



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION IWAKUNI, JAPAN  
PSC 561 BOX 1861  
FPO AP 96310-0019

IN REPLY REFER TO :  
MCASO 5500.2V  
PMO  
20 AUG 2019

MARINE CORPS AIR STATION ORDER 5500.2V

From: Commanding Officer  
To: Distribution List

Subj: INSTALLATION ACCESS CONTROL

- Ref:
- (a) DoD Manual 5200.08 V3 - Physical Security Program
  - (b) DoD Instruction C-2000.23 - Conduct of DoD Contacts with the People's Republic of China
  - (c) MCASO 3070.2 - Photography Aboard MCAS Iwakuni
  - (d) SECNAVINST 1740.2E - Solicitation and Conduct of Personnel Commercial Affairs
  - (e) MCO P5512.11D - ID Cards for Members of the Uniformed Services, Their Family Members, and other Eligible Personnel
  - (f) MCO P5530.14A - USMC Physical Security Program
  - (g) MCO P5580.2B - USMC Law Enforcement Manual
  - (h) MARADMIN 533/08 - Installation Access Control Policy
  - (i) US-Japan Status of Forces Agreement
  - (j) USFJ Instruction 31-204 - Restrictions on Designated Third Country Nationals (DTCNs) to USFJ Installations and Areas
  - (k) USFJ Instruction 91-101 - Official Visits of Japanese to US Forces Japan (USFJ) Facilities and Areas
  - (l) USFJ Instruction 31-201 - Antiterrorism (AT) Program
  - (m) MCAS Iwakuni Bulletin 5300 - MLC/IHA Installation, Resource Access
  - (n) MCBJO 5800.1C
  - (o) Installation Commander Authority to Grant Access to MCBJ Facilities Activities, and Areas of 31 July 07
  - (p) USFJ Instruction 31-203 - Law Enforcement Procedures in Japan
  - (q) MOA btwn CO, MCASI and 6th Regional Coast Guard HQ of 21 Sep 2018
  - (r) USFJ 31-501 - Admissions of Persons not covered under SOFA to USFJ college education programs

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- (s) MCAS Iwakuni Policy Letter 1-11
- (t) MCIPAC-MCBBO 5512.6 (MCIPAC-MCB Camp Butler policy regarding visits to installations in Japan
- (u) Agreement Under Article VI of the Treaty of Mutual Cooperation and Security between the United States of America and Japan, Regarding Facilities and Areas and the Status of United States Armed Forces in Japan with Agreed Minutes (Status of Forces Agreement)
- (v) MCASO 3070.2 - Photography Aboard Marine Corps Air Station Iwakuni - 26 February 2019

Encl: (1) Base Access Control Policies and Procedures

1. Situation

a. The Commanding Officer, Marine Corps Air Station (MCAS) Iwakuni has the overall responsibility and authority to ensure that 100% of all personnel entering the facilities are properly identified, fit for access, and have a legitimate purpose for access onto the installation. The integration of the Defense Biometric Identification System (DBIDS) assists with the identification and fitness of personnel attempting to access the installation, and its capabilities have been integrated into this order. The safety and security of all Department of Defense (DoD) personnel, Japanese Self Defense Force (JSDF) personnel, family members, and civilian employees aboard MCAS Iwakuni and its facilities are a priority. When directed by this Command or Higher Headquarters, changes to the Force Protection Condition (FPCON) or terrorism threat levels may dictate more strict entry and exit procedures than what are outlined in this order.

b. The Commanding Officer, MCAS Iwakuni must continuously balance a strong security posture while ensuring the smooth and efficient movement of personnel aboard the installation by means of approved access credentials. Entry control points (ECPs) serve as the first layer of defense and will deter those individuals or groups attempting to gain access to MCAS Iwakuni or its facilities for malicious or nefarious purposes.

2. Cancellation. MCASO 5500.2U w/Change 6 dated 17 Mar 2019.

3. Summary of Revision. This Order has been completely revised and will be published as MCASO 5500.2V and should be read in its entirety.

4. Mission. To promulgate policies and procedures governing authorized entry and access control to MCAS Iwakuni, Japan and its facilities.

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## 5. Execution

a. Commander's Intent. All personnel who require access or wish to sponsor individuals desiring access to Marine Corps Air Station Iwakuni or its facilities will be properly documented and have the requisite base access credentials per the provisions of this Order. All personnel entering MCAS Iwakuni and its facilities will be positively identified, reviewed for fitness for access, and have an established purpose for access. Tenant Commanders from Marine Aircraft Group 12 (MAG-12), Carrier Air Wing Five (CVW-5), Fleet Air Wing 31 (FAW-31), and supporting commands and organizations have the responsibility of ensuring that the provisions of this Order are fully implemented and in compliance.

b. Concept of Operations. Enclosure (1) outlines the policies and procedures used to enforce access control aboard MCAS Iwakuni and its facilities in mainland, Japan. Security is paramount, and additional security measures may be applied by security force personnel at any entry control point(s) in the event of an increase in Threat Condition or Force Protection Condition (FPCON) occurs. In the event of an increase in threat levels, access to the installation will be further restrictive to safeguard the personnel and assets under the control of the United States government.

## 6. Administration and Logistics

a. This is a punitive order the violation of which by military service members may result in prosecution under the Uniform Code of Military Justice or other adverse action. Violations of this Order by members of the civilian component or dependents may result in appropriate administrative remedies.

b. SOFA civilians, other SOFA status personnel, JMSDF, MLC, IHA and other civilian personnel may be subject to adverse administrative action and may face punitive administrative action including debarment for failure to comply with this Order. In Addition, JMSDF personnel assigned or working on MCAS Iwakuni that violate this policy will be reported to their senior agency for remedial actions.

c. Contractors and civilians employed by, or accompanying the U.S. Armed Forces in MCAS Iwakuni are not only subject to all applicable federal laws, but may also face adverse administrative or criminal actions for violation of this station policy.

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d. This order, forms, and enclosures contained herein will be promulgated across the installation at all levels. Information will also be made available via the Marine Corps Air Station Iwakuni, Provost Marshal's Office (PMO) website: <https://www.mcasiwakuni.marines.mil/Organizations/Station/PMO.aspx>

e. Unexpected access situations may arise that are not covered in this order or that violate directives set forth in this order.

(1) For example, a contractor who is contracted to work shows up to an ECP and is denied access due to the department not filling out the correct paperwork for access. In a situation as such, the Provost Marshal (PM), Deputy Provost Marshal (DPM), Provost Sergeant (PS), Operations Officer and/or Watch Commander (WC) is authorized to approve temporary access when in their best judgment it is prudent to do so.

(2) The individual granting access must inform the Commanding Officer, MCAS Iwakuni (within 1 hour) via email or verbally.

(3) If the request involves an O6 or above (civilian equivalent) or a member of the media, the Commanding Officer, MCAS Iwakuni must be called immediately. If unable to contact the Commanding Officer, MCAS Iwakuni, the Executive Officer, MCAS Iwakuni or Provost Marshal will meet this requirement.

(4) In any request involving an O6 or above and the Commanding Officer, MCAS Iwakuni was not the one to give approval, the individual granting access must inform the Commanding Officer, MCAS Iwakuni (within 8 hours) via email or verbally.

f. Non-SOFA personnel cannot issue or grant access to MCAS Iwakuni prior to receiving approval in writing (email is acceptable) from the Commanding Officer, MCAS Iwakuni or the Provost Marshal. When the Commanding Officer is not on station, the acting Commanding Officer or the Executive Officer of MCAS Iwakuni may provide the written approval.

g. At any time, the Commanding Officer, MCAS Iwakuni or acting Commanding Officer, MCAS Iwakuni and the Provost Marshal or acting Provost Marshal will be on deck or available via government cellphone and/or email.

h. MCAS Iwakuni S-7, Station Headquarters, the station Adjutant and PMO shall administer the requirements, ensure accuracy, and effect modification of this Order as required.

i. If your circumstance for JN visitors is not covered in this order, you must get written permission from the Station Commanding Officer, MCAS Iwakuni or Provost Marshal to deviate from this order.

7. Command and Signal

a. Command. This Order is applicable to all members of the United States Armed Forces, Japan Self Defense Forces, members of the United States and Government of Japan civilian component, and their dependents, and all other individuals seeking personal or official access to MCAS Iwakuni.

b. Signal. This Order is effective the date signed.



R. F. FUERST

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Subj: INSTALLATION ACCESS CONTROL

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INSTALLATION ACCESS CONTROL

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Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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## Chapter 1

U.S. Government Sponsored

1. General. All U.S. Government Sponsored personnel entering MCAS Iwakuni must present valid installation access credentials prior to being granted access onto the installation. Samples of approved access credentials under the provisions of this order are outlined in the Authorized Installation Access Credentials Appendix A. The following information applies to all U.S. Government Sponsored personnel aboard the installation:

a. Installation access credentials must be maintained and made available for inspection at all times while aboard MCAS Iwakuni and its facilities.

b. Installation access credentials are utilized to verify both identity and authorization for access, and should be safeguarded at all times.

c. Privileges such as escort of official or personal visitors aboard the installation are addressed in chapter 7 or 8 of this order.

d. All personnel entering or exiting MCAS Iwakuni will do so via authorized ECPs as identified in Appendix C.

e. An installation access credential, in and of itself, does not automatically warrant access to restricted areas aboard the installation; restricted area access request procedures and restricted area escort privileges are covered in chapter 10.

f. Transference of Station Privileges. SOFA personnel who are granted privileges aboard the installation (Restricted Area Access, or escort privileges) for the performance of their official duties, will not utilize those privileges in any capacity outside the scope for which they are originally granted. See below examples for clarification:

(a) A SOFA member with Aircraft Rescue and Firefighting is granted flight line escort privileges for the performance of their official duties. This same SOFA member holds a second job as a contractor, and has a service contract aboard MCAS Iwakuni. The SOFA member will not use their flight line escort privilege for any work within the scope of the service contract, separate privileges would need to be granted for this to occur.

(b) A dependent spouse is granted station access and

escort privileges for personal visitors. This dependent spouse is also a contractor who works on a service contract with the station. The dependent spouse will not use their station access or escort privilege for any work within the scope of the service contract, separate privileges would need to be granted for this to occur.

2. DoD Active-Duty Personnel. Per reference (a) and (h), all U.S. DoD active-duty personnel shall be granted access to MCAS Iwakuni upon presentation of a valid Common Access Card (CAC) with overseas endorsement.

3. DoD Reserve Personnel. Per reference (a) and (h), all U.S. DoD Reserve personnel shall be granted access to MCAS Iwakuni upon presentation of a valid Common Access Card (CAC) with overseas endorsement or the DoD USID (TESLIN) card includes DD Form 2, 1173, 1173-1, 2765, 2574 and DoD Civilian Retiree Card, which establishes identity and fitness; purpose for access may need to be verified, based on duty status of the card holder and activation orders may need to be presented.

4. DoD Retired Military Personnel. Per reference (a) and (h), all U.S. DoD Retired Military personnel shall be granted access to MCAS Iwakuni upon presentation of a valid DD Form 2 (TESLIN) DoD USID, which establishes identity and fitness.

5. U.S. Civil Service/Non-Appropriated Fund (NAF) Personnel.

a. U.S. Civil Service/NAF personnel who possess a valid CAC with Overseas endorsement(s) shall be granted access to MCAS Iwakuni.

b. U.S. Civil Service/NAF personnel who possess a valid CAC without overseas endorsement shall be granted installation access upon providing PMO personnel their CAC and a copy of valid orders assigning the employee to MCAS Iwakuni.

c. U.S. Civil Service/NAF Personnel should not travel to MCAS Iwakuni until access approval has been confirmed and received by the MCAS Iwakuni sponsoring unit or activity.

d. U.S. Civil Service/NAF Personnel who do not possess a CAC upon arrival to MCAS Iwakuni shall follow the below procedures to gain installation access:

(1) Submit the following 15 business days prior to arrival:

(a) Color copy of their passport photo page, required to establish identity for access.

(b) Copy of Orders used to establish purpose for access.

(c) Completed MCAS Iwakuni Installation DBIDS Credential Request (Appendix B), used to establish fitness for access.

(2) Upon receipt of the required documents, PMO P&RO will process the package only after verifying that the authorized CHRO department head, per the Department Head Authorization Signature Sheet (Appendix P), has endorsed the Installation DBIDS Credential Request (Appendix B).

(3) Upon completion of the required background check process:

(a) U.S. Civil Service/NAF personnel whose fitness for access fails to meet the standards for access (derogatory information meeting denial of access criteria is returned) will be reported to CHRO and the sponsoring unit or activity by PMO and could result in denial of access.

(b) U.S. Civil Service/NAF Personnel with background checks resulting in no derogatory information returned will be cleared for MCAS Iwakuni access and issuance of a MCAS Iwakuni DBIDS credential.

(4) The PMO P&RO will notify the sponsoring unit or activity via email and/or telephone that the package has been processed and the U.S. Civil Service/NAF personnel has been cleared for MCAS Iwakuni access and issuance of a MCAS Iwakuni DBIDS credential.

(5) A temporary DBIDS credential without a photograph and fingerprints will be created (valid for 1 week) and available on file at the MCAS Iwakuni, main gate visitor's center.

(6) U.S. Civil Service Personnel initial arrival to MCAS Iwakuni:

(a) Normal Working Hours (0800-1600/ Monday-Friday). Upon arrival at MCAS Iwakuni, main gate visitor's center, approved U.S. Civil Service/NAF personnel will be required to verify their identity by providing their passport and orders to PMO personnel.

(b) Once their identity has been verified, the U.S. Civil Service/NAF personnel will then be issued their temporary

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DBIDS pass (valid for 24 hours) and instructed to report to the PMO P&RO, where a long term DBIDS credential will be issued, (valid for 1 week), while awaiting issuance of their CAC.

(c) After-hours/Weekend Temporary Access Pass. Upon arrival at MCAS Iwakuni, main gate visitor's center, approved U.S. Civil Service/NAF personnel will be required to verify their identity by providing their passport and orders to PMO personnel.

(d) They will then be issued a temporary DBIDS pass (valid for 96 hours), and report to the PMO P&RO, the next working day, where long term DBIDS credential will be issued (valid for 1 week), while awaiting issuance of their CAC.

6. DoD Active Duty Dependents. Per reference (e), all U.S. military family members shall be granted access to MCAS Iwakuni upon presentation of a valid DoD USID (TESLIN) DD Form 1173 identification card.

a. Children 10 years of age and older are required to possess a DoD USID (TESLIN) DD Form 1173 identification card to access MCAS Iwakuni and its facilities.

b. Children 10 years of age and older who are not in possession of a DoD USID (TESLIN) DD Form 1173 identification card, must be escorted through an entry control point (ECP) by a responsible adult who holds a CAC, DBIDS credential, or any form of TESLIN identification cards listed in Appendix (A).

c. Children under 10 years of age are not required to have a DoD USID (TESLIN) DD Form 1173 identification card, but must be escorted through an entry control point (ECP) by a responsible adult who holds a CAC, DBIDS credential, or any form of TESLIN identification cards listed in Appendix (A).

d. Per reference (n), children who require to walk on and off the installation unattended are highly recommended to obtain a DBIDS credential, for example, children who commute to an off-station school (Yochien/Hoikuen) and are under 10 years of age are highly encouraged to obtain a DBIDS credential from the PMO Pass and Registration Office (P&RO), Building 608.

7. DoD Reserve Dependents. DoD Reserve dependents shall be granted access to MCAS Iwakuni upon presentation of a valid DoD USID (TESLIN) card DD Form 1173-1.

8. DoD Retired Military Dependents. DoD retired military dependents shall be granted access to MCAS Iwakuni upon presentation of a valid DoD USID (TESLIN) card.

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9. U.S. Civil Service/NAF Family Dependents. Per reference (o), SOFA status dependents of U.S. Civil Service/NAF employees shall be granted access to MCAS Iwakuni upon presentation of a valid DD Form 1173 (TESLIN) identification card.

10. U.S. Embassy in Japan and other U.S. Governmental Agencies. Per reference (a) and (i), employees who are U.S. citizens employed by the U.S. Embassy or U.S. governmental agencies administratively attached to the U.S. Embassy or U.S. Consulates in Japan, and their family members, shall be granted access to MCAS Iwakuni upon presentation of a valid U.S. Embassy Identification Card.

11. DoD Civilian Retiree Personnel. DoD civilian retiree personnel shall be granted access to MCAS Iwakuni upon presentation of a valid DoD civilian retiree card.

12. Other U.S. Government Personnel. Per reference (i), other U.S. government personnel and family members not specifically listed in this Order shall be granted access to MCAS Iwakuni upon presentation of a valid DoD USID (TESLIN) DD Form 2765 or DD Form 2574.

13. Lost or Stolen DoD CAC, DoD USID, or DBIDS Credential. Personnel who have their official U.S. government-issued credential lost or stolen, are required to inform the Provost Marshal's Office.

a. Upon arrival at the MCAS Iwakuni, main gate, individuals not in possession of their DoD CAC, DoD USID, or DBIDS credential will proceed to the visitors center.

b. They will have their identification verified by providing their name and will be required to enter their personal identifier (Social Security Number (SSN)) into the DBIDS system. Upon confirmation of identity they will then be issued a temporary DBIDS pass (valid for 96 hours) and will immediately report to the PMO Desk Sergeant to file a lost/stolen DoD identification report. The respective sponsor is required to coordinate with the MCAS Iwakuni Installation Personnel Administration Center (IPAC) for the reissuance of a new DoD CAC or DoD USID at the Installation ID Card Center located in Building 1.

14. Forgotten DoD CAC, DoD USID, or DBIDS credentials.

a. Upon arrival at the MCAS Iwakuni, main gate, individuals not in possession of their DoD CAC, DoD USID, or DBIDS credential will proceed to the visitors center.

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b. If the individual has forgotten their DoD CAC, DoD USID, or DBIDS credential they will have their identification verified by providing their name and will be required to enter their personal identifier (Social Security Number (SSN)) into the DBIDS system. Upon confirmation of identity they will then be issued a temporary DBIDS pass (valid for 96 hours).

1. Upon finding their DoD CAC, DoD USID, DBIDS credential they will return their temporary DBIDS pass to the gate.

2. If unable to find their CAC or DoD USID, they will immediately report to the PMO Desk Sergeant to file a lost/stolen identification report. The respective sponsor is required to coordinate with the MCAS Iwakuni Installation Personnel Administration Center (IPAC) for the reissuance of a new DoD CAC or DoD USID at the Installation ID Card Center located in Building 1.

