Designated Country List
2. Request for Access of Government Official
3. USFJ Form 196bEJ Part B, Personal History Statement
4. Consolidated List of Diplomatic Prefixes Used In Japan

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Attachment 1
DESIGNATED COUNTRY LIST

	Afghanistan	**	Macau
	Algeria		Malaysia
	Bahrain		Myanmar (Burma)
	Bangladesh		Nigeria
	Belarus		Pakistan
	Bosnia And Herzegovina		Palestinian Territory, Occupied
**	China		Qatar
	Cuba	***	Russian Federation
	Djibouti		Rwanda
	Egypt		Saudi Arabia
	Georgia		Singapore
**	Hong Kong		Somalia
	India		South Africa
	Indonesia		Sudan
***	Iran (Islamic Republic Of)		Syrian Arab Republic
	Iraq	***	Taiwan (ROC)
	Israel		Tajikistan
	Jordan		Tunisia
	Kazakhstan		Ukraine
***	Korea, Democratic People's Republic Of		United Arab Emirates
	Kuwait		Uzbekistan
	Kyrgyzstan		Venezuela
	Lebanon		Yemen
	Libyan Arab Jamahiriya		
**	Government Officials, to include military/security agency members, or government funded institutions require OSD approval		
***	Government Officials, to include military/security agency members, require USFJ J5 coordination		

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Attachment 2
REQUEST FOR ACCESS OF GOVERNMENT OFFICIAL

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(When filled in, classification is determined by the preparer)

MEMORANDUM FOR: Assistant Secretary of Defense for Asian & Pacific Security Affairs
(For DoD Military Components only)

THROUGH: Deputy Director Politico-Military Affairs - Asia, Joint Staff/J5

FROM: *Requesting Organization* (Combatant Command, Military Department, OSD Directorate, or other Defense Agency)

SUBJECT: Request to Attend *What, Where and When*, **OR** Request Approval to Invite the *Identified Country* to *What, Where and When*

1. Executive Summary of Request. (*The Executive Summary is a brief paragraph that includes items a through e. Supporting details should be attached as a tab or tabs.*)
 - a. (*Requesting Organization*) requests (*participant*) to attend (*event*). **OR** (*Requesting Organization*) requests to invite (*name of representative*) to (*event, when and where*)
 - b. Purpose of requesting interaction with *Country* and benefit to be gained by the Department of Defense.
 - c. (*Requesting Organization*) assesses that interaction with the *Country* will or will not enhance *Country* defense capabilities.
 - d. Discussions and Presentations (both formal and informal):
 - *What subjects will be discussed?*
 - *Include agenda and presentation(s) as separate tabs*
 - *How will topics of discussion/presentation benefit DoD?*
 - *How will topics of discussion/presentation benefit COUNTRY defense capabilities?*
 - *For Flag Officer/Senior Executive Service travel: include agenda, themes, and talking points as separate tabs.*
 - e. (*Requesting Organization*) assesses *COUNTRY* attendance will not violate section 1201, FY 2000 National Defense Authorization Act (NDAA), PL 106-65.
2. Host
3. DoD Personnel
4. COUNTRY Personnel
5. Required/Supporting Information:
 - a. (*Organization's Foreign Disclosure Office*) approved the (*paper or presentation*) for foreign disclosure on (*date*) or will approve the (*paper or presentation*) prior to the event.
 - b. Counterintelligence and Security Measures (*Contact organization's security manager for information.*):
 - Participant(s) received a country-specific counterintelligence briefing in accordance

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with DoDI 5240.6 on *(date)* or will receive prior to the event. **OR**

-- *(Requesting organization)* has contacted the appropriate servicing counterintelligence organization for coordination of counterintelligence and security activities pursuant to DoD Directive 5240.2, DoD Instruction 5240.6, and DoD Instruction 5240.16.

c. Technical activities require coordination with the responsible OSD-level policy office/agency (see coordination block). *Strongly recommend requesting organization conduct and note this coordination as it will prevent delays in the approval process.*

d. *(Requesting organization)* will submit an after-action report, using the mil-to-mil worksheet to confirm the event occurred as proposed in the DoD-COUNTRY contact proposal and note any exceptions, to ASD(APSA).

e. Reciprocity *(for military exchanges)*:

-- *Requesting Organization Hosting an Event*: Requesting organization is reciprocating for a previous visit.

-- *Requesting Organization Attending an Event*: Requesting organization has reciprocated, will reciprocate, or is prepared to reciprocate.

6. [*Requesting Organization: Planner level/O-6 or above (provide name)*] recommends approval of this request.

7. *(Requesting Organization)* point of contact name, phone, and email.

NOTE: The DoD-COUNTRY Contact Proposal is separate from DoD Foreign Clearance Guide requirements regarding country, theater, and special area clearances. Consult the DoD Foreign Clearance Guide at www.fcg.pentagon.mil for details.

COORDINATION: *(refer to paragraph 5.c.)*

Appropriate OSD Functional Offices or Defense Agencies (e.g. OSD/Acquisition, Technology and Logistics, Health Affairs, Personnel & Readiness, Defense

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27. 親族 (死亡の場合は、死亡と書き、その住所、年月日を記入して下さい) (氏名にはフリガナを付ける)				27. RELATIVES (IF DECEASED, SO STATE, AND GIVE LAST ADDRESS AND DATE)			
A. 配偶者		生年月日		A. SPOUSE		DATE OF BIRTH	
氏名				NAME			
旧姓				NEE			
本籍地				PERMANENT ADD.			
現住所				PRESENT ADD.			
出生地				PLACE OF BIRTH			
B. 前の配偶者		生年月日		B. FORMER SPOUSE		DATE OF BIRTH	
氏名				NAME			
本籍地				PERMANENT ADD.			
現住所				PRESENT ADD.			
結婚年月日と記録所在地				PLACE AND DATE WHERE MARRIAGE RECORDED			
離婚年月日と記録所在地				PLACE AND DATE WHERE DIVORCE RECORDED			
出生地				PLACE OF BIRTH			
C. 父		生年月日		C. FATHER		DATE OF BIRTH	
氏名				NAME			
旧姓 (もしあれば)				NEE			
本籍地				PERMANENT ADD.			
現住所				PRESENT ADD.			
出生地				PLACE OF BIRTH			
D. 母		生年月日		D. MOTHER		DATE OF BIRTH	
氏名				NAME			
旧姓				NEE			
本籍地				PERMANENT ADD.			
現住所				PRESENT ADD.			
出生地				PLACE OF BIRTH			
E. 子		性別	生年月日	E. CHILDREN		SEX	DATE OF BIRTH
氏名				NAME			
本籍地				PERMANENT ADD.			
現住所				PRESENT ADD.			
出生地				PLACE OF BIRTH			
氏名				NAME			
本籍地				PERMANENT ADD.			
現住所				PRESENT ADD.			
出生地				PLACE OF BIRTH			
氏名				NAME			
本籍地				PERMANENT ADD.			
現住所				PRESENT ADD.			
出生地				PLACE OF BIRTH			
氏名				NAME			
本籍地				PERMANENT ADD.			
現住所				PRESENT ADD.			
出生地				PLACE OF BIRTH			

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<p>30. 兵役又は自衛隊の経験があればその事項、又は採用されたことがあれば、その期間と場所を記入して下さい</p>	<p>30. PREVIOUS MILITARY OR SELF DEFENSE FORCE SERVICE. IF ANY, TIME AND PLACE OF INTERMENT.</p>	
<p>31. 追加事項</p>	<p>31. ADDITIONAL INFORMATION</p>	
<p>32. この履歴書のどの項目について、もし虚偽の記述をした場合には、直ちに解雇又は就職申込が不承認になりうることを私は承知しています。ここに記入した事柄は私の知る限り、又信じる限り事実であることの証明として署名します。 I UNDERSTAND THAT FALSIFICATION OF ANY ITEM HEREIN MAY RESULT IN THE IMMEDIATE TERMINATION OF MY EMPLOYMENT OR DISAPPROVAL OF MY APPLICATION. I PLACE MY SIGNATURE IN CERTIFICATION THAT THE INFORMATION CONTAINED HEREIN IS THE TRUTH TO THE BEST OF MY KNOWLEDGE AND BELIEF.</p>		
<p>33. DATE 年月日</p>	<p>SIGNATURE OF APPLICANT 本人の署名</p>	<p>HAN 印</p>
<p>34. DATE 年月日</p>	<p>SIGNATURE OF WITNESS 証人の署名</p>	<p>HAN 印</p>