15. Force Protection Condition (FPCON) Access.

a. Access during FPCON Normal/ALPHA/BRAVO/CHARLIE:  
Personnel assigned to MCAS Iwakuni and its facilities are granted installation access in accordance with the references. Furthermore, depending on the status of an individual, their access to the installation may differ depending on the employee type, his/her classification (i.e. mission essential, non-mission essential), and their approved work hours aboard the installation. The hours listed below, are applicable during FPCON Normal, ALPHA, BRAVO and CHARLIE. Hours of access may be altered in accordance with the Installation Protection Plans (IPP).

<b>FPCON NORMAL/ALPHA/BRAVO/CHARLIE ACCESS HOURS</b>	
<b>U.S. Military Service members (Active Duty, Reserve, Retired)</b>	24/7 access
<b>U.S. Military Family members (dependents)</b>	24/7 access
<b>U.S. Civil Service Employees (Employed at MCAS Iwakuni)</b>	24/7 access
<b>Non-Appropriated Fund Employees (Employed with MCCA at MCAS Iwakuni)</b>	24/7 access
<b>External Host Nation or Government Agencies</b>	Coordinated between Department Head and the Provost Marshal's Office for access

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b. Access during FPCON DELTA. Access during FPCON DELTA, is indicative of a post-catastrophic terrorist event. All personnel who are not DoD CAC, USID holders, or have not been designated MISSION ESSENTIAL will be denied access during FPCON DELTA.

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## Chapter 2

Master Labor Contract (MLC) and Indirect Hire Agreement (IHA)  
Permanently Stationed Aboard MCAS Iwakuni

1. General. All MLC/IHA personnel entering MCAS Iwakuni must present valid installation access credentials prior to being granted access onto the installation. Samples of approved access credentials under the provisions of this order are outlined in Appendix A. The following information applies to all MLC/IHA personnel aboard the installation:

a. DBIDS credentials must be maintained and made available for inspection at all times while aboard MCAS Iwakuni and its facilities.

b. DBIDS credentials are utilized to verify both identity and authorization for access, and should be safeguarded at all times.

c. Privileges such as escort of official or personal visitors aboard the installation are addressed in chapter 7 or 8 of this order, respectively.

d. All MLC/IHA personnel entering or exiting MCAS Iwakuni will do so via authorized ECPs as identified in Appendix C.

e. A DBIDS credential, in and of itself, does not automatically warrant access to restricted areas aboard the installation; restricted area access request procedures and restricted area escort privileges are covered in chapter 8.

f. Possession of other authorized valid installation access credentials within (Appendix A), such as a DoD USID (TESLIN) DD Form 1173 identification card (Dependent ID) does not negate the requirement for obtaining the proper credential for installation access as an MLC/IHA employee. When gaining access to MCAS Iwakuni for the purpose of fulfilling duties as an MLC/IHA a valid DBIDS credential must be presented.

g. Transference of Station Privileges. MLC/IHA personnel who are granted privileges aboard the installation (Restricted Area Access, or escort privileges) for the performance of their official duties, will not utilize those privileges in any capacity outside the scope for which they are originally granted. See below examples for clarification:

(a) An MLC/IHA employee with Aircraft Rescue and Firefighting is granted flight line escort privileges for the performance of their official duties. This same MLC/IHA

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employee holds a second job as a contractor, and has a service contract aboard MCAS Iwakuni. The MLC/IHA employee will not use their flight line escort privilege for any work within the scope of the service contract, separate privileges would need to be granted for this to occur.

(b) A MLC/IHA employee is granted station access and escort privileges for personal visitors. This MLC/IHA employee is also a contractor who works on a service contract with the station. The MLC/IHA employee will not use their station access or escort privilege for any work within the scope of the service contract, separate privileges would need to be granted for this to occur.

2. Policy for Access. MCAS Iwakuni MLC/IHA employees and retired MLC/IHA employees who possess a valid MCAS Iwakuni DBIDS credential, shall be granted access to MCAS Iwakuni during the hours of 0600 - 2359, 7 days a week, or during the hours indicated on their DBIDS credential. Spouses and children (20 years of age or younger) who possess a valid INACTIVE DBIDS credential, must be accompanied by an MLC/IHA with an active DBIDS credential.

3. Prospective Employees:

a. The Department Head of the gaining unit or organization will complete a 1-day entry/exit Appendix H visit request for all individuals seeking employment as an MLC/IHA aboard MCAS Iwakuni. The approved request will be valid for the day of interview only.

4. New Employees: MCAS Iwakuni MLC/IHA Permanent Personnel. DBIDS credentials will be issued to new employees by the PMO P&RO upon favorable outcome of an Installation DBIDS Credential Request (Appendix B) submitted by the MCAS Iwakuni CHRO. The DBIDS credential will be issued for the duration of employment, but will **not exceed 2 years.**

a. Request for Installation Access.

(1) MCAS Iwakuni CHRO will complete an Installation DBIDS Credential Request (Appendix B), endorsed by the appropriate department head certifying the accuracy of the request and the following documents must be submitted to PMO P&RO 15 business days prior:

(a) Completed Installation DBIDS Credential Request (Appendix B).

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(b) Color copy of their Driver's License (front and back) or Passport photo page, My Number Card, Japanese Residence Card, to establish identity for access.

(c) Japanese Residence Card (Juminhyo) with permanent address, used to establish nationality.

(d) A Juminhyo without permanent address will NOT be accepted and will cause delay in installation access.

(2) Upon receipt of the required documents listed above, PMO P&RO will process the package after verifying that the authorized Department Head has appropriately endorsed the package. PMO P&RO will verify authorized Department Head by utilizing the Department Head Authorization Signature Sheet (Appendix P).

(3) Upon completion of the required background check process:

(a) An MLC/IHA employee whose fitness for access fails to meet the standards for access (derogatory information meeting denial of access criteria is returned), will be reported to the respective department head and CHRO by PMO and could result in denial of access.

(b) An MLC/IHA employee with background checks resulting in no derogatory information returned, will be cleared for MCAS Iwakuni access and issuance of a MCAS Iwakuni DBIDS credential. PMO P&RO will notify the respective department head and CHRO via email and/or telephone that the package has been processed and the MLC/IHA employee has been cleared for MCAS Iwakuni access and issuance of a MCAS Iwakuni DBIDS credential.

(4) A temporary DBIDS credential without a photograph and fingerprints will be created (valid for 1 business day) and available for pick up at the MCAS Iwakuni main gate visitor's center.

b. Issuance of Permanent DBIDS Credential:

(1) Arrival to MCAS Iwakuni. All newly hired MLC/IHA personnel are required to arrive during normal business hours (0800-1600/ Monday-Friday) to the Main Gate Visitor's Center. The newly hired MLC/IHA employee will be required to verify their identity by providing government issued photo ID (i.e. driver's license or passport) to PMO personnel.

a. Once their identity has been verified, the MLC/IHA employee will be issued their temporary DBIDS pass and

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directed to the PMO P&RO, where a long term DBIDS credential will be issued and they will be counseled on the MOU agreement of responsibility of a DBIDS credential (Appendix M). The DBIDS credential will be issued for the duration of employment, but will not exceed 2 years.

5. Spouse and children of MLC/IHA Permanent Personnel Employees stationed aboard MCAS Iwakuni. MLC/IHA employees reaching their 2 year anniversary are authorized, but not required, to initiate a request for their spouse and children to gain access to MCAS Iwakuni. Spouse and children are considered the by law spouse and children who are 20 years of age or younger. The below procedures will be followed:

a. MLC/IHA Spouses:

(1) Sponsor will complete an Installation DBIDS Credential Request (Appendix B).

(2) Sponsor will provide a Color copy of their spouse's Driver's License (front and back) or Passport photo page or My Number card with photo to establish identity for access.

(3) Sponsor will provide their spouse's Japanese Residence Card (Juminhyo) with permanent address, used to establish nationality. A Juminhyo without permanent address will NOT be accepted and will cause delay in installation access.

b. MLC/IHA's Children (20 years of age or younger):

(1) Sponsor will complete an Installation DBIDS Credential Request (Appendix B).

(2) Sponsor will provide their child's My Number card/My Number Certificate or student ID with photo as the primary means of verifying MLC/IHA dependent minor's identity.

(3) Sponsor will provide their child's Japanese Residence Card (Juminhyo) with permanent address, used to establish nationality. A Juminhyo without permanent address will NOT be accepted and will cause delay in installation access.

c. Upon receipt of ALL required documents, PMO P&RO will process the package and verify, via Appendix P, that the authorized Department Head has appropriately endorsed the package.

d. An MLC/IHA's spouse or child whose fitness for access fails to meet the standards for access (derogatory information meeting denial of access criteria is returned) will be reported

to their MLC/IHA sponsor, respective department head and CHRO by PMO, and could result in denial of access for the dependent.

e. An MLC/IHA's spouse or child with background checks resulting in no derogatory information returned, will be cleared for MCAS Iwakuni access and issuance of a MCAS Iwakuni DBIDS credential. PMO P&RO will notify the MLC/IHA employee, respective department head, and CHRO via email and/or telephone that the package has been processed and the MLC/IHA dependent has been cleared for MCAS Iwakuni access and issuance of an INACTIVE MCAS Iwakuni DBIDS credential.

f. A temporary DBIDS credential, without a photograph and fingerprints, will be created (valid for 96 hours) and available for pick up during normal business hours (0800-1600/ Monday-Friday) at the MCAS Iwakuni Main Gate Visitor's Center.

g. Upon arrival at MCAS Iwakuni, Main Gate Visitor's Center, approved MLC/IHA spouse and children will be required to verify their identity by providing one of the following to PMO personnel: driver's license, passport, Japanese Residence Card, My Number card/certificate with photo.

h. Once their identity has been verified, the MLC/IHA spouse and children will be issued a temporary DBIDS pass and escorted by their MLC/IHA sponsor to the PMO P&RO, where a long term INACTIVE DBIDS credential will be issued and they will be counseled on the MOU agreement of responsibility of a DBIDS credential (Appendix M). The DBIDS credential will be issued for the duration of sponsor's employment, but will not exceed 2 years.

i. Children under 10 years of age are not required to have a DBIDS credential, but must be escorted through an entry control point (ECP) by an MLC/IHA with an active DBIDS credential.

j. Policy for Access. Once Immediate Family Members of MLC/IHA Permanent Personnel Employees stationed aboard MCAS Iwakuni are issued their DBIDS credentials, they may access the installation only when escorted by an MLC/IHA with an ACTIVE DBIDS credentials.

6. Retired MLC/IHA Employees Permanently Stationed Aboard MCAS Iwakuni. Retired MLC/IHA's access to MCAS Iwakuni is a privilege. An MLC/IHA employee that was permanently stationed aboard MCAS Iwakuni for at least 20 years, and left employment in good standing, may request a retiree DBIDS credential, in writing, to the CHRO MCAS Iwakuni. This will allow access to all MLC/IHA approved facilities aboard MCAS Iwakuni. The request

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will be verified by the Department Head, CHRO, and forwarded to PMO P&RO for issuance of the DBIDS credential. PMO P&RO will process the request only after verifying the request from the CHRO Department Head.

a. Expiring retiree DBIDS credentials may be renewed without a written request when the retiree personally appears at the PMO P&RO no earlier than 1 month prior to the expiration of their DBIDS credential.

b. MLC/IHA Retirees who possess an expired MCAS Iwakuni DBIDS credential must return it immediately to MCAS Iwakuni PMO P&RO and reapply for a new DBIDS card as described above.

7. Exceptions to Policy regarding Hours of Access for MCAS Iwakuni MLC/IHA Permanent Personnel Employees. MLC/IHA employees who require access outside the hours indicated on their DBIDS credentials, may request after hours installation access through their respective department head by submitting a completed MCAS Iwakuni Outside Authorized Work Hours Request (Appendix F).

a. PMO P&RO will process the request and verify, via Appendix P, that the authorized Department Head has appropriately endorsed it and forward it to the Provost Marshal (PM) for final signature.

b. The request must be submitted at least five (5) business days prior to the requested after hours start date.

c. If the requested hours of access are a temporary requirement due to work situations, the MLC/IHA will receive a temporary DBIDS pass. The MLC/IHA will then use his/her temporary DBIDS pass to gain access during the approved after hours work timeframe. When the MLC/IHA defaults back to normal work hours, he/she will use their original DBIDS card to gain access to the installation.

8. Mission Essential Designation for MCAS Iwakuni MLC/IHA Permanent Personnel Employees: 24/7 access for mission essential personnel can be obtained if the MLC/IHA is registered on the CHRO mission essential roster. Follow the below procedures for inclusion to the mission essential roster:

a. Submit an MLC/IHA employee mission essential status request to CHRO through their respective MCAS Iwakuni Department Head, Commanding Officer or Officer in Charge. Such requests will be routed for approval by the Commanding Officer, MCAS Iwakuni.

b. Upon approval, the request will be routed to CHRO for addition to the master listing.

c. MCAS Iwakuni Department Heads, Commanding Officers and Officers in Charge of each activity, are responsible for ensuring their updated mission essential personnel rosters are provided to the MCAS Iwakuni CHRO, via the Commanding Officer, MCAS Iwakuni, by the first Friday of each quarter.

d. It is the responsibility of the CHRO MCAS Iwakuni to provide PMO P&RO with an updated mission essential roster for the station to ensure command missions are not impacted or delayed.

9. MLC/IHA Personnel From Other Installations: MLC/IHA personnel requesting access to the installation will fall under paragraph 7 in Chapter 7, of this order.

10. Renewal, Expired and Return of DBIDS Credentials.

a. Renewal of DBIDS Credentials. MLC/IHA personnel needing to renew their DBIDS credential shall follow the below procedure:

(1) All MLC/IHA personnel are required to arrive at PMO P&RO during normal business hours (0800-1600/ Monday-Friday), at least 30 working days prior to expiration.

(2) MLC/IHA personnel will be required to return their current DBIDS credential.

(3) The MLC/IHA employee's status will be verified against the MLC/IHA employee roster, provided by CHRO to PMO P&RO every 10 business days.

(4) Upon confirmation, they will sign an updated MOU and be issued a new DBIDS credential for the duration of employment, but will not exceed 2 years.

(5) MLC/IHA dependent credential renewals will follow the steps above, however the MLC/IHA must be present to renew their dependent's DBIDS credential.

b. Expired MLC/IHA DBIDS credentials. MLC/IHA personnel who possess an expired MCAS Iwakuni DBIDS credential must follow the steps in paragraph 4 to have them re-issued and must return the expired credentials immediately to MCAS Iwakuni PMO P&RO.

c. Return of DBIDS Credentials

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(1) All MLC/IHA DBIDS credentials, to include any associated dependent credentials, must be returned to the PMO P&RO upon termination or resignation of employment.

(2) CHRO must immediately notify PMO P&RO when the employee is terminated or resigns.

(3) It is the responsibility of the respective department head to escort the terminated/resigned employee to PMO P&RO to surrender their DBIDS credential and their dependents credentials, if applicable.

(4) The Respective department head must immediately escort the terminated/resigned employee off of the installation after surrendering their DBIDS credential(s).

11. Force Protection Condition (FPCON) Access.

a. Access during FPCON Normal/ALPHA/BRAVO/CHARLIE: MLC/IHA personnel assigned to MCAS Iwakuni and its facilities are granted installation access from 0600 - 2359 hours on a daily basis and 24/7 if designated mission essential. The respective Department Head is required to submit an Outside Authorized Work Hours Request (Appendix F) when work hours are outside of normal access hours of 0600-2359 or hours indicated on their DBIDS credential. The hours listed below, are applicable during FPCON NORMAL, ALPHA, BRAVO, and CHARLIE. Hours of access may be altered in accordance with the Installation Protection Plans (IPP).

<b>FPCON NORMAL/ALPHA/BRAVO/CHARLIE ACCESS HOURS</b>	
<b>Master Labor Contract (MLC) / Indirect Hire Agreement (IHA) employees/dependents/retirees</b>	0600 - 2359 (Daily) May be restricted by Commanding Officer **See Note**

\*\*Note: Department Heads are required to request mission essential status for their MLC/IHA employees from the Commanding Officer, MCAS Iwakuni via CHRO (see paragraph 8).

b. Access during FPCON DELTA. Access during FPCON DELTA, is indicative of a post-catastrophic terrorist event. All personnel who are not DoD CAC, USID holders, or have not been designated MISSION ESSENTIAL will be denied access during FPCON DELTA.

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## Chapter 3

Japan Maritime Self-Defense Forces (JMSDF) Permanently Stationed  
Aboard MCAS Iwakuni

1. General. All JMSDF personnel entering MCAS Iwakuni must present a valid DBIDS credential prior to being granted access onto the installation. Samples of approved DBIDS credentials under the provisions of this order are outlined in Appendix A. The following information applies to all JMSDF personnel aboard the installation:

a. DBIDS credentials must be maintained and made available for inspection at all times while aboard MCAS Iwakuni and its facilities.

b. DBIDS credentials are utilized to verify both identity and authorization for access, and should be safeguarded at all times.

c. Privileges such as escort of official or personal visitors aboard the installation are addressed in chapter 7 or 8 of this order, respectively.

d. All JMSDF personnel entering or exiting MCAS Iwakuni will do so via authorized ECPS as identified in Appendix C.

e. An DBIDS credential, in and of itself, does not automatically warrant access to restricted areas aboard the installation; restricted area access request procedures and restricted area escort privileges are covered in chapter 8.

f. Transference of Station Privileges. JMSDF personnel who are granted privileges aboard the installation (Restricted Area Access, or escort privileges) for the performance of their official duties, will not utilize those privileges in any capacity outside the scope for which they are originally granted. See below examples for clarification:

(a) A JMSDF member is granted flight line escort privileges for the performance of their official duties. This same JMSDF member holds a second job as a contractor, and has a service contract aboard MCAS Iwakuni. The JMSDF member will not use their flight line escort privilege for any work within the scope of the service contract, separate privileges would need to be granted for this to occur.

(b) A JMSDF member is granted station access and escort privileges for personal visitors. This JMSDF member is also a contractor who works on a service contract with the

station. The JMSDF member will not use their station access or escort privilege for any work within the scope of the service contract, separate privileges would need to be granted for this to occur.

2. Policy for Access. JMSDF active duty permanently stationed aboard MCAS Iwakuni, family members and retirees who possess a valid MCAS Iwakuni DBIDS credential shall be granted access to MCAS Iwakuni during the hours stated on their DBIDS credential.

3. Japan Maritime Self-defense Force (JMSDF) Active Duty Permanent Personnel stationed aboard MCAS Iwakuni. DBIDS credentials will be issued to newly stationed JMSDF Active Duty members by the PMO P&RO.

a. Request for Installation Access.

(1) Gaining JMSDF units shall submit the following 15 business days prior to arrival:

(a) Color copy of the newly arriving JMSDF member's Ministry of Defense (MOD) identification card and driver's license, to establish identity.

(b) Copy of newly arriving JMSDF member's orders used to establish purpose for access.

(c) Newly arriving JMSDF member's expected arrival date.

(2) Upon receipt of the required documents, PMO P&RO will process the package.

(3) The PMO P&RO will notify the JMSDF 31st Fleet Air Wing (FAW), Headquarters (HQ) via email and/or telephone that the package has been processed and the JMSDF personnel has been cleared for MCAS Iwakuni access and issuance of a MCAS Iwakuni DBIDS credential.

(4) A temporary DBIDS credential without a photograph and fingerprints will be created (valid for 96 hours) and available on file at the MCAS Iwakuni, main gate visitor's center.

b. Initial Arrival to MCAS Iwakuni:

(1) Normal Business Hours (0800-1600/ Monday-Friday). Upon arrival at MCAS Iwakuni, Main Gate Visitor's Center, approved JMSDF personnel will be required to verify their identity by providing their MOD identification card and orders

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to PMO personnel. Once their identity has been verified, the JMSDF personnel will then be issued their temporary DBIDS pass and instructed to report directly to PMO P&RO, where they will be counseled on the MOU agreement of responsibility of a DBIDS credential and issued their long term DBIDS credential for the duration of their orders, but will not exceed 2 years.

(2) After-hours/Weekend. Upon arrival at MCAS Iwakuni, Main Gate Visitor's Center, approved JMSDF personnel will be required to verify their identity by providing their MOD identification card and orders to PMO personnel. Once their identity has been verified they will be issued their temporary DBIDS pass (valid for 96 hours), and directed to report to the PMO P&RO, the next business day, where they will be counseled on the MOU agreement of responsibility of a DBIDS credential and issued their long term DBIDS credential for the duration of their orders, but will not exceed 2 years.

4. Dependents of JMSDF Active Duty Permanent Personnel stationed aboard MCAS Iwakuni. Dependents are considered the by law spouse and dependent children who are 20 years of age or younger. If access to MCAS Iwakuni for a dependent of any JMSDF member permanently assigned to MCAS Iwakuni is desired, the following should be submitted (via JMSDF FAW-31, HQ) to PMO P&RO 15 days prior to arrival:

a. JMSDF spouses.

(1) Sponsor will complete an MCAS Iwakuni Installation DBIDS Credential Request (Appendix B).

(2) Sponsor will provide a Color copy of their spouse's Driver's License (front and back) or Passport photo page or My Number card with photo to establish identity for access.

(3) Sponsor will provide their spouse's Japanese Residence Card (Juminhyo) with permanent address, used to establish nationality. A Juminhyo without permanent address will NOT be accepted and will cause delay in installation access.

b. JMSDF children (20 years of age or younger).

(1) Sponsor will complete an MCAS Iwakuni Installation DBIDS Credential Request (Appendix B).

(2) Sponsor will provide their child's My Number card/My Number Certificate or student ID with photo as the primary means of verifying JMSDF dependent minor's identity.

(3) Sponsor will provide their child's Japanese

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Residence Card (Juminhyo) with permanent address, used to establish nationality. A Juminhyo without permanent address will NOT be accepted and will cause delay in installation access.

c. Upon receipt of ALL required documents, PMO P&RO will process the package and verify, via Appendix P, that the authorized JMSDF Commander has appropriately endorsed the package.

d. A JMSDF spouse or child whose fitness for access fails to meet the standards for access (derogatory information meeting denial of access criteria is returned) will be reported to JMSDF sponsor, and JMSDF FAW-31, HQ, by PMO, and could result in denial of access for the dependent.

e. A JMSDF spouse or child with background checks resulting in no derogatory information returned, will be cleared for MCAS Iwakuni access and issuance of a MCAS Iwakuni DBIDS credential. PMO P&RO will notify the JMSDF member and JMSDF FAW-31, HQ, via email and/or telephone that the package has been processed and the JMSDF spouse or child has been cleared for MCAS Iwakuni access and issuance of a MCAS Iwakuni DBIDS credential.

f. A temporary DBIDS credential without a photograph and fingerprints will be created (valid for 1 Day) and available for pick-up during normal business hours (0800-1600/ Monday-Friday) at the MCAS Iwakuni Main Gate Visitor's Center.

g. Upon arrival at MCAS Iwakuni, Main Gate Visitor's Center, approved JMSDF spouses or children will be required to verify their identity by providing one of the following to PMO personnel: driver's license, passport, Japanese Residence Card, My Number card/certificate with photo.

h. Once their identity has been verified, the JMSDF spouse or child will be issued their temporary DBIDS pass and escorted by their MLC/IHA sponsor to the PMO P&RO, where a long term DBIDS credential will be issued and they will be counseled on the MOU agreement of responsibility of a DBIDS credential (Appendix M). The DBIDS credential will be issued for the duration of sponsor's assignment, but will not exceed 2 years.

i. Children under 10 years of age are not required to have a DBIDS credential, but must be escorted through an entry control point (ECP) by an JMSDF sponsor or authorized sponsor.

5. Retired JMSDF. The criteria for approved retirement status to receive a DBIDS credential and access to MCAS Iwakuni is as follows:

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- a. JMSDF retirement must be provided by JMSDF HQ Kure.
- b. JMSDF retirees **must have** a good standing upon retirement.
- c. JMSDF Retirees shall be granted access Monday through Friday 0800 to 1700 and during special events for personal reasons only.
- d. Upon retirement, retiring JMSDF military members may request a retiree DBIDS credential, in writing, through their FAW-31, HQ, up to the Commanding Officer, MCAS Iwakuni. The request will be endorsed by the Commander, FAW-31, and forwarded to the PMO P&RO for issuance of the DBIDS credential.
- e. JMSDF retirees who do not fall within the categories set forth above may request installation access on a case-by-case basis to the MCAS Iwakuni CO, via the S-7.

1. JMSDF Retirees Initial Arrival to MCAS Iwakuni. A DBIDS credential upon arrival to MCAS Iwakuni shall follow the below procedures to gain installation access:

- a. Normal Working Hours (0800-1600/ Monday-Friday). All JMSDF retirees are required to arrive during normal working hours. Upon arrival at MCAS Iwakuni, main gate visitor's center, approved JMSDF retirees will be required to verify their identity by providing their retired Ministry of Defense (MOD) identification card, drivers license, passport or Japanese Residence Card and their DBIDS request approval from the Commanding Officer, MCAS Iwakuni and Commander, FAW-31, to PMO personnel.

- b. Once their identity has been verified, the JMSDF retiree will be issued a temporary DBIDS pass and instructed to immediately report to PMO P&RO where they will be issued a long term DBIDS credential, not to exceed 2 years.

- c. At no time will an JMSDF retiree possess a DBIDS card from more than one installation.

2. Expiring JMSDF retiree DBIDS credentials may be renewed without a written request when the retiree personally appears at the PMO P&RO no earlier than 1 month prior to the expiration of their DBIDS credential.

- a. JMSDF Retirees who possess an expired MCAS Iwakuni DBIDS credential must return it immediately, without exception to MCAS Iwakuni PMO P&RO and may request a new retiree

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DBIDS credential, in writing, to the Commanding Officer, MCAS Iwakuni via the Commander, FAW-31.

b. The request will be endorsed by the Commanding Officer, MCAS Iwakuni and forwarded to the PMO P&RO for reissuance of the DBIDS credential.

6. Other Japan Self-Defense Force (JSDF) Personnel. Other JSDF members not permanently assigned to MCAS Iwakuni requesting to visit MCAS Iwakuni are addressed in chapter 7, Official visitors, of this order.

7. Renewal and Return of DBIDS Credentials.

a. Renewal of DBIDS Credentials.

(1) JMSDF active duty needing to renew their DBIDS credentials shall follow the below procedure:

a. Normal Working Hours (0800-1600/ Monday-Friday). All JMSDF personnel are required to arrive during normal working hours, at least 30 working days prior to expiration. Upon arrival at PMO P&RO, JMSDF personnel will be required to return their current DBIDS credential, and will be issued a new DBIDS credential **not exceeding 2 years.**

b. The JMSDF personnel status will be verified by a roster provided by JMSDF FAW-31 Headquarters CHRO, to PMO P&RO. Upon confirmation, they will be issued a new DBIDS credential **not exceeding 2 years.**

(2) JMSDF spouses and children (20 years of age or younger) needing to renew their DBIDS credential shall follow the below procedure:

a. All JMSDF spouses and children (20 years of age and younger) are required to arrive at PMO P&RO during normal working hours (0800-1600/ Monday-Friday), at least 30 working days prior to expiration with their JMSDF active duty sponsor.

b. JMSDF spouses and children (20 years of age and younger) status will be verified by a roster provided by JMSDF FAW-31 Headquarters CHRO, to PMO P&RO.

c. Upon confirmation of JMSDF sponsor's active duty status, a new DBIDS credential will be issued **not exceeding 2 years.**

(3) JMSDF retiree needing to renew their DBIDS may be renewed without a written request when the retiree personally

appears at the PMO P&RO no earlier than 1 month prior to the expiration of their DBIDS credential.

c. Expired JMSDF DBIDS credentials. JMSDF personnel who possess an expired MCAS Iwakuni DBIDS credential must return it immediately, without exception to MCAS Iwakuni PMO P&RO and must follow the steps in paragraph 3 to obtain a new DBIDS credential.

d. Return of DBIDS Credentials. JMSDF personnel must return their DBIDS credentials to the PMO P&RO upon retiring or transferring from MCAS Iwakuni. JMSDF sponsors are responsible for the return of their dependent's DBIDS credentials to the PMO P&RO upon retiring or transferring from MCAS Iwakuni.

8. Force Protection Condition (FPCON) Access.

a. Access during FPCON Normal/ALPHA/BRAVO: JMSDF assigned to MCAS Iwakuni and its facilities are granted installation access in accordance with the references (h), (i), and (o). The hours listed below, are applicable during FPCON Normal/ALPHA/BRAVO. Hours of access may be further scrutinized in accordance with the Installation Protection Plans (IPP).

<b>FPCON NORMAL/ALPHA/BRAVO ACCESS HOURS</b>	
<b>Japan Maritime Self Defense Force (FAW-31) Military Service members (Active Duty)</b>	24/7 access
<b>Japan Maritime Self Defense Force (FAW-31) Family members</b>	24/7 access
<b>Japan Maritime Self Defense Force (FAW-31) Retirees</b>	0800 - 1700 (Monday - Friday)

b. Access during FPCON CHARLIE. JMSDF personnel requiring access during heightened threat levels and FPCON CHARLIE are outlined below.

<b>FPCON CHARLIE ACCESS HOURS</b>	
<b>Japan Maritime Self Defense Force (FAW-31) Military Service/Family members (Active Duty)</b>	24/7 access
<b>Japan Maritime Self Defense Force (FAW-31) Retirees</b>	0800 - 1700 (Monday - Friday) May be restricted by Commanding Officer

c. Access during FPCON DELTA. Access during FPCON DELTA, is indicative of a post-catastrophic terrorist event. All

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personnel who are not DoD CAC, USID holders, or have not been designated MISSION ESSENTIAL will be denied access during FPCON DELTA.

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## Chapter 4

Japanese Civil Service Employees

1. General. Japanese Civil Service Employees are defined as Japanese Ministry of Defense (MoD) civilian employees in support of MCAS Iwakuni or one of its tenant units or activities, and assigned primary duties aboard MCAS Iwakuni. Japanese Civil Service Employees entering MCAS Iwakuni must present valid installation access credentials prior to being granted access onto the installation. Samples of approved access credentials under the provisions of this order are outlined in Appendix A. The following information applies to all Japanese Civil Service Employees aboard the installation:

a. DBIDS credentials must be maintained and made available for inspection at all times while aboard MCAS Iwakuni and its facilities.

b. DBIDS credentials are utilized to verify both identity and authorization for access, and should be safeguarded at all times.

c. Privileges such as escort of official or personal visitors aboard the installation are addressed in chapter 7 or 8 of this order, respectively.

d. Japanese Civil Service Employees entering or exiting MCAS Iwakuni will do so via authorized ECPs as identified in Appendix C.

e. A DBIDS credential, in and of itself, does not automatically warrant access to restricted areas aboard the installation; restricted area access request procedures and restricted area escort privileges are covered in chapter 8.

f. Transference of Station Privileges. Japanese Civil Service Employees who are granted privileges aboard the installation (Restricted Area Access, or escort privileges) for the performance of their official duties, will not utilize those privileges in any capacity outside the scope for which they are originally granted. See below examples for clarification:

(a) A Japanese Civil Service Employee is granted flight line escort privileges for the performance of their official duties. This same Japanese Civil Service Employee holds a second job as a contractor, and has a service contract aboard MCAS Iwakuni. The Japanese Civil Service Employee will not use their flight line escort privilege for any work within the scope of the service contract, separate privileges would

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need to be granted for this to occur.

(b) A Japanese Civil Service Employee is granted station access and escort privileges for official duties. This Japanese Civil Service Employee is also a contractor who works on a service contract with the station. The Japanese Civil Service Employee will not use their station access or escort privilege for any work within the scope of the service contract, separate privileges would need to be granted for this to occur.

2. Policy for Access. Japanese Civil Service Employees who possess a valid MCAS Iwakuni DBIDS credential, shall be granted access to MCAS Iwakuni during the hours and days indicated on their DBIDS credential.

3. New Employees. Japanese Civil Service Employees Permanent Personnel. DBIDS credentials will be issued to new Japanese Civil Service employees by the PMO P&RO upon favorable outcome of an MCAS Iwakuni Installation DBIDS Credential Request (Appendix B) submitted by the JMSDF FAW-31, HQ, CHRO (or Station Facilities for CSDB procurement department personnel). The DBIDS credential will be issued for the duration of employment not to exceed 2 years.

a. Request for Installation Access.

(1) The JMSDF FAW-31 CHRO, Station Facilities for CSDB procurement department personnel or other relevant department as required will complete a MCAS Iwakuni Installation DBIDS Credential Request (Appendix B), endorsed by the appropriate department head certifying the accuracy of the request, and escort the new employee to PMO P&RO ensuring the new employee has the following documents:

(a) MCAS Iwakuni Installation DBIDS Credential Request (Appendix B).

(b) Color copy of the newly arriving Japanese Civil Service Employees' Ministry of Defense (MOD) identification card, to establish identity for access.

(c) CSDB Procurement Department Director / Deputy Director letter assigning employee to MCAS Iwakuni.

(d) Color copy of their Driver's License (front and back) or Passport photo page, My Number Card, Japanese Residence Card, to establish identity for access.

(2) Upon receipt of the required documents listed

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above, PMO P&RO will process the package after verifying that the authorized Department Head has appropriately endorsed the package. PMO P&RO will verify authorized Department Head by utilizing the Department Head Authorization Signature Sheet (Appendix P).

(3) Upon completion of the required background check process:

(a) A Japanese Civil Service Employees whose fitness for access fails to meet the standards for access (derogatory information meeting denial of access criteria is returned), will be reported to the respective department head and CHRO by PMO and could result in denial of access.

(b) A Japanese Civil Service Employees with background checks resulting in no derogatory information returned, will be cleared for MCAS Iwakuni access and issuance of a MCAS Iwakuni DBIDS credential. PMO P&RO will notify the respective department head and CHRO via email and/or telephone that the package has been processed and the Japanese Civil Service Employee has been cleared for MCAS Iwakuni access and issuance of a MCAS Iwakuni DBIDS credential.

(4) A temporary DBIDS credential without a photograph and fingerprints will be created (valid for 1 business day) and available for pick up at the MCAS Iwakuni main gate visitor's center.

b. Issuance of Permanent DBIDS Credential:

(1) Arrival to MCAS Iwakuni. All newly hired Japanese Civil Service Employees are required to arrive during normal business hours (0800-1600/ Monday-Friday) to the Main Gate Visitor's Center. The newly hired Japanese Civil Service Employee will be required to verify their identity by providing government issued photo ID (i.e. driver's license or passport) to PMO personnel.

b. Once their identity has been verified, the Japanese Civil Service Employee will be issued their temporary DBIDS pass and directed to the PMO P&RO, where a long term DBIDS credential will be issued and they will be counseled on the MOU agreement of responsibility of a DBIDS credential (Appendix M). The DBIDS credential will be issued for the duration of employment, but will not exceed 2 years.

4. Renewal, Expired and Return of DBIDS Credentials.

a. Renewal of DBIDS Credentials. Japanese Civil Service Employees needing to renew their DBIDS credential shall follow the below procedure:

(1) All Japanese Civil Service Employees are required to arrive at PMO P&RO during normal business hours (0800-1600/ Monday-Friday), at least 30 working days prior to expiration.

(2) Japanese Civil Service Employees will be required to return their current DBIDS credential.

(3) The Japanese Civil Service Employee's status will be submitted by the JMSDF FAW-31, HQ, CHRO (or Station Facilities for CSDB procurement department personnel) provided to PMO P&RO every 10 business days.

(4) Upon confirmation, they will sign an updated MOU and be issued a new DBIDS credential for the duration of employment, but will not exceed 2 years.

b. Expired Japanese Civil Service Employee credentials. Japanese Civil Service Employees who possess an expired MCAS Iwakuni DBIDS credential must follow the steps in paragraph 3 to have them re-issued and must return the expired credentials immediately to MCAS Iwakuni PMO P&RO.

c. Return of DBIDS Credentials

(1) All Japanese Civil Service Employee DBIDS credentials must be returned to the PMO P&RO upon termination or resignation of employment.

(2) JMSDF FAW-31, HQ, CHRO (or Station Facilities for CSDB procurement department personnel) must immediately notify PMO P&RO when the employee is terminated or resigns.

(3) It is the responsibility of the respective department head to escort the terminated/resigned employee to PMO P&RO to surrender their DBIDS credential.

(4) The Respective department head must immediately escort the terminated/resigned employee off of the installation after surrendering their DBIDS credential(s).

5. Exceptions to Policy regarding Hours of Access for MCAS Iwakuni Japanese Civil Service Employees. Japanese Civil Service Employees who require access outside the hours indicated on their DBIDS credentials, may request after hours installation access through their respective department head by submitting a completed MCAS Iwakuni Outside Authorized Work Hours Request (Appendix F).

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- a. PMO P&RO will process the request and verify, via Appendix P, that the authorized Department Head has appropriately endorsed it and forward it to the Provost Marshal (PM) for final signature.
- b. The request must be submitted at least five (5) business days prior to the requested after hours start date.
- c. If the requested hours of access are a temporary requirement due to work situations, the Japanese Civil Service Employee will receive a temporary DBIDS pass. The Japanese Civil Service Employee will then use his/her temporary DBIDS pass to gain access during the approved after hours work timeframe. When the Japanese Civil Service Employee defaults back to normal work hours, he/she will use their original DBIDS card to gain access to the installation.

6. Mission Essential Designation for MCAS Iwakuni Japanese Civil Service Permanent Personnel Employees: 24/7 access for mission essential personnel can be obtained if the Japanese Civil Service Employee is registered on the MCAS Iwakuni mission essential roster. Follow the below procedures for inclusion to the mission essential roster:

- a. Submit an Japanese Civil Service Employee mission essential status request to CHRO through their respective MCAS Iwakuni Department Head, Commanding Officer or Officer in Charge. Such requests will be routed for approval by the Commanding Officer, MCAS Iwakuni.
- b. Upon approval, the request will be routed to Station S-1/CHRO for addition to the master listing.
- c. MCAS Iwakuni Department Heads, Commanding Officers and Officers in Charge of each activity, are responsible for ensuring their updated mission essential personnel rosters are provided to the MCAS Iwakuni CHRO, via the Commanding Officer, MCAS Iwakuni, by the first Friday of each quarter.
- d. It is the responsibility of the CHRO MCAS Iwakuni to provide PMO P&RO with an updated mission essential roster for the station to ensure command missions are not impacted or delayed.

7. Force Protection Condition (FPCON) Access.

- a. Access during FPCON Normal/ALPHA/BRAVO/CHARLIE: Japanese Civil Service Employee assigned to MCAS Iwakuni and it facilities are granted installation access from 0600 - 2359 hours on a daily basis and 24/7 if designated mission essential.

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The respective Department Head is required to submit an Outside Authorized Work Hours Request (Appendix F) when work hours are outside of normal access hours of 0600-2359 or hours indicated on their DBIDS credential. The hours listed below, are applicable during FPCON NORMAL, ALPHA, BRAVO, and CHARLIE. Hours of access may be altered in accordance with the Installation Protection Plans (IPP).

FPCON NORMAL/ALPHA/BRAVO/CHARLIE ACCESS HOURS	
Japanese Civil Service Employees	0600 - 2359 (Daily) May be restricted by Commanding Officer **See Note**

\*\*Note: Department Heads are required to request mission essential status for their Japanese Civil Service Employees from the Commanding Officer, MCAS Iwakuni via Station S-1 (see paragraph 8).

b. Access during FPCON DELTA. Access during FPCON DELTA, is indicative of a post-catastrophic terrorist event. All personnel who are not DoD CAC, USID holders, or have not been designated MISSION ESSENTIAL will be denied access during FPCON DELTA.

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## Chapter 5

MCAS Iwakuni Contractors1. General.

a. Contractors are defined as any business organization or person who enters into a contract with the federal government of the United States of America, MCAS Iwakuni or JMSDF Iwakuni for: the production of material; construction or maintenance of buildings and facilities; maintenance of equipment, vehicles or aircraft; maintenance of critical infrastructure (communications, electric, HV/AC and plumbing); trash removal; fuel delivery; and personnel supplying military dining facilities. While this list is not exhaustive, it should be used to help delineate those businesses/individuals who provide a function to the primary warfighting mission of the installation from those who provide services that are personal or morale boosting in nature.

b. A contractor providing a personal service or morale function, while important, is in a different category with a different priority and is covered in chapter 6.

c. Acceptable credentials under the provisions of this order are outlined in Appendix A.

d. The MCAS Iwakuni sponsoring unit or activity; Marine Aircraft Group 12 (MAG), Carrier Air Wing 5 (CAW), Branch Health Clinic (BHC), Dental Health Clinic (DHC), USACOE, JMSDF and other tenant units or organizations must submit to PMO P&RO an updated list of contractors activities with whom they conduct business by the first working day of each month. The list shall contain contract numbers, company name, names and addresses of contract workers, the commencement and expiration dates of the contract. Appendix B must be signed by the sponsor, not the project manager.

e. The following information applies to all contracted personnel aboard the installation:

(1) Installation access credentials must be maintained and available for inspection at all times while aboard MCAS Iwakuni and its facilities.

(2) Installation access credentials are utilized to verify both identity and authorization for access, and should be safeguarded at all times.

(3) Privileges such as escort of professional or personal visitors aboard the installation are addressed in

chapter 7 or 8 of this order, respectively.

(4) All contracted personnel entering or exiting MCAS Iwakuni will do so via authorized ECPs as identified in Appendix C.

(5) An installation access credential, in and of itself, does not automatically warrant access to restricted areas aboard the installation; restricted area access request procedures and restricted area escort privileges are covered in chapter 9.

(6) Transference of Station Privileges. Contractors who are granted privileges aboard the installation (Restricted Area Access, or escort privileges) for the performance of their official duties as an approved contractor will not utilize those privileges in any capacity outside the scope for which they are originally granted. See below examples for clarification:

(a) A contractor working with Company A is granted flight line escort privileges for the performance of Company A's contract. This same contractor holds a second job with Company B who also has a service contract aboard MCAS Iwakuni. The contractor will not use their flight line escort privilege for any work within the scope of Company B's contract, a separate approval would need to be granted for this to occur.

(b) A contractor with base access for Company A is granted station access for the performance of Company A's contract from 0600-2000 Mon - Sat. This contractor also provides a personal service to station residents (Home cleaning service) when not scheduled to work for Company A. A separate access credential must be requested to perform these services.

2. Restrictions to Underage Employment. Per reference (o), the CHRO department of MCAS Iwakuni activities who employ Japanese minors between the ages of 15 and 17, must submit an MCAS Iwakuni Installation DBIDS credential Request (Appendix B) with written parental consent (Appendix J) and proof of permanent employment to P&RO in order to be allowed access aboard MCAS Iwakuni.

3. Policy for Access. Contractors who possess a valid MCAS Iwakuni DBIDS credential, shall be granted access to MCAS Iwakuni during the hours indicated on their DBIDS credential.

a. Possession of other authorized valid installation access credentials within (Appendix A), such as a DD Form 2 (TESLIN) DoD USID (Retiree ID) does not negate the requirement for obtaining the proper credential for installation access as a

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contractor. When gaining access to MCAS Iwakuni for the purpose of fulfilling duties as contractor a valid DBIDS credential must be presented if the contractor does not possess a valid DoD issued CAC for their position as a contractor.

4. U.S. - Japan Status of Forces Agreement (SOFA) Contractor Personnel.

a. SOFA Contracted personnel who possess a valid CAC with Overseas endorsement(s) shall be granted access to MCAS Iwakuni.

b. SOFA Contracted personnel who possess a valid CAC without overseas endorsement shall be granted installation access upon providing PMO personnel one of the following:

(1) CAC and a copy of valid DoD issued orders.

(2) CAC and SPOT LOA assigning the contractor to MCAS Iwakuni.

(3) Exceptional circumstances for SOFA contracted personnel who do not possess orders or a SPOT LOA require MCAS Iwakuni CO approval prior to being granted installation access.

c. SOFA Contracted Personnel who do not possess a CAC shall follow the below procedures to gain installation access:

(1) Contractors should not travel to MCAS Iwakuni until access approval has been confirmed and received by the MCAS Iwakuni sponsoring unit or activity.

(2) Contractors who travel to MCAS Iwakuni without prior approval must lodge off MCAS Iwakuni until approval for station access is granted.

(3) Due to the lead time required for the completion of required background checks, sponsoring MCAS Iwakuni tenant units and activities must submit the following to the PMO P&RO **15 business days prior** to the scheduled arrival of the contractors:

(a) MCAS Iwakuni Installation DBIDS Credential Request (Appendix B)

(b) Proof of Contract with MCAS Iwakuni or higher, minimum information required; contract number, company name, address, and the commencement and expiration date of the contract.

(c) Color copy of the Passport photo page

(d) Synchronized Personnel Operational Tracker (SPOT LOA)

(4) Contractor DBIDS credential will be issued for the duration of the contract valid for 1 year.

(5) SOFA contractors who fail to pass the required background check(s) will be reported to the sponsoring unit or activity by PMO and could result in denial of access to MCAS Iwakuni.

(6) Final determination for denial of access will be made by the Commanding Officer, MCAS Iwakuni.

(7) Arrival to MCAS Iwakuni.

(a) Normal Working Hours (0800-1600/ Monday-Friday). Upon arrival at MCAS Iwakuni, main gate visitor's center, approved contractors will be required to produce their passport and SPOT LOA. The contractor will then be issued a temporary escort required DBIDS pass and report to the PMO P&RO, where long term DBIDS credentials will be issued.

(b) After-hours/Weekend Temporary Access Pass. Upon arrival at MCAS Iwakuni, main gate visitor's center, approved contractors will be required to produce their passport and SPOT LOA. The contractor will then be issued a temporary DBIDS pass (valid for 96 hours), and report to the PMO P&RO, the next working day, where long term DBIDS credential will be issued.

5. Non-SOFA Contractors. The term "non-SOFA contractors" as used henceforth in this chapter refers to all non-SOFA personnel, Japanese, Third Country Nationals (TCN), and Designated Third Country Nationals (DTCN) who perform function in-line with the definition of contractor in paragraph 1 of this chapter. The term "non-SOFA contractor" also applies to DoD Reserve personnel not on active duty or training orders, retirees of the U.S. Armed Forces, and U.S. civilians residing in Japan not under contract to the U.S. Government but working for a Japanese company as a contractor. Sponsoring units and activities who fail to meet the below procedures will cause their contractors to be delayed access to the installation.

a. Request for Installation Access.

(1) Due to the lead time required for the completion of required background checks, sponsoring MCAS Iwakuni tenant units and activities must obtain information from all Non-SOFA contractors providing support to the unit, and submit advance copies of an MCAS Iwakuni Installation DBIDS Credential Request

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(Appendix B) to PMO P&RO no later than **15 business days prior** to the scheduled arrival of the contractors.

(2) MCAS Iwakuni tenant units and activities are ultimately responsible for ensuring the Non-SOFA contractors they sponsor comply with the submission of the following:

(a) MCAS Iwakuni Installation DBIDS Credential Request (Appendix B)

(b) Proof of Contract with MCAS Iwakuni or higher headquarters contract. The minimum information required to initiate the Installation Access Request process is the following: contract number, company name, company address, and contract start and end date.

(c) Color copy of the individual contractor's Passport photo page, work Visa, GOJ-issued alien registration card, GOJ-issued vehicle driver's license, Juki-Net card, or Koseki-Touhon (family register).

(3) Upon receipt of the required documents listed above, PMO P&RO will process the package after verifying that the authorized Department Head has appropriately endorsed the package. PMO P&RO will verify authorized Department Head by utilizing the Department Head Authorization Signature Sheet (Appendix P).

(4) PMO will coordinate with NCIS for the purpose of conducting required background checks for all Non-SOFA contractors in accordance with references (e), (h) and (p), prior to the issuance of any DBIDS credentials.

(5) Non-SOFA contractors whose background reveals derogatory information will be reported to the sponsoring MCAS Iwakuni tenant unit or activity by PMO and will be denied access onto MCAS Iwakuni.

(6) Final determination for approving access will be made by the Commanding Officer, MCAS Iwakuni.

(7) A Non-SOFA contractor with background checks resulting in no derogatory information returned, will be cleared for MCAS Iwakuni access and issuance of a MCAS Iwakuni DBIDS credential.

(8) PMO P&RO will notify the respective department head via email and/or telephone that the package has been processed and will arrange a scheduled time and date for the contractor to be escorted to PMO for DBIDS credential issuance.

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(9) A roster of approved contract personnel will be created and available at the MCAS Iwakuni Contractor's Gate Visitor's Center.

(10) A roster of approved contract personnel will be created and available for the Commanding Officer, MCAS Iwakuni, Counter-Intelligence personnel and Anti-Terrorism Force Preservation (ATFP) Personnel, upon request.

b. Issuance of DBIDS Credentials.

(1) Arrival to MCAS Iwakuni. All newly arriving Non-SOFA contractors are required to arrive during normal business hours (0800-1600/ Monday-Friday) to the Contractor's Gate Visitor's Center. The newly hired contractors will be required to verify their identity by providing government issued photo ID (i.e. driver's license or passport) to PMO personnel.

(2) Once their identity has been verified, their name verified on the approved roster and their escort is present, the newly arriving contractor will be escorted to the PMO P&RO, where a long term DBIDS credential will be issued and they will be counseled on the MOU agreement of responsibility of a DBIDS credential. The DBIDS credential will be issued for the duration of contract, but valid for 1 year.

(a) Short-Term Contractors (90 days or less): A DBIDS paper pass will be issued to all contractors (U.S. or foreign) for an approved contract lasting 90 days or less.

(b) Long-Term Contractors (91 days or more): A DBIDS card will be issued to all contractors (U.S. or foreign) for an approved contract lasting 91 days or more.

(3) PMO P&RO will issue DBIDS credentials to all approved contractors sponsored by MCAS Iwakuni tenant units and activities.

(4) DBIDS credentials shall not be tampered with, altered, nor modified by anyone other than PMO P&RO staff, who produce and issue DBIDS credentials. Confirmed cases of tampering, alterations, or modifications will result in temporary debarment and revocation of all access privileges.

(5) DBIDS credentials issued to individual contractors by PMO P&RO will not transferred, loaned or otherwise given to any other person for use. Confirmed cases will result in temporary debarment and revocation of all access privileges. Final determination for access will be determined by the

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Commanding Officer, MCAS Iwakuni.

(6) All contractors, regardless of status are required to enter and exit via the designated Contractor's Gate per the hours annotated on their DBIDS credentials. Contractors will not attempt to enter the main gate via taxi, or as a passenger in a privately-owned vehicle.

(7) Contractor's who require access between 0000 and 0559, are required to have an approved Outside Authorized Work Hours request (Appendix F) in order to gain access via the Main Gate. The contractor's respective department head is responsible for the submission of applicable request packages as outlined in this chapter.

(8) All non-SOFA U.S., Japanese and TCN contractors are authorized access to MCAS Iwakuni for the purpose of commuting directly to and from their designated work/job site via the most direct route. The only exception is patronage to "fast food" facilities, i.e., Crossroads Food Court.

#### 6. Renewal, Expired and Return of DBIDS Credentials.

##### a. Renewal of DBIDS Credentials.

(1) All Contract personnel are required to arrive at PMO P&RO during normal business hours (0800-1600/ Monday-Friday), at least 7 working days prior to expiration.

(2) Contract personnel will be required to return their current DBIDS credential.

(3) The contracted employee's status will be verified against the sponsor provided current contract roster (see paragraph 1.d. of this chapter), provided by sponsoring activity to PMO P&RO monthly.

(4) Upon confirmation, they will sign an updated MOU and be issued a new DBIDS credential for the duration of contract, but **will not exceed 1 year.**

b. Expired Non-SOFA Contractor DBIDS credentials. Non-SOFA Contract personnel who possess an expired MCAS Iwakuni DBIDS credential must follow the steps in paragraph 4 to have them re-issued and must return the expired credentials immediately to MCAS Iwakuni PMO P&RO.

##### c. Return of DBIDS Credentials

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(1) All Non-SOFA DBIDS credentials must be returned to the PMO P&RO upon termination or resignation of employment, or upon contract termination/completion.

(2) Sponsoring Unit must immediately notify PMO P&RO when an employee is terminated or resigns.

(3) It is the responsibility of the respective sponsoring unit to escort the terminated/resigned employee to PMO P&RO to surrender their DBIDS credential.

(4) The Respective sponsoring unit must immediately escort the terminated/resigned employee off of the installation after surrendering their DBIDS credential(s).

(5) Upon the completion of a contract that will not be renewed, the sponsoring unit is responsible for the collection of all DBIDS credentials associated with the contract. Once collected, the sponsoring unit will return DBIDS credentials to the PMO P&RO

#### 7. Other Non-SOFA Contractor Considerations.

a. Third Country National (TCN) Contractors. TCN contractors discussed in this section are those persons who are not subject to the restriction of references (h) and (j). MCAS Iwakuni sponsoring units and activities of TCN contractor personnel must adhere to the same procedures as listed above in paragraph 4. When applicable, the sponsoring unit and activity must provide copies of the TCN's passport, visa and GOJ-issued alien registration card as part of the Installation Access Request process.

b. Designated Third-country National (DTCN) Contractors. DTCN contractors discussed in this section are those persons who are subject to the restrictions of references (h) and (j). Additionally, the sponsoring unit and activity must provide color copies of **ALL** pages of the DTCN's passport, visa and GOJ-issued alien registration card, as applicable. MCAS Iwakuni and activities sponsoring DTCN contractor personnel must adhere to the same procedures as listed above in paragraph 4. The Commanding Officer, MCAS Iwakuni will consider requests for access on a case-by-case basis after proper vetting and staff recommendations have been completed and routed for final determination.

(1) NCIS will conduct background vetting on all DTCN packages, and provide recommendations to the Commanding Officer, MCAS Iwakuni, via the Provost Marshal's Office.

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(2) Recommendation for TCN/DTCN Letter of Request (Appendix I) package submission should be done **40 business days** (2 months) in advance. The NCIS background vetting process timeline varies and could extend the 40 business day recommendation.

(3) TCN/DTCN Personnel should not travel to MCAS Iwakuni until access approval has been confirmed and received by the MCAS Iwakuni sponsoring unit or activity.

(4) The PMO P&RO will maintain records of all DTCN contractors for no less than 5 years.

#### 8. Granting Contractors Escort Privileges.

a. Certain contractors may be granted privileges to escort sub-contractors who require access to the installation to perform a service to support mission requirements of MCAS Iwakuni tenant commands or activities, for a short period of time, valid for 48 hours. The respective tenant command department head, representing the contractor will submit an Escort Privileges Request (Appendix E) to the PMO P&RO. If approved, the contractor will be required to sign and acknowledge a Memorandum of Understanding (MOU) pertaining to escorting responsibilities and privileges, and the contractor's DBIDS credentials will reflect the appropriate amount of vehicles and/or personnel they are authorized to escort. Any contractor who violates this order is subject to revocation of their DBIDS credential, escort privileges, and temporary debarment from the installation.

(1) DBIDS credentials shall reflect a maximum of eight (8) individual contractors and/or two (2) vehicles that the respective contractor is authorized to escort.

(2) Contractors will use their escort privileges for OFFICIAL BUSINESS only.

#### 9. Non-Regularly Scheduled Deliveries.

a. A non-regularly scheduled delivery is defined as an individual or group of personnel requiring access to the installation to perform services to station residents, tenant commands, or an installation activity for a short period of time. This includes but is not limited to: Black Cat, Off-Station Furniture Delivery and Fuel Deliveries.

b. All deliveries without installation access credentials will be directed to the designated Contractor's Gate, and met by the respective SOFA sponsor. The MCAS Iwakuni sponsor must

complete an MCAS Iwakuni 1-Day Official Entry/Exit Request (Appendix H) in addition to having the appropriate delivery documentation. All delivery vehicles will be searched prior to entry into MCAS Iwakuni by PMO. Any unscheduled deliveries will be refused access to the installation during heightened Force Protection Conditions (FPCONs) or when derogatory information is discovered on the delivery agent as a result of background checks and screening requirements.

11. Coordinating Instructions

a. Non-SOFA contractors that violate access privileges will be immediately escorted off the installation by military police, DBIDS credentials will be immediately confiscated and revoked, and the contractor will be temporarily debarred, pending the final decision by the Commanding Officer, MCAS Iwakuni.

b. A completed background check shall be valid for 1 year, however, special circumstances may require contractors to complete another background check before the 1-year term, as deemed necessary by the Provost Marshal or their designee.

c. The valid term for MCAS Iwakuni DBIDS credentials shall not exceed 1 year.

d. Emergency Situations. MCAS Iwakuni sponsoring units and activities may encounter situations where contractors are required to enter the installation to preserve and/or restore critical facilities. All requirements for emergency access of contractors will be coordinated through the Provost Marshal for approval on a case-by-case basis. The Commanding Officer, MCAS Iwakuni shall be notified within eight (8) hours of the emergency situation.

12. Force Protection Condition (FPCON) Access.

a. Normal Conditions: Under normal circumstances contractors are authorized access to MCAS Iwakuni between the hours of 0600 and 2359 via authorized ECPs as identified in Appendix C; however vehicles requiring inspection must arrive at the MCAS Iwakuni Contractor's Gate prior to 1830.

b. After Hours Access: Respective Sponsoring Activity's Department Head (Appendix P) are required to submit an Outside Authorized Work Hours request (Appendix F) when contracted work is outside normal work hours of 0600 - 2359.

c. FPCON ALPHA/BRAVO: Contractors assigned to MCAS Iwakuni and its facilities are granted installation access in accordance with the references (h), (i) and (o). Furthermore, depending on

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the status of the contractor, their access to the installation may differ depending on the contractor's type, his/her classification (i.e. mission essential, non-mission essential), and their approved work hours aboard the installation. The hours listed below, are applicable during FPCON ALPHA and BRAVO. Hours of access may be further scrutinized in accordance with the installation protection plans (IPP).

<b>FPCON NORMAL/ALPHA/BRAVO ACCESS HOURS</b>	
<b>Contractors (U.S./Foreign/TCN/DTCN) (During Work Hours)</b>	0600 - 2359 or as directed by the contract **(See Note)**

d. FPCON CHARLIE. Personnel requiring access during heightened threat levels and FPCON CHARLIE are outlined below. Hours of access may be further scrutinized in accordance with the installation protection plans (IPP).

<b>FPCON CHARLIE ACCESS HOURS</b>	
<b>Contractors (U.S./Foreign/TCN/DTCN) (During Work Hours)</b>	0600 - 1800 (Monday - Friday) **See Note**

\*\*Note: Department Head are required to inform the Civilian Human Resourced Office (CHRO) and PMO of a by-name list of contracted personnel who are deemed as MISSION ESSENTIAL personnel.\*\*

c. Access during FPCON DELTA. Access during FPCON DELTA, is indicative of a post-catastrophic terrorist event. All personnel who are not DoD CAC, USID holders, or have not been designated MISSION ESSENTIAL will be denied access during FPCON DELTA.

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## Chapter 6

Personal Services or Morale Services1. General.

a. Personal Service personnel are defined as any business organization or individual who is not entered into a contract with the federal government of the United States of America, MCAS Iwakuni or JMSDF Iwakuni, but are coming aboard the installation for personal service related purposes such as: bento box meal service, taxis, personal home cleaning services, Home delivery, English/Japanese language learning, Higher education, community relations events, MCCS events and a myriad of other visitors and visitor related events that are not construction or base infrastructure related. While this list is not exhaustive in nature, it should be used to help delineate those businesses/individuals who provide, or receive, a personal or morale boosting service from those who support the primary warfighting mission of the installation.

b. In times of heightened security, personnel falling into the discussions of Chapter 6 may temporarily be denied access because of the FORCE protection condition.

c. All Personal Service personnel entering MCAS Iwakuni must present valid DBIDs credentials prior to being granted access onto the installation; no other form of identification will be accepted for installation access.

d. The following information applies to all Personal Service personnel granted access to the installation:

(1) Installation access credentials must be maintained and available for inspection at all times while aboard MCAS Iwakuni and its facilities.

(2) Installation access credentials are utilized to verify both identity and authorization for access, and should be safeguarded at all times.

(3) Escort privileges WILL NOT be given to Personal Service personnel.

(4) All Personal Service personnel entering or exiting MCAS Iwakuni will do so via authorized ECPs as identified in Appendix C.

(5) An installation access credential does not automatically warrant access to restricted areas aboard the

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installation; restricted area access request procedures are covered in chapter 9 and will be highly scrutinized for individuals in this category.

(6) Transference of Station Access Privilege. Personal Service personnel who are granted access to the installation to perform, or receive, a service, will not utilize that privilege to perform, or receive, any service that differs from what they are originally granted access for. See below examples for clarification:

(a) A home cleaning provider granted access to clean house A, cannot clean house B without a separate access request being approved.

(b) A piano teacher granted access to teach music lessons for family A, cannot use their access privilege to join the bowling league.

(7) Personal Service personnel are not authorized patronage to any morale, food service, retail, lodging or concession facility aboard the installation, unless escorted by a sponsor under the provisions of Chapter 7 (Personal Visitors). In the unique circumstance of MCCS sponsored entertainers, this privilege may be granted under the benefits of their access request.

2. Policy for Access. Personal Service personnel who possess a valid MCAS Iwakuni DBIDS credential, shall be granted access to MCAS Iwakuni per the respective conditions within their paragraph.

3. Home Service Personnel. Home Service personnel are defined as any non-station resident business organization or individual who is providing, or receiving, a service to, or from, persons primarily located within station housing (home cleaning, language or music lessons, Child Care), but not exclusive to housing (i.e. language lessons at the library or music lessons at the chapel). Home service personnel must be escorted at all times via the most direct route to, and from, the location of services.

a. Request for Installation Access. Home Service personnel will comply with the following to be granted station access:

(1) Home Service personnel must register with the Station Judge Advocate (SJA) Office as a service provider, or service receiver. SJA can be contacted on Mon - Fri 0800-1600 at 253-5591/5598.

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(2) SJA will submit a weekly roster of approved Home Service personnel to the PMO P&RO.

(3) Due to the lead time required for the completion of required background checks, sponsoring MCAS Iwakuni individuals must obtain the required information from all Home Service personnel providing, or receiving, a service to, or from, residents of the air station. The following information is required to be submitted to PMO P&RO no later than **15 business days prior** to the proposed start of services:

(a) MCAS Iwakuni Installation DBIDS Credential Request (Appendix B), good for 1 year from time of approval.

(b) Proof of service commitment with sponsoring MCAS Iwakuni individual. The minimum information required to initiate the Installation Access Request process is the following: Service Start Date, Frequency of Services, Time(s) of Service(s), Location of Services and expected end of Services.

(c) Color copy of the individual Home Service individual's Passport photo page, work Visa, GOJ-issued alien registration card, GOJ-issued vehicle driver's license, Juki-Net card, or Koseki-Touhon (family register).

(3) Upon receipt of the required documents listed above, PMO P&RO will process the package.

(4) PMO will coordinate with NCIS for the purpose of conducting required background checks for all Home Service personnel in accordance with references (e) and (p), prior to the issuance of any DBIDS credentials.

(5) Home Service personnel whose background reveals derogatory information will be reported to the sponsoring MCAS Iwakuni individual and Base Housing by PMO and will be denied access onto MCAS Iwakuni.

(6) Final determination for approving access will be made by the Commanding Officer, MCAS Iwakuni.

(7) Home Service personnel with background checks resulting in no derogatory information returned, will be cleared for MCAS Iwakuni access and issuance of a MCAS Iwakuni DBIDS credential.

(8) PMO P&RO will notify the respective sponsoring individual via email and/or telephone that the package has been processed and will arrange a scheduled time and date for the

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home service personnel to be escorted to PMO for DBIDS credential issuance.

(9) A roster of approved Home Service personnel will be created and available at the MCAS Iwakuni Main Gate Visitor's Center.

b. Issuance of DBIDS Credentials.

(1) Arrival to MCAS Iwakuni. All newly arriving Home Service personnel are required to arrive during normal business hours (0800-1600/ Monday-Friday) to the Main Gate Visitor's Center. Home Service personnel will be required to verify their identity by providing government issued photo ID (i.e. driver's license or passport) to PMO personnel.

(2) Once their identity has been verified, their name verified on the approved roster and their escort is present, Home Service personnel will be escorted to the PMO P&RO, where a long term DBIDS credential will be issued and they will be counseled on the MOU agreement of responsibility of a DBIDS credential. The DBIDS credential will be issued for up to 90 days.

(3) DBIDS credentials shall not be tampered with, altered, nor modified by anyone other than PMO P&RO staff, who produce and issue DBIDS credentials. Confirmed cases of tampering, alterations, or modifications will result in temporary debarment and revocation of all access privileges.

(4) DBIDS credentials issued by PMO P&RO to individual Home Service personnel will not be transferred, loaned or otherwise given to any other person for use. Confirmed cases will result in temporary debarment and revocation of all access privileges.

c. Renewal of DBIDS Credentials. Home Service personnel who still have a valid Installation Access Request approval (less than 1 year old), can have their credentials extended by 90 days upon their sponsoring individual providing PMO P&RO updated proof of service commitment one week prior to expiration.

d. Policy for Home Service Personnel Access.

(1) All Home Service personnel, are required to enter and exit via the Main Gate per the hours annotated on their DBIDS credentials.

(2) All Home Service personnel will have INACTIVE

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credentials kept at the Main Gate Visitor's Center.

(3) When arriving to provide or receive their service, Home Service personnel will be escorted by the sponsoring individual during the scheduled time of service only.

(4) Upon completion of the service, the sponsoring individual will escort the Home Service personnel to the Main Gate Visitor's Center and ensure the DBIDS credential is returned and scanned out.

(5) Any Home Service personnel found to be anywhere other than their scheduled location will have their DBIDS revoked and their individual sponsor will no longer be able to escort/utilize Home Service personnel aboard MCAS Iwakuni.

4. School Services. School Service personnel are defined as any non-station resident individual who is providing, or receiving, a service to, or from, a Primary, Secondary or Higher education entity (i.e. Yochien, DoDEA Schools, or University of Maryland University College (UMUC)).

a. Request for Installation Access. School Service personnel will comply with the following to be granted station access:

(1) School Service receivers must be registered with their respective school registrar (DoDEA) or MCCS Education Officer (UMUC) and School Service providers (Yochien Bus Drivers) must register with PMO P&RO. MCCS Education Officer must comply with USFJ Instruction 31-501, prior to student approval and understand that cases under these programs will be handled on a case-by-case basis.

(2) School Registrars/MCCS Education Officer will submit a roster of approved School Service receivers to the PMO P&RO.

(3) Due to the lead time required for the completion of required background checks, School Registrars/MCCS Education Officer must obtain the required information from all School Service receivers. The following information is required to be submitted to PMO P&RO no later than **15 business days prior** to the proposed start of school services:

(a) MCAS Iwakuni Installation DBIDS Credential Request (Appendix B), good for 1 year from time of approval.

(b) Proof of school registration or employment as a school Bus Driver. The minimum information required to initiate

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the Installation Access Request process is the following:  
School Start Date, Frequency of classes, Time(s) of Class(es),  
Location of Classes and expected end of registered class(es).

(c) Color copy of the individual School Service individual's Passport photo page, My Number Card/Certificate, work Visa, GOJ-issued alien registration card, GOJ-issued vehicle driver's license, Juki-Net card, or Koseki-Touhon (family register).

(3) Upon receipt of the required documents listed above, PMO P&RO will process the package.

(4) PMO will coordinate with NCIS for the purpose of conducting required background checks for all School Service personnel in accordance with references (e), (p) and (r), prior to the issuance of any DBIDS credentials.

(5) School Service personnel whose background reveals derogatory information will be reported to the sponsoring MCAS Iwakuni education entity by PMO and will be denied access onto MCAS Iwakuni.

(6) Final determination for approving access will be made by the Commanding Officer, MCAS Iwakuni.

(7) School Service personnel with background checks resulting in no derogatory information returned, will be cleared for MCAS Iwakuni access and issuance of a MCAS Iwakuni DBIDS credential.

(8) PMO P&RO will notify the respective sponsoring School Service entity via email and/or telephone that the package has been processed and will arrange a scheduled time and date for the School Service personnel to be escorted to PMO for DBIDS credential issuance.

(9) A roster of approved School Service personnel will be created and available at the MCAS Iwakuni Main Gate Visitor's Center.

(10) Yochien Bus Services. The Commanding Officer, MCAS Iwakuni via the S-7, will limit and prescribe to the Provost Marshal the number of Yochien Buses and its adult chaperons requesting authorization for entry into MCAS Iwakuni. A fair and equitable distribution of access passes will be observed to Yochien Schools wishing to provide services to on-base residents. Yochien Buses will be authorized unescorted access to the installation's unrestricted areas, and shall only proceed to and from the designated pick-up/drop-off locations.

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b. Issuance of DBIDS Credentials.

(1) Arrival to MCAS Iwakuni. All newly arriving School Service personnel are required to arrive during normal business hours (0800-1600/ Monday-Friday) to the Main Gate Visitor's Center. School Service personnel will be required to verify their identity by providing government issued photo ID (i.e. driver's license, passport or My Number Card/Certificate) to PMO personnel.

(2) Once their identity has been verified, their name verified on the approved roster and their school provided escort is present, School Service personnel will be escorted to the PMO P&RO, where a long term DBIDS credential will be issued and they will be counseled on the MOU agreement of responsibility of a DBIDS credential. The DBIDS credential will be issued for up to the length of registered school year (DoDEA, Yochien) or the current registered semester (UMUC).

(3) DBIDS credentials shall not be tampered with, altered, nor modified by anyone other than PMO P&RO staff, who produce and issue DBIDS credentials. Confirmed cases of tampering, alterations, or modifications will result in temporary debarment or revocation of all access privileges.

(4) DBIDS credentials issued by PMO P&RO to individual School Service personnel will not be transferred, loaned or otherwise given to any other person for use. Confirmed cases will result in temporary debarment or revocation of all access privileges.

c. Renewal of DBIDS Credentials. School Service personnel who still have a valid Installation Access Request approval (less than 1 year old), can have their credentials extended to the next registered schoolyear/semester upon their sponsoring entity providing PMO P&RO updated registration information one week prior to expiration.

d. Policy for School Service Personnel Access.

(1) All School Service personnel, are required to enter and exit via the Gate(s) indicated in Appendix C.

(2) School Service personnel will have unescorted access to the installation 30 minutes prior to and after scheduled class(es). DoDEA schools must notify PMO P&RO if students are participating in after school programs/athletics and access hours can be extended.

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(3) Any School Service personnel found to be anywhere other than their scheduled location will have their DBIDS revoked and their individual sponsoring entity will be notified.

(4) Parents/Legal Guardians: Parent/legal guardians of approved School Service students, who may require installation access for school drop off/pick up and/or attend DoDEA functions will be required to submit an Installation Access Request package. Upon completion of required background checks, a DBIDS pass may be issued for the applicable school year.

(5) Other immediate family members: Other immediate family members may be granted permission to access MCAS Iwakuni for the purpose of attending their child's (the student) school functions. Sponsors/escorts will be required to facilitate the 1-Day Access procedures as outlined in Chapter 7 (Personal Visitors) of this order to obtain access for family members who are not a parent/legal guardian.

5. Sponsored Events and Programs. Sponsored events/programs can be put into three broad categories: **Recurring** (multiple days that are not consecutive over an extended period of time, i.e. youth sports, camp adventure or a single event that spans more than 4 consecutive days, i.e. USA baseball/softball teams with local support contractors), **Multiple-Day Events** (up to 4 days for a single event that occur consecutively, i.e. bazaar or concert that includes set-up/tear-down by contracted staff or vendors) or **Single-Day Events** (1 day for participant patronage, i.e. Marathon Race, Friendship Day). As each category of event presents its own unique circumstances, access control for each will be covered as follows:

a. Recurring Events. Throughout the year, organizations aboard the installation sponsor various on-base seasonal youth sporting events, visiting sporting organizations or Youth Work Programs that will require access for personnel who are Non-SOFA status visitors. Access will be granted for: the limited purpose of attending practices, games or a related sporting event in which they are an official participant (Youth Sports); lodging, concessions and sporting facilities (Sporting Organizations); and lodging, concessions and amenities (Youth Work Programs). Sponsoring organizations must provide PMO P&RO a Recurring Event Schedule one month in advance for approval and coordination, and any approved schedule changes immediately upon occurrence.

(1) Request for Installation Access.

(a) Due to the lead time required for the completion of required background checks, sponsoring

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organizations must obtain the required information from all Recurring event participants. The following information is required to be submitted to PMO P&RO no later than **15 business days prior** to the proposed start of event:

(1) MCAS Iwakuni Installation DBIDS Credential Request (Appendix B)

(2) Proof of registration or employment as a Recurring Event participant. The minimum information required to initiate the Installation Access Request process is the following: Event/Program Start Date, Frequency of Access, Access Times, Location(s) visited and Expected End Date of Event/Program.

(3) Color copy of the individual Recurring Event participant's Passport photo page, My Number Card/Certificate, work Visa, GOJ-issued alien registration card, GOJ-issued vehicle driver's license, Juki-Net card, or Koseki-Touhon (family register).

(b) Upon receipt of the required documents listed above, PMO P&RO will process the package.

(c) PMO will coordinate with NCIS for the purpose of conducting required background checks for all Recurring Event participants in accordance with references (e) and (p), prior to the issuance of any DBIDS credentials.

(d) Recurring Event participants whose background reveals derogatory information will be reported to the sponsoring organizations by PMO and will be denied access onto MCAS Iwakuni.

(e) Final determination for approving access will be made by the Commanding Officer, MCAS Iwakuni.

(f) Recurring Event participants with background checks resulting in no derogatory information returned, will be cleared for MCAS Iwakuni access and issuance of a MCAS Iwakuni DBIDS credential.

(g) PMO P&RO will notify the respective sponsoring organizations via email and/or telephone that the package has been processed and will arrange a scheduled time and date for the Recurring Event participants to be escorted to PMO for DBIDS credential issuance.

(h) A roster of approved Recurring Event participants will be created and available at the MCAS Iwakuni

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Main Gate Visitor's Center.

(i) If the recurring event is scheduled to start prior to completion of a background check, Recurring Event participants and parents may utilize the 1-Day Access procedures outlined in Chapter 7 of this chapter with the team coach as the sponsor/escort. Individuals found to be using this clause to circumvent the full access procedures outlined in this paragraph will face temporary or permanent debarment from the installation, and loss of sponsorship privilege (in the case of the sponsor).

(2) Issuance of DBIDS Credentials.

(a) Arrival to MCAS Iwakuni. All newly arriving Recurring Event participants are required to arrive during normal business hours (0800-1600/ Monday-Friday) to the Main Gate Visitor's Center. Recurring Event participants will be required to verify their identity by providing government issued photo ID (i.e. driver's license, passport or My Number Card/Certificate) to PMO personnel.

(b) Once their identity has been verified, their name verified on the approved roster and their MCCS provided escort is present, Recurring Event participants will be escorted to the PMO P&RO, where a long term DBIDS credential will be issued and they will be counseled on the MOU agreement of responsibility of a DBIDS credential. The DBIDS credential will be issued for up to the length of the recurring event.

(c) DBIDS credentials shall not be tampered with, altered, nor modified by anyone other than PMO P&RO staff, who produce and issue DBIDS credentials. Confirmed cases of tampering, alterations, or modifications will result in temporary debarment or revocation of all access privileges.

(d) DBIDS credentials issued by PMO P&RO to individual Recurring Event participants will not be transferred, loaned or otherwise given to any other person for use. Confirmed cases will result in temporary debarment or revocation of all access privileges.

(3) Renewal of DBIDS Credentials. Recurring Event participants who still have a valid Installation Access Request approval (less than 1 year old), can have their credentials extended to the next registered recurring event upon the sponsoring organization providing PMO P&RO with confirmation of registration or continued employment one week prior to expiration.

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(4) Policy for Recurring Event Participant Access.

(a) Recurring Event participants will have unescorted access to the installation 30 minutes prior to and after scheduled events, or within the guidelines of contracted access upon presentation of a valid DBIDS credential.

(b) All Recurring Event participants are required to enter and exit via the Gate(s) indicated in Appendix C.

(c) Any Recurring Event participants found to be anywhere other than their approved location(s) will have their DBIDS credentials temporarily revoked and their individual sponsoring entity will be notified.

(d) Parents/Legal Guardians: A Parent/legal guardian(s) of approved Recurring Event participants must accompany their child participating in a MCCS sponsored youth sporting event; in the unlikely event that a parent is unable to accompany their child, a Parental Permission Statement (Appendix J) will be submitted to PMO P&RO. An Installation Access Request Package for the parent/guardian will be submitted to the PMO P&RO. Upon completion of required background checks, a DBIDS pass may be issued for the applicable event duration.

(e) Other immediate family members: Other immediate family members may be granted permission to access MCAS Iwakuni for the purpose of attending their child's (the athlete's) athletic event(s). Sponsors/escorts will be required to facilitate the 1-Day Access procedures as outlined in Chapter 7 (Personal Visitors) of this order to obtain access for family members who are not a parent/legal guardian.

(5) Return of DBIDS Credentials. Upon conclusion of the respective recurring event (i.e. last event or game) Recurring Event participants and parents will return their DBIDS credential to the Main Gate Visitor's Center.

b. Multiple-Day Events. Throughout the year, organizations sponsor various on-base events that will require multiple-day access for personnel who are Non-SOFA status visitors, not to exceed 4 days (i.e. Bazaar or Concert). Access will be granted for the limited purpose(s) of: event set-up/tear-down and event execution or participation. Lodging and concessions may be authorized through the official event request approved by the Commanding Officer MCAS Iwakuni. Sponsoring organizations must provide PMO P&RO a Multi-Day Event Schedule one month in advance for approval and coordination, and any approved schedule changes immediately upon occurrence.

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(1) Request for Installation Access.

(a) Due to the lead time required for the completion of required background checks, the sponsoring division must obtain the required information from all Multi-Day event participants. The following information is required to be submitted to PMO P&RO no later than **15 business days** prior to the proposed start of event:

(1) MCAS Iwakuni Installation DBIDS Credential Request (Appendix B)

(2) Proof of contract, employment or registration as a Multi-Day Event participant. The minimum information required to initiate the Installation Access Request process is the following: Event/Program Start Date, Frequency of Access, Access Time(s), Location(s) visited and Expected End Date of Event/Program.

(3) Color copy of the individual Multi-Day Event participant's Passport photo page, My Number Card/Certificate, work Visa, GOJ-issued alien registration card, GOJ-issued vehicle driver's license, Juki-Net card, or Koseki-Touhon (family register).

(b) Upon receipt of the required documents listed above, PMO P&RO will process the package.

(c) PMO will coordinate with NCIS for the purpose of conducting required background checks for all Multi-Day Event participants in accordance with references (e) and (p), prior to the issuance of any DBIDS credentials.

(d) Multi-Day Event participants whose background reveals derogatory information will be reported to the sponsoring organization by PMO and will be denied access onto MCAS Iwakuni.

(e) Final determination for approving access will be made by the Commanding Officer, MCAS Iwakuni.

(f) Multi-Day Event participants with background checks resulting in no derogatory information returned, will be cleared for MCAS Iwakuni access and issuance of a MCAS Iwakuni DBIDS credential.

(g) PMO P&RO will notify the respective sponsoring organization via email and/or telephone that the package has been processed and will arrange a scheduled time and date for

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the Multi-Day Event participants to be escorted to PMO for DBIDS credential issuance.

(h) A roster of approved Multi-Day Event participants will be created and available at the MCAS Iwakuni Main Gate Visitor's Center.

(2) Issuance of DBIDS Credentials.

(a) Arrival to MCAS Iwakuni. All newly arriving Multi-Day Event participants are required to arrive during normal business hours (0800-1600/ Monday-Friday) to the Main Gate Visitor's Center. Multi-Day Event participants will be required to verify their identity by providing government issued photo ID (i.e. driver's license, passport or My Number Card/Certificate) to PMO personnel.

(b) Once their identity has been verified, their name verified on the approved roster and their provided escort is present, Multi-Day Event participants will be escorted to the PMO P&RO, where a DBIDS credential will be issued and they will be counseled on the MOU agreement of responsibility of a DBIDS credential. The DBIDS credential will be issued for up to the length of the Multi-Day event.

(c) DBIDS credentials shall not be tampered with, altered, nor modified by anyone other than PMO P&RO staff, who produce and issue DBIDS credentials. Confirmed cases of tampering, alterations, or modifications will result in temporary debarment or revocation of all access privileges.

(d) DBIDS credentials issued by PMO P&RO to individual Multi-Day Event participants will not be transferred, loaned or otherwise given to any other person for use. Confirmed cases will result in temporary debarment or revocation of all access privileges.

(3) Renewal of DBIDS Credentials. Multi-Day Event participants who still have a valid Installation Access Request approval (less than 1 year old), can have another DBIDS credential issued upon the sponsoring organization providing PMO P&RO with confirmation of registration or contract with another Multi-Day Event.

(4) Policy for Multi-Day Event Participant Access.

(a) Multi-Day Event participants will have escorted access to the installation 30 minutes prior to and after scheduled events, or within the guidelines of contracted access upon presentation of a valid DBIDS credential.

(b) All Multi-Day Event participants are required to enter and exit via the Gate(s) indicated in Appendix C.

(c) **ALL MULTI-DAY EVENT CONTRACTORS WILL BE ESCORTED AT ALL TIMES UNLESS APPROVED BY MCAS IWAKUNI COMMANDING OFFICER.**

(d) Any Multi-Day Event participant(s) found to be anywhere other than their approved location(s) will have their DBIDS credentials temporarily revoked and their individual sponsoring entity will be notified.

(5) Return of DBIDS Credentials. Upon conclusion of the Multi-Day event, event participants will return their DBIDS credential to the Main Gate Visitor's Center upon exiting the installation.

c. Single-Day Events. MCAS Iwakuni tenant commands, Department of Defense Dependents Schools (DoDDS), and MCCS are authorized to sponsor various on-base events that require single-day access for personnel who are Non-SOFA status visitors (i.e. Triathlon, Marathon or Friendship Day) during Force Protection Condition "A" and below. Other private organizations aboard MCAS Iwakuni must obtain permission from the Commanding Officer, MCAS Iwakuni prior to requesting to conduct a Single-Day Event aboard the installation. The following policies apply to Single-Day Events:

(1) Sponsoring organizations must provide the Station Anti-Terrorism/Force Protection (AT/FP) Officer an initial event request package 60 business days in advance for approval and coordination, and final list of participants 7 business days in advance for installation access approval.

(2) Personnel who are in support of a Single-Day Event, and require installation access for more than one day, will follow the procedures in para 5.b. of this chapter.

(3) Participant access will be granted for the limited purpose of event participation only. The final roster is due 7 days prior to execution of the event.

(4) Regardless of its size, a Private Party is not considered a Single-Day event.

(5) Single-Day Events scheduled during elevated Force Protection Conditions "B" and above will be addressed on a case-by-case basis by the Commanding Officer, MCAS Iwakuni.

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(6) The PMO P&RO does not process requests related to Single-Day Events.

(7) Requests for exemption(s) to the standard escort requirement (8 individuals and 2 vehicles per escort) must be outlined in the event request.

(8) If the Single-Day Event is considered a community relations event (COMREL), a designated unit or activity representative must contact the MCAS Iwakuni Government and External Affairs Office (GEAO)/S-7 and request a COMREL packet.

(9) DTCN background check requirements **are not exempt** in accordance with reference (h) and (i).

(10) Upon concurrence and final approval by the Commanding Officer, MCAS Iwakuni, the Single-Day Event request will be forwarded to PMO Operations section and for COMREL events, to the MCAS Iwakuni S-7 as well, for final coordination with the sponsoring unit or activity representative.

(1) Policy for Single-Day Event Participant Access.

(a) As each Single-Day Event can differ greatly, installation access for participants will be indicated in the approved event request package.

(b) All Single-Day Event participants are required to enter and exit via the Gate(s) indicated in the approved event request package.

6. Non-Contract Installation Service Providers. Non-Contract Installation Service Providers are defined as any non-station resident business organization or individual who is providing a for profit service to installation residents, employees or patrons, that is primarily nested in the category of morale boosting in nature and does not support the primary warfighting mission of the installation (i.e. Taxis & Bento service).

a. Taxi Services. The Commanding Officer, MCAS Iwakuni via the S-7, will limit and prescribe to the Provost Marshal the number of taxis authorized for entry into MCAS Iwakuni. A fair and equitable distribution of access passes will be observed to taxi companies wishing to provide services to on-base residents. Taxis will be authorized unescorted access to the installation's unrestricted areas, but **cannot travel to areas east of Leatherneck Drive unless actively picking-up or dropping-off a fare and cannot enter any restricted area.**

b. Bento Services. The Commanding Officer, MCAS Iwakuni

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via the S-7, will limit and prescribe to the designated JMSDF representative the number of Bento Service providers authorized for entry into MCAS Iwakuni. A fair and equitable distribution of access passes will be observed to Bento Service companies wishing to provide services to on-base residents and employees. Bento Service providers will be authorized unescorted access to the installation's unrestricted areas, but cannot travel to areas east of Leatherneck Drive unless actively picking-up or dropping-off Bento boxes. Current Bento service personnel and other similar service personnel must receive AT/FP training within 90 days of the signed date of this order. New personnel requesting access after the signed date of this order shall receive AT/FP training prior to receiving installation access.

c. Request for Installation Access. Taxi and Bento Service companies will comply with the following to have installation access granted for their employees:

(1) Taxi and Bento Service companies (and other like services) must register with the Provost Marshal and S-7 as a prospective service provider. PMO can be contacted on Mon - Fri 0800-1600 at 253-3278/4640 and S-7 can be contacted on Mon - Fri 0800-1600 at 253-5721. Furthermore, Taxi companies will be required to register their authorized vehicles with PMO P&RO.

(2) PMO P&RO will maintain a roster of approved taxi service companies and JMSDF will submit a quarterly roster of current Bento personnel to the S-7 and PMO P&RO and as necessary for a new Bento Service provider.

(3) Due to the lead time for the completion of required background checks, the PMO P&RO, or JMSDF representative must obtain the required information from all Taxi and Bento Service companies for their employees.

(4) The following information is required to be submitted to PMO P&RO for each employee no later than **15 business days prior** to the proposed start of services:

(a) MCAS Iwakuni Installation DBIDS Credential Request (Appendix B), good for 1 year from time of approval.

(b) Proof of employment with approved service company.

(c) Color copy of the individual Home Service individual's Passport photo page, work Visa, GOJ-issued alien registration card, GOJ-issued vehicle driver's license, Juki-Net card, or Koseki-Touhon (family register).

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(5) Upon receipt of the required documents listed above, PMO P&RO will process the package.

(6) PMO will coordinate with NCIS for the purpose of conducting required background checks for all Taxi and Bento personnel in accordance with references (e) and (p), prior to the issuance of any DBIDS credentials.

(7) Taxi and Bento personnel whose background reveals derogatory information will be reported to the sponsoring MCAS Iwakuni organization and the service company by PMO and will be denied access onto MCAS Iwakuni.

(8) Final determination for approving access will be made by the Commanding Officer, MCAS Iwakuni.

(9) Taxi and Bento personnel with background checks resulting in no derogatory information returned, will be cleared for MCAS Iwakuni access and issuance of a MCAS Iwakuni DBIDS credential.

(10) PMO P&RO will notify the respective sponsoring organization via email and/or telephone that the package has been processed and will arrange a scheduled time and date for the individual to be escorted to PMO for DBIDS credential issuance.

(11) A roster of new Taxi and Bento personnel will be created and available at the MCAS Iwakuni Main Gate Visitor's Center for initial access.

(12) All taxi drivers, Bento delivery personnel and other like services (at the Provost Marshal's discretion) seeking access aboard MCAS Iwakuni are required to receive a familiarization brief that includes Anti-Terrorism/Force Protection (AT/FP) considerations, hosted by the AT/FP officer, security manager and PMO prior to the issuance of a DBIDS credential.

d. Issuance of DBIDS Credentials.

(1) Arrival to MCAS Iwakuni. All newly arriving Taxi and Bento personnel are required to arrive during normal business hours (0800-1600/ Monday-Friday) to the Main Gate Visitor's Center. Taxi and Bento personnel will be required to verify their identity by providing government issued photo ID (i.e. driver's license or passport) to PMO personnel.

(2) Once their identity has been verified, their name verified on the approved roster and their escort is present,

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Taxi and Bento personnel will be escorted to the PMO P&RO, where a long term DBIDS credential will be issued and they will be counseled on the MOU agreement of responsibility of a DBIDS credential. The DBIDS credential will be issued for up to 1 year.

(3) DBIDS credentials shall not be tampered with, altered, nor modified by anyone other than PMO P&RO staff, who produce and issue DBIDS credentials. Confirmed cases of tampering, alterations, or modifications will result in temporary debarment and revocation of all access privileges.

(4) DBIDS credentials issued by PMO P&RO to individual Taxi and Bento personnel will not be transferred, loaned or otherwise given to any other person for use. Confirmed cases can result in permanent debarment and revocation of all access privileges.

e. Policy for Taxi and Bento Personnel Access.

(1) Taxi and Bento personnel are required to enter and exit via the gates authorized in Appendix C, and during the hours annotated on their DBIDS credentials.

(2) Any Taxi or Bento personnel found to be anywhere other than their approved location may have their installation access temporarily or permanently revoked. Continued instances of employee violations can be grounds for revoking an entire company's access privileges.

(3) Taxi and Bento drivers are subject to the rules and regulations governing traffic control aboard the installation.

(4) A registered taxi (vehicle) whose driver possesses a valid MCAS Iwakuni DBIDS credential, is authorized to access MCAS Iwakuni under the following conditions:

(a) When transporting customers who possess a valid identification card (i.e., AFID card, DoD CAC, USID (TESLIN)) or MCAS Iwakuni DBIDS credential, as outlined in appendix A.

(b) When proceeding to a designated taxi waiting stand.

(1) 6th St adjacent to Crossroads Food Court

(2) Odenbaugh St adjacent to Bldg 1400  
(Installation Issue Facility)

(c) When called by a customer from on-base.

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f. Renewal of DBIDS Credentials. Taxi and Bento personnel needing to renew their DBIDS credential shall follow the below procedure:

(1) All Taxi and Bento personnel are required to arrive at PMO P&RO during normal business hours (0800-1600/ Monday-Friday), at least 30 working days prior to expiration.

(2) Taxi and Bento personnel will be required to return their current DBIDS credential.

(3) The Taxi and Bento employee's status must be verified by providing updated proof of employment from their parent company.

(4) Upon confirmation of employment, they will sign an updated MOU (Appendix M) and be issued a new DBIDS credential not to exceed 1 years.

g. Expired Taxi and Bento DBIDS credentials. Taxi and Bento personnel who possess an expired MCAS Iwakuni DBIDS credential must follow the steps in paragraph 6.c. of this chapter to request a new DBIDS credential and must return the expired credential immediately to MCAS Iwakuni PMO P&RO.

h. Return of DBIDS Credentials

(1) All Taxi and Bento DBIDS credentials must be returned to the PMO P&RO upon termination or resignation of employment.

(2) Taxi and Bento companies must immediately notify PMO P&RO when the employee is terminated or resigns.

(3) The terminated/resigned Taxi and Bento employee must surrender their DBIDS credential at the Main Gate Visitor Center, MCAS Iwakuni.

7. Force Protection Condition (FPCON) Access.

a. Normal Conditions/FPCON ALPHA/BRAVO: Under normal circumstances Personal or Morale Service personnel are authorized access to MCAS Iwakuni per the hours indicated on their DBIDS credentials; however, vehicles requiring inspection must arrive at the MCAS Iwakuni Contractor's Gate prior to 1830.

b. FPCON CHARLIE. Personal or Morale Service personnel may have limited, or no access, during heightened threat levels and FPCON CHARLIE.

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c. FPCON DELTA. Access during FPCON DELTA, is indicative of a post-catastrophic terrorist event. All personnel who are not DoD CAC, USID holders, or have not been designated MISSION ESSENTIAL will be denied access during FPCON DELTA.

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## Chapter 7

Japanese National Official Visitors

1. General. This chapter covers Japanese National official visitors that desire to visit MCAS Iwakuni. This includes national and local GoJ officials and Japan Self Defense Force (JSDF) personnel that are not permanently stationed aboard MCAS Iwakuni. The objective of this chapter is to articulate a program that allows JN official visits to the greatest extent possible as long as they do not interfere with military operations, compromise force protection, or hinder the management of United States (U.S.) facilities and areas. JN official visitors fall into one of six categories which are defined as:

a. CAT I: This category includes Diet Members, central level officials of the Government of Japan (excluding JSDF personnel). CAT I visitors will be processed by S-7; the procedures for MCAS Iwakuni installation access is covered in paragraph 3 of this chapter.

b. CAT II: This category includes members of local assemblies and officials of local governments from outside of Yamaguchi and Hiroshima Prefectures. CAT II visitors will be processed by S-7; the procedures for MCAS Iwakuni installation access is covered in paragraph 3 of this chapter.

c. CAT III: This category includes members of local assemblies and officials of local governments within Yamaguchi and Hiroshima Prefectures, and JSDF members coming to MCAS Iwakuni **for an official visit**. All official visitors who are not in CAT I, II, IV, V or VI are CAT III visitors. CAT III visitors will be processed by S-7; the procedures for MCAS Iwakuni installation access is covered in Paragraph 3 of this chapter.

d. CAT IV: This category includes officials of local governments within Yamaguchi and Hiroshima Prefectures that are frequent visitors. A frequent visitor is defined as a visitor that has the requirement to meet for **official business** at least four times per month with MCAS Iwakuni staff and who are not permanently stationed aboard MCAS Iwakuni. Examples are individuals visiting MCAS Iwakuni primary or special staff (Iwakuni Chief of Police visiting the PM, local prosecutor visiting SJA, CSDB DG visiting the Station CO). Credentials for CAT IV visitors will be requested by the respective department head most closely related to the function of the requesting agency/person and will be processed by PMO; the procedures for

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MCAS Iwakuni installation access are covered in Paragraph 4 of this chapter.

e. CAT V: This category consists of **active duty** members of Japan Self Defense Forces not permanently stationed on MCAS Iwakuni, it does not consist of civilians. These JSDF personnel may be coming to MCAS Iwakuni for training, Professional Military Education (PME), transiting to a ship or aircraft, to provide repair services or other official business. An office call, site visit or tour of the base would fall under a CAT III visit covered previously. CAT V visitors will be processed by PMO with exceptions determined by the Provost Marshal (PM), for example, training exercises may be handed off to the Station Operations Officer for detailed planning at the discretion of the PM; the procedures for MCAS Iwakuni installation access is covered in paragraph 5 of this chapter.

f. CAT VI: This category specifically addresses Official Special Events hosted by MCAS Iwakuni, FAW-31 HQ, MAG-12, or CVW-5 (i.e. Cherry Blossom Party, JMSDF Foundation Ceremony, FAW-31 Memorial Service, Japan Observer Exchange Program) but does not include MCCS or Private Org hosted events; the procedures for MCAS Iwakuni installation access is covered in paragraph 6 of this chapter.

## 2. Information for All.

a. The Government and External Affairs Office (S-7), MCAS Iwakuni will act as the initial JN official visit point of contact and will be responsible for receiving, categorizing, numbering and forwarding to the appropriate departments for all submitted official visit requests. MCAS Iwakuni S-7 will provide requesting points of contact MCAS Iwakuni's Official Visit Request (Appendix G).

b. In times of heightened security, personnel covered by this chapter may temporarily be denied access because of the FORCE protection condition.

c. All visit requests and initial CAT IV request for an INACTIVE DBIDS credentials should be submitted to S-7 for visit request category assignment.

d. All requests for visits will be coordinated to minimize the impact on operations and training. Any requested visit that will interrupt military operations, compromise force protection, or hinder the management of U.S. facilities and areas shall be denied.

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e. All Visit Requests will utilize appendix G. The preferred method is for the requester to utilize MCAS Iwakuni Share Point to submit and route the request. If access to Share Point is not possible a hard copy of appendix G must be hand routed by the submitting agency. Two identical routing sheets will accompany the hand routed visit request; one copy remains with the requester and the other with the submitted appendix G so that the requester can track the status of their appendix G. The MCAS Iwakuni staff should remain diligent in routing the requester's appendix G within the 14 business day timeline. Once an Appendix G is submitted, MCAS Iwakuni staff should stamp or otherwise mark the Appendix G, including rosters and itineraries so that no requesting agency can switch approved rosters or itineraries. Any requester changing an Appendix G without MCAS Iwakuni staff approval risks losing access privileges. Any requesting changes made after submitting an Appendix G will result in resubmitting/rerouting an Appendix G within the 14 business day timeline.

f. The following information applies to all official visitors granted access to the installation:

(1) Installation access credentials must be maintained and available for inspection at all times while aboard MCAS Iwakuni and its facilities, if access is granted by an approved roster, the group escort(s) must maintain the roster on their person at all times.

(2) Installation access credentials are utilized to verify both identity and authorization for access, and should be safeguarded at all times.

(3) Escort privileges **WILL NOT** be given to Official Visitors.

(4) All Official Visitors entering or exiting MCAS Iwakuni will do so via authorized ECPs as identified in Appendix C or per their approved visit request.

(5) Installation access does not automatically warrant access to restricted areas aboard the installation; restricted area access request procedures are covered in chapter 9 and will be highly scrutinized for individuals in this category.

(6) Official Visitors in Categories I, II, III, IV, and VI are authorized patronage to food concession facilities aboard the installation only when escorted by a sponsor. CAT V visitors will be allowed unescorted access to these facilities.

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3. CAT I, CAT II and CAT III: The information contained in this paragraph applies to all CAT I, CAT II and CAT III visit requests aboard MCAS Iwakuni.

a. Request for Installation Access: The following will be required for a CAT I, II or III visitor to gain installation access:

(1) Completed attachment (1) of reference (k) (CAT I and II only).

(2) Completed Appendix G signed by the Commanding Officer, MCAS Iwakuni.

b. The Government and External Affairs Office (S-7), MCAS Iwakuni will act as the JN official visit point of contact and will be responsible for receiving, processing and forwarding USFJ and MCIPAC endorsed attachment (1) of reference (k) for CAT I and II official visit request and locally submitted Appendix G for CAT I, II and III official visit requests and disseminating coordinating information for approved requests submitted to MCIPAC or USFJ. MCAS Iwakuni S-7 will provide the MCAS Iwakuni's Official Visit Request. (Appendix G) to the requester's points of contact.

c. Requests submitted to USFJ or MCIPAC will not be considered "Approved for Installation Access" until coordinating instructions have been received and disseminated by MCAS Iwakuni S-7.

d. All JN official visitors must adhere to the policies and procedures in references (k), (t), (u), (v), as well as this Order regardless of who escorts the visitors (Status of Forces Agreement (SOFA), Japan Maritime Self Defense Force (JMSDF), Chugoku Shikoku Defense Bureau (CSDB), Master Labor Contract (MLC), or other personnel, etc.) or which command aboard the installation the visitors intend to visit.

e. Entry on to MCAS Iwakuni by any CAT I, II and III JN official visitor requires the Commanding Officer, MCAS Iwakuni's approval including a signed appendix G of this order and a completed attachment (1) of reference (k) for CAT I and II. Official visitors will be denied entry to MCAS Iwakuni until the above is completed.

f. CAT I and II visit requests should be submitted to USFJ at least 14 business days in advance of the proposed visit utilizing attachment (1) of reference (k). CAT III visit requests should be submitted utilizing appendix G to MCASI S-7 14 business days in advance of the proposed visit.

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g. Failure to submit a completed visit request within the established timelines may result in disapproval of the visit request.

h. If the details of a visit request change within 5 business days of the intended visit, the process may reset to the 14 business day time line requirement and may be considered a new request.

i. Arrival to MCAS Iwakuni.

(1) Official Visits will be within normal business hours (0800-1600/ Monday-Friday) and access will be at the approved Visitor's Center (Main Gate, West Gate, or the North Gate).

(2) The approved roster contained within Appendix G and a government issued photo ID (Driver's license, Passport or Japan Ministerial Level ID) will be used to grant access for a one day visit.

(3) Prior to being granted access to MCAS Iwakuni CAT I, II and III visitors must have their approved escort present.

4. CAT IV: The information contained in this paragraph applies to all CAT IV visit requests aboard MCAS Iwakuni. This category includes officials of local governments within Yamaguchi and Hiroshima Prefectures that are frequent visitors, defined as the requirement to meet for **official business** at least four times per month with MCASI staff and who are not permanently stationed on MCAS Iwakuni. CAT IV personnel will be issued an INACTIVE DBIDS card which will be requested by the respective department head most closely related to the function of the requesting agency/person by utilizing the MCAS Iwakuni Installation DBIDS Request (Appendix B) and submitted to PMO P&RO.

a. INACTIVE DBIDS cards are designed to be activated (Appendix P) only when requested by the respective department head in accordance with appropriate timelines. These personnel are expected to have a thorough understanding of MCAS Iwakuni access policies, they shall sign a Memorandum of Understanding (Appendix M) and are required to comply with all policies. They do not have to be escorted. Failure to follow MCAS Iwakuni access policies will result in revocation of their inactive DBIDS card. Examples are individuals visiting MCAS Iwakuni primary or special staff (i.e., Iwakuni Chief of Police visiting the PM, local prosecutor visiting SJA, CSDB DG visiting the Station CO).

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b. Request for Installation Access: The following procedures will be followed prior to a CAT IV visitor gaining installation access:

(1) Request for an INACTIVE DBIDS card. MCAS Iwakuni Department Heads sponsoring a CAT IV visitor shall submit to PMO P&RO the following 14 business days prior to issuance of an INACTIVE DBIDS card:

(a) Completed Installation Access Request (Appendix B).

(b) Color copy of their Driver's License (front and back) or Passport photo page, My Number Card, Japanese Residence Card, to establish identity for access.

(c) Employer issued ID to establish verification of employment with organization.

(d) Japanese Residence Card (Juminhyo) with permanent address, used to establish nationality

(e) A Juminhyo without permanent address will NOT be accepted and will cause delay in installation access.

(f) MOD personnel are only required to provide their MOD identification card and driver's license, to establish identity.

(2) Upon receipt of the required documents, PMO P&RO will process the package.

(3) The PMO P&RO will notify the appropriate MCAS Iwakuni department head via email and/or telephone that the package has been processed and the personnel have been cleared for MCAS Iwakuni access and issuance of a MCAS Iwakuni inactive DBIDS credential.

(4) A roster of approved CAT IV visitors will be created and available at the MCAS Iwakuni main Gate Visitor's Center.

c. Issuance of DBIDS Credentials.

(1) Arrival to MCAS Iwakuni. All newly arriving CAT IV visitors are required to arrive during normal business hours (0800-1600/ Monday-Friday) to the Main Gate Visitor's Center. CAT IV visitors will be required to verify their identity by providing government issued photo ID (i.e. driver's license or passport) to PMO personnel.

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(2) Once their identity has been verified, their name verified on the approved roster and their escort is present, CAT IV visitors will be escorted to the PMO P&RO where an INACTIVE DBIDS credential will be issued after they are counseled and sign the MOU agreement of responsibility of a DBIDS credential. The INACTIVE DBIDS credential will be issued for up to 1 year.

(3) DBIDS credentials shall not be tampered with, altered, nor modified by anyone other than PMO P&RO staff, who produce and issue DBIDS credentials. Confirmed cases of tampering, alterations, or modifications will result in temporary debarment and revocation of all access privileges.

(4) DBIDS credentials issued by PMO P&RO to individual CAT IV visitors will not be transferred, loaned or otherwise given to any other person for use. Confirmed cases will result in temporary debarment and revocation of all access privileges.

d. Renewal of DBIDS Credentials. CAT IV visitors who still have a valid Installation Access Request approval (less than 1 year old), can have their INACTIVE credentials renewed up to 1 year upon their sponsoring Department Head providing PMO P&RO updated proof of employment one week prior to expiration.

e. Policy for CAT IV Visitor Access (activating an inactive DBIDS card).

(1) Prior to accessing MCAS Iwakuni, CAT IV visitors must coordinate their visit through their sponsoring Department Head, who has a signed Appendix P on file with the S-1 and approved by CO, who will submit a DBIDS Activation Request (Appendix P) to the PMO P&RO at least 3 business days prior to the requested visit.

(2) Failure to submit a DBIDS Activation Request (Appendix P) in time, may cause delays to, or denial of, access to the installation.

(3) Only the Department Head or another person from the department approved by the Commanding Officer, MCAS Iwakuni can sign an activation request, per the Department Head Signature Sheet (Appendix P). The Department Head or their staff should either deliver a hand signed, or email a digitally signed pdf, DBIDS Activation Request (Appendix P) to PMO P&RO.

(4) Department heads shall use good judgement when approving requests while keeping operational security in mind and the responsibility required of their billet.

(5) All CAT IV visitors are required to enter and exit

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via the Main Gate per the hours annotated in the DBIDS Activation Request.

(6) When arriving to conduct their visit, CAT IV visitors that are required to be escorted (DBIDS card will identify "ESCORTED" or "UNESCORTED") must be met at the Main Gate by their approved escort prior to access being granted.

(7) CAT IV visitors will go direct to the meeting location, conduct their official business and depart MCAS Iwakuni via the most direct route.

(8) Upon completion of the visit, the sponsoring individual will escort the CAT IV visitor (if required) to the Main Gate Visitor's Center and ensure the DBIDS credential is scanned out.

(9) Any CAT IV visitor found to be anywhere other than their scheduled location may have their INACTIVE DBIDS credentials revoked and their individual sponsor may no longer be able to sponsor/escort personnel aboard MCAS Iwakuni.

(10) PMO P&RO will keep a log of CAT IV official visits and provide a monthly report to the Provost Marshal and Commanding Officer, MCAS Iwakuni.

(11) Inactive DBIDS card holders visiting MAG-12, CVW-5, JMSDF or any other organization on MCAS Iwakuni must have the MCAS Iwakuni SOFA status department head most closely associated with the JN visitor submit (Appendix P) as previously described if the MCASI department head concurs with the visit.

(12) If a CAT IV visitor does not have a DBIDS card they must use Appendix G.

5. CAT V (JSDF members not stationed on MCASI): The information contained in this paragraph applies to all CAT V visit requests aboard MCAS Iwakuni.

a. Request for Installation Access: The following will be required for a CAT V visitor to gain installation access:

(1) Completed Appendix G signed by the PM or Commanding Officer, MCAS Iwakuni.

b. The Government and External Affairs Office (S-7), MCAS Iwakuni will act as the initial JN official visit point of contact and will be responsible for receiving, categorizing, numbering and forwarding (to the Provost Marshal) all locally

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submitted CAT V official visit requests. MCAS Iwakuni S-7 will provide requesting points of contact MCAS Iwakuni's Official Visit Request (Appendix G).

c. All CAT V visitors must adhere to the policies and procedures in references (k), (t), (u), (v), as well as this Order regardless of who escorts the visitors or which command aboard the installation the CAT V visitors intend to visit.

e. Entry on to MCAS Iwakuni by any CAT V visitor requires Provost Marshal approval (cannot be delegated without Station CO approval) and a completed (Appendix G) of this order. CAT V visitors will be denied entry to MCAS Iwakuni until the above is completed.

f. CAT V visit requests should be submitted to S-7 in Share Point at least 14 business days in advance of the proposed visit utilizing appendix G. S-7 will verify it is a CAT V visit and forward in Share Point to PMO for processing. If the submitting agency does not have access to Share Point they will hand walk the hard copy of appendix G from S-7 to all required departments and PMO, see 2.e of this chapter. If the visit request is for a military training exercise, it must be submitted 30 business days prior to execution and include a request for a Feasibility Of Support (FOS) which is an inquiry to MCAS Iwakuni whether or not the requested training exercise can be supported.

g. Military training exercises will require the Commanding Officer, MCAS Iwakuni to be notified prior to approval by the Provost Marshal and Station Operations; military exercises may also require coordination with Airfield Operations, COMMSTRAT and other pertinent departments.

h. Failure to submit a completed visit request within the established timelines may result in disapproval of the visit request.

i. If the details of a visit request change within 5 business days of the intended visit, the process may reset to the 14 business day time line requirement and may be considered a new request.

j. Arrival to MCAS Iwakuni.

(1) CAT V Official Visits should arrive within normal business hours (0800-1600/ Monday-Friday) and access will be at the approved Visitor's Center (Main Gate, West Gate, or the North Gate).

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(2) The approved one day roster contained within Appendix G and a government issued photo ID (Driver's license, Passport or MoD ID) will be used to grant access for a one day visit.

(3) Multiday visits require completed Appendix G with Multiple Days Visit Roster completed. PMO P&RO will issue a temp DBIDS pass without a photo or fingerprint for the duration of the visit that must be presented with a government photo ID upon request.

(4) Military Training Exercises. Due to the inherent complexity of military training, details surrounding individual access to the installation will be determined by the Provost Marshal on a case-by-case basis. The approved visit request for the military training exercise will contain all coordinating details and will be disseminated to security personnel prior to arrival.

(5) Prior to being granted access to MCAS Iwakuni visitors must have their approved escort present if required.

6. CAT VI: The information contained in this paragraph applies to all CAT VI visits which are Official Special Event requests aboard MCAS Iwakuni.

a. Request for Installation Access: The following will be required for a CAT VI visitors to gain installation access:

(1) Completed Appendix G signed by the Commanding Officer, MCAS Iwakuni.

(2) Scheduled Decision Brief for the Commanding Officer, MCAS Iwakuni.

b. The Government and External Affairs Office (S-7), MCAS Iwakuni will act as the JN official visit point of contact and will be responsible for receiving and forwarding (to the Provost Marshal) all locally submitted CAT VI Official Special Event requests. MCAS Iwakuni S-7 will provide requesting points of contact MCAS Iwakuni's Official Visit Request (Appendix G).

c. All CAT VI visitors must adhere to the policies and procedures in references (k), (t), (u), (v), as well as this Order regardless of who escorts the visitors (Status of Forces Agreement (SOFA), Japan Maritime Self Defense Force (JMSDF) or other approved personnel) or which command aboard the installation sponsor's the CAT VI event.

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d. Entry on to MCAS Iwakuni by any CAT VI visitor requires Commanding Officer, MCAS Iwakuni approval. CAT VI visitors will be denied entry to MCAS Iwakuni until the above is completed.

e. CAT VI Official Special Event requests should be submitted to S-7 at least 45 business days in advance of the proposed visit utilizing (Appendix G) and should include a Feasibility Of Support (FOS) requesting if the Official Special Event can be supported.

f. Official Special Events will require approval from the Commanding Officer, MCAS Iwakuni and may also require coordination with PMO, Station Operations Airfield Operations, COMMSTRAT and other concerned departments.

g. Failure to submit a completed Official Special Event request within the established timelines may result in disapproval of the Official Special Event.

h. If portions of an Official Special Event change within 5 business days of the intended Event, the process may reset to the 45 day time line requirement and may be considered a new request.

i. Arrival to MCAS Iwakuni. Due to the complexity of Official Special Events, details surrounding individual access to the installation will be determined by the Commanding Officer, MCAS Iwakuni (or the designated event lead) on a case-by-case basis. The approved visit request will contain all coordinating details and will be disseminated to security personnel prior to arrival.

#### 7. Visiting MLC/IHA employees from other United States Forces Japan (USFJ) installations.

a. Request for Installation Access: One of the following methods will be required for a visiting MLC/IHA employee to gain installation access aboard MCAS Iwakuni:

(1) A United States issued CAC or DBIDS card accompanied by official orders on unit letterhead that is signed by an official from the US government.

(2) A completed visit request (Appendix G) submitted by an official from the US government that has a signed MOU (Appendix P) on file with MCAS Iwakuni S-1 and verified by PMO P&RO.

(3) For MLC/IHA personnel from other bases that may visit MCAS Iwakuni more than four times per month, they can

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request an INACTIVE DBIDS card. An official from the US government that has a signed MOU (Appendix P) on file with MCAS Iwakuni S-1 and verified by PMO P&RO can submit (Appendix B) to PMO P&RO for consideration and possible approval by the Provost Marshal. This should be used for a limited number of personnel.

8. Force Protection Condition (FPCON) Access.

a. Normal Conditions/FPCON ALPHA/BRAVO: Under normal circumstances Official Visitors are authorized access to MCAS Iwakuni per the hours indicated on their approved request; however, vehicles requiring inspection must arrive at the MCAS Iwakuni Contractor's Gate prior to 1830.

b. FPCON CHARLIE. Official Visitors may have limited, or no access, during heightened threat levels and FPCON CHARLIE. Each request will be highly scrutinized when occurring during FPCON Charlie and the decision to cancel a formerly approved visit will be made by the Commanding Officer, MCAS Iwakuni.

c. FPCON DELTA. Access during FPCON DELTA, is indicative of a post-catastrophic terrorist event. All personnel who are not DoD CAC, USID holders, or have not been designated MISSION ESSENTIAL will be denied access during FPCON DELTA.

## Chapter 8

Personal Visitors, Escort and Sponsor Privileges

1. General. Personal visitors (1-Day or Extended) are defined as friends or family who are not permanently assigned or stationed aboard MCAS Iwakuni, and are requesting installation access for the purpose(s) of visiting residents assigned or stationed to MCAS Iwakuni. This chapter covers **PERSONAL** visitors only and the categories of personnel who have the privilege to escort PERSONAL visitors. All official or professional visits are covered in chapter 7 of this order. The following information applies to all Personal visitors granted access to the installation:

a. All visitors attempting to gain access to MCAS Iwakuni or its facilities are considered 1-day visitors unless otherwise authorized by specific procedures set forth in this chapter.

b. Personal visitors cannot gain access to the flight line, port area or any non-recreational buildings or attend any official meetings or functions aboard MCAS Iwakuni, unless previously authorized and accompanied by an authorized escort.

c. In times of heightened security, personnel falling into the discussions of Chapter 8 may temporarily be denied access because of the FORCE protection condition.

d. Personal visitors entering MCAS Iwakuni must present a valid MCAS Iwakuni DBIDS credential prior to being granted access onto the installation; no other form of identification will be accepted for installation access.

e. MCAS Iwakuni DBIDS credentials must be maintained and available for inspection at all times while aboard MCAS Iwakuni and its facilities.

f. MCAS Iwakuni DBIDS credentials are utilized to verify both identity and authorization for access, and should be safeguarded at all times.

g. Escort privileges WILL NOT be given to Personal visitors.

h. All Personal visitors entering or exiting MCAS Iwakuni will do so via authorized ECPs as identified in Appendix C.

i. Transference of Station Access Privilege. Personal visitors who are granted access to the installation will not utilize that privilege to perform, or receive, any service that

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differs from what they are originally granted access for. See below examples for clarification:

(1) A personal visitor granted access to visit friends or family aboard the installation, cannot utilize their access to perform a personal or official service for pay without a separate access request being approved.

(2) An approved piano teacher who holds an MCAS Iwakuni DBIDS credential to provide a personal service for pay, who is sponsored aboard the installation as a personal visitor, will not give piano lessons for pay while sponsored as a personal visitor.

j. Personal visitors are not authorized patronage to any morale, food service, retail, lodging or concession facility aboard the installation, unless escorted by a sponsor under the provisions of this chapter. In the unique circumstance of MCAS Iwakuni special events, this privilege may be granted under the benefits of their access request.

k. Individuals attempting to execute a personal visit that falls under the official visit category risk losing their escort privileges and potentially their access privilege. See coordinating instructions at the end of this chapter for exceptions.

l. Any personal visitor (regardless of nationality), who is deemed a Distinguished Visitor (DV) which is an O6 or above or the civilian equivalent (determined by S-7) or any person associated with the media, whether for a personal visit or an official visit, requires notifying the MCAS Iwakuni protocol office and the Commanding Officer, MCAS Iwakuni prior to accessing MCAS Iwakuni.

2. Sponsorship/Escort Privileges for Personal visitors. The definition of the terms sponsor and escort are defined in (Appendix L). Unless otherwise noted, this paragraph outlines sponsor/escort privileges for personal visits. Providing tours for pay is not authorized and sponsors caught, will risk losing sponsorship privileges and potentially more severe disciplinary action.

a. U.S. Personnel: Active-duty U.S. military, DoD employees, U.S. military retirees, SOFA-status contractors who are permanent personnel stationed aboard MCAS Iwakuni, surviving dependents of members who died while in retired with pay status (i.e. widows), the dependents of the above who are 18 years of age or older and Reservists and their dependents only when on active-duty status. The above U.S. Personnel are:

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(1) Authorized to sponsor and escort up to 8 personal visitors aboard MCAS Iwakuni at any one time for a 1-Day visit; will not exceed a 1:8 escort to visitor ratio or 1:2 escort to vehicle ratio (not exceeding 8 personnel between 2 vehicles).

(2) Authorized to request extended personal visitor requests (i.e., family or friends visiting Japan that may temporarily reside on base).

(3) Authorized to sponsor groups larger than 8 personnel (Private Party for 1-Day visits only), however it will require:

(a) The sponsor to submit an MCAS Iwakuni Personal Visitor Request (Appendix K) to PMO P&RO.

(b) Submission is required 10 business days prior to the start of the visit.

(c) The sponsor will be required to maintain a 1:8 escort to visitor ratio or 1:2 escort to vehicle ratio (not exceeding 8 personnel between 2 vehicles). This will require the requester to arrange multiple authorized escorts that will each be held individually accountable (i.e., an individual person sponsoring an athletic event, or other social event).

(d) A designated installation entry control point, per the approval of the request (i.e. Main Gate or North Gate).

b. JMSDF: Active-duty JMSDF Permanent Personnel Stationed Aboard MCAS Iwakuni are authorized to sponsor and escort up to 8 immediate family members (defined in Appendix L) only; will not exceed a 1:2 escort to vehicle ratio (8 personnel between 2 vehicles). Requests to escort other than immediate family members will be considered by the Commanding Officer or the Provost Marshall on a case by case basis and should be requested 10 business days in advance of the desired day if execution.

c. MLC/IHA: MLC/IHA personnel employed aboard MCAS Iwakuni for more than 2 years are limited to sponsoring and escorting up to 8 immediate family members (defined in Appendix L) only; will not exceed a 1:2 escort to vehicle ratio (8 personnel between 2 vehicles). Requests to escort other than immediate family members will be considered by the Commanding Officer or the Provost Marshall on a case by case basis and should be requested 10 business days in advance of the desired day if execution.

d. JMSDF/MLC/IHA Retirees. No escort privileges authorized.

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3. Policy for Access: 1-Day Visitor (Groups less than 9).

a. 1-Day visitors who possess a valid MCAS Iwakuni DBIDS credential, shall be granted access to MCAS Iwakuni.

b. 1-Day visitors are permitted to be signed-on and access MCAS Iwakuni between 0600-2359 daily, unless otherwise authorized.

c. The last 1-Day visitor's DBIDS pass will be issued at 2359, regardless if the sponsor and guest were waiting in the Main Gate Visitor's Center prior to 2359.

d. 1-Day visitors will be verified as not being on any DoD or Marine Corps Installations Pacific (MCIPAC) debarment roster(s), prior to issuance of a DBIDS Pass.

e. Mandatory departure times from MCAS Iwakuni for 1-Day visitors are directly linked to the closure of Club Iwakuni or the Hangar E-Club, regardless of the authorized destination. 1-Day visitors must depart MCAS Iwakuni no later than 30 minutes after Club Iwakuni or the Hangar Club has closed.

f. Temporary DBIDS passes will be inventoried at the end of the day and security personnel will attempt to contact the sponsor of missing 1-Day visitor passes as soon as possible. To avoid being contacted in the early hours of the day, and risk losing sponsor/escort privileges, sponsors should ensure their visitor's temporary DBIDS pass is turned in upon their departure.

g. 1-Day visitors granted access to MCAS Iwakuni must comply with all applicable laws and regulations. Sponsors and escorts can be held responsible for any and all actions of their guests.

h. Authorized sponsors and visitors are required to complete the following procedures for a personal visitor to enter MCAS Iwakuni:

(1) Authorized sponsors and visitors must read and acknowledge by signing their escort responsibilities as outlined on the temporary DBIDS credential. The Main Gate Visitor Center sentry will confirm that all sponsors and visitors have read and acknowledged the escort rules.

(2) Authorized sponsors must present their valid DoD issued identification card or valid MCAS Iwakuni DBIDS

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credential to the Main Gate Visitor Center sentry for identity and status verification.

(3) Visitors must present one of the following; a valid, official photo identification card, e.g., passport, GoJ-issued driver's license, GoJ-issued alien registration card, (the Provost Marshal will determine other acceptable forms of identification on a case-by-case basis) for non-SOFA status Americans, Japanese nationals and TCN visitors not listed in reference (h), (j) and (o). If visitors 18 years of age and older, do not possess a valid, official photo identification card as indicated above, they are required to submit at least two forms of identification that captures their name, current address, date of birth and nationality. An acceptable form of alternate identification includes Japanese Health Insurance Card/Certificate, Japanese school identification card, Jyuki Net Card, Japanese Family Registration Certificate (Koseki Tohon) and Japanese Residential Certificate (Jyumin-Hyo).

(4) The Main Gate Visitor Center sentry will verify all information and documents presented and enter the visitor(s) into the DBIDS system.

(5) Upon complete registration of the visitor(s) into the DBIDS system, the appropriate DBIDS pass, with photo, will be issued to the visitor(s) for that day only.

(6) If visitors under the age of 18 are not accompanied by a parent or authorized guardian (grandparents, aunt or uncle), the visitor's parent must sign and provide a Parental Permission Statement (Appendix J), authorizing the sponsor to escort the underage visitor(s). The sponsor is required to pre-register the guests name, date of birth, nationality, current address and phone number at the PMO P&RO by completing and submitting an MCAS Iwakuni Personal Visitor Request (Appendix K) and a Parental Permission form (Appendix J) at least 3 business days prior to the entry.

(7) Authorized sponsors must escort their visitors to the Main Gate Visitor's Center for return of their DBIDS pass upon departure. Temporary DBIDS passes will be inventoried at the end of the day and security personnel will attempt to contact the sponsor of missing passes as soon as possible. To avoid being contacted in the early hours of the day and risk losing sponsor/escort privileges ensure your visitors temporary DBIDS pass is turned in upon their departure.

(8) Pre-registering a guest (no photo or fingerprint required) at P&RO M-F, 0800 - 1600 may help to avoid a line at the Main Gate Visitor Center.

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4. Policy for Access: 1-Day Group Visitors (Groups more than 8).

- a. Groups more than 8 personnel must be pre-registered, regardless of length of visit, by submitting an Installation Access Request (Appendix K) to PMO P&RO 10 business days prior to the start of the visit.
- b. Approved groups more than 8 personnel will be processed at the North Gate MCAS Iwakuni.
- c. 1-Day visitor groups are to be signed-on and access MCAS Iwakuni during the North Gate operating hours, unless otherwise authorized.
- d. 1-Day visitor groups will be verified as not being on any DoD or Marine Corps Installations Pacific (MCIPAC) debarment roster(s), prior to installation access.
- e. Mandatory departure times from MCAS Iwakuni for 1-Day visitor groups are directly linked to the closure of Club Iwakuni or the Hangar E-Club, regardless of the authorized destination. 1-Day visitor groups must depart MCAS Iwakuni no later than 30 minutes after Club Iwakuni or the Hangar Club has closed, unless otherwise approved.
- f. Temporary DBIDS passes will be inventoried at the end of the day and security personnel will attempt to contact the sponsor of missing 1-Day visitor group passes as soon as possible. To avoid being contacted in the early hours of the day, and risk losing sponsor/escort privileges, sponsors should ensure their visitor's temporary DBIDS pass is turned in upon their departure.
- g. 1-Day visitor group granted access to MCAS Iwakuni must comply with all applicable laws and regulations. Sponsors and escorts can be held responsible for any and all actions of their guests.
- h. Authorized sponsors and visitors are required to complete the following procedures for a 1-day visitor group to enter MCAS Iwakuni:
  - (1) Authorized sponsors and visitors must read and acknowledge by signing their escort responsibilities as outlined on the temporary DBIDS credential. The North Gate sentry will confirm that all sponsors and visitors have read and acknowledged the escort rules.

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(2) Authorized sponsors and escorts must present their valid DoD issued identification card or valid MCAS Iwakuni DBIDS credential to the North Gate sentry for identity and status verification.

(3) Visitors must present one of the following; a valid, official photo identification card, e.g., passport, GoJ-issued driver's license, GoJ-issued alien registration card, (the Provost Marshal will determine other acceptable forms of identification on a case-by-case basis) for non-SOFA status Americans, Japanese nationals and TCN visitors not listed in reference (h), (j) and (o). If visitors 18 years of age and older, do not possess a valid, official photo identification card as indicated above, they are required to submit at least two forms of identification that captures their name, current address, date of birth and nationality. An acceptable form of alternate identification includes Japanese Health Insurance Card/Certificate, Japanese school identification card, Jyuki Net Card, Japanese Family Registration Certificate (Koseki Tohon) and Japanese Residential Certificate (Jyumin-Hyo).

(4) The North Gate sentry will verify all information and documents presented and check against the roster of the MCAS Iwakuni Personal Visitor Request (Appendix K).

(5) If visitors under the age of 18 are not accompanied by a parent or authorized guardian (grandparents, aunt or uncle), the visitor's parent must sign and provide a Parental Permission Statement (Appendix J), authorizing the sponsor to escort the underage visitor(s). The sponsor is required to pre-register the guests name, date of birth, nationality, current address and phone number at the PMO P&RO by completing and submitting an MCAS Iwakuni Personal Visitor Request (Appendix K) and a Parental Permission form (Appendix J) to PMO P&RO 10 working days prior to the start of the visit.

(6) Authorized sponsors and escorts must escort their visitor group to the Main Gate for return of their DBIDS pass upon departure. Temporary DBIDS passes will be inventoried at the end of the day and security personnel will attempt to contact the sponsor of missing passes as soon as possible. To avoid being contacted in the early hours of the day and risk losing sponsor/escort privileges ensure your visitors temporary DBIDS pass is turned in upon their departure.

(7) Guests will be pre-registered (no photo or fingerprint required) and their temporary DBIDS credentials will be available for pick-up at the North Gate.

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5. Extended Visitors Procedures. Only personnel listed in chapter 1 of this Order (SOFA status personnel) are permitted to request extended visitation. This is because SOFA status personnel live on base and may have family or friends visiting Japan that may need to temporarily reside on base. Background checks will be conducted on all visitors per references (e) and (p). The Extended Visitor DBIDS Pass is used under normal conditions for visitation aboard MCAS Iwakuni for periods over 1 day; eligible personnel that desire their sponsored visitors to visit MCAS Iwakuni for longer than 1 day are required to complete the following procedures:

a. Submit an MCAS Iwakuni Personal Visitor Request (Appendix K) to PMO P&RO 10 business days prior to the start of the extended visitation. Upon approval or denial by PMO, the requesting sponsor will receive notification from the PMO administration section to pick-up the approved package from PMO or acknowledge a denied package.

b. Family Housing (on-base only): authorized extended visitors are limited to a total of 90 cumulative days per calendar year (on-base), and are prohibited from circumventing this limit by utilizing multiple sponsors.

c. Billeting (Kintai Inn, TLF, SNCO Bachelor Enlisted Quarters (BEQ)/Bachelor Officer's Quarters (BOQ)): authorized extended visitors are limited to 30 cumulative days per calendar year and must be coordinated through base housing.

d. Any questions regarding status under the SOFA, privileges, or logistical support should be directed to the Office of the Staff Judge Advocate.

e. Extended visitors should not travel to MCAS Iwakuni until access approval has been confirmed and received by the sponsor.

f. Approved Extended Visitor Requests:

(1) Approved extended visitor's DBIDS pass may be picked up from PMO administration section prior to the day of arrival or at the Main Gate Visitor's Center on the day of arrival.

(2) Extended Visitor Arrival to MCAS Iwakuni (All Hours). Upon arrival at MCAS Iwakuni