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ATTACHMENT 4
CONSOLIDATED LIST OF DIPLOMATIC PREFIXES USED IN JAPAN

01 – Afghanistan	48 – South Korea	95 – Ireland	142 – Eritrea
02 – Algeria	49 – Kuwait	96 – Mongolia	143 – Kyrgyzstan
03 – Argentina	50 – Laos	97 – Slovak	144 – Bahrain
04 – Australia	51 – Lebanon	98 – United Arab Emirates	145 – Azerbaijan
05 – Austria	52 – Liberia	99 – Jordan	146 – Albania
06 – Belgium	53 – Madagascar	100 – Vietnam	147 – Latvia
07 – Bolivia	54 – Malaysia	101 – Papua New Guinea	148 – East Timor
08 – Brazil	55 – Mexico	102 – Tunisia	149 – Maldives
09 – Bulgaria	56 – Morocco	103 – Syria	150 – Lesotho
10 – Myanmar (Burma)	57 – Nepal	104 – Kenya	151 – China
11 – Canada	58 – Netherlands	105 – Oman	152 – Georgia
12 – Reserved	59 – New Zealand	106 – Rwanda	153 – Tajikistan
13 – Sri Lanka	60 – Nicaragua	107 – Fiji	
14 – Chile	61 – Nigeria	108 – Yemen	
15 – Zambia	62 – Norway	109 – Zimbabwe	
16 – Colombia	63 – Pakistan	110 – Reserved	
17 – Congo (Zaire)	64 – Panama	111 – Brunei	
18 – Costa Rica	65 – Paraguay	112 – Luxembourg	
19 – Cuba	66 – Peru	113 – Cameroon	
20 – Czech Republic	67 – Philippines	114 – Djibouti	
21 – Denmark	68 – Poland	115 – Micronesia	
22 – Dominican Republic	69 – Portugal	116 – Mauritania	
23 – Ecuador	70 – Romania	117 – Reserved	
24 – El Salvador	71 – Saudi Arabia	118 – EU	
25 – Ethiopia	72 – Singapore	119 – South Africa	
26 – Finland	73 – Spain	120 – Jamaica	
27 – France	74 – Sweden	121 – Malawi	
28 – Gabon	75 – Switzerland	122 – Croatia	
29 – Germany	76 – Tanzania	123 – Mozambique	
30 – Ghana	77 – Thailand	124 – Burkina Faso	
31 – Greece	78 – Turkey	125 – Cambodia	
32 – Guatemala	79 – Russia	126 – Uganda	
33 – Qatar	80 – Egypt	127 – Ukraine	
34 – Haiti	81 – UK (England)	128 – Belarus	
35 – Vatican	82 – USA	129 – Marshall	
36 – Honduras	83 – USA	130 – Uzbekistan	
37 – Hungary	84 – USA	131 – Kazakhstan	
38 – South Korea	85 – Uruguay	132 – Botswana	
39 – India	86 – Venezuela	133 – Estonia	
40 – Indonesia	87 – USA	134 – Lithuania	
41 – Iran	88 – Yugoslavia	135 – Bosnia-Herzegovina	
42 – Iraq	89 – Libya	136 – Angola	
43 – Israel	90 – Bangladesh	137 – Iceland	
44 – Italy	91 – China	138 – Belize	
45 – Cote D'Ivoire	92 – Guinea	139 – Mali	
46 – Senegal	93 – Sudan	140 – San Marino	
47 – South Korea	94 – Slovenia	141 – Benin	

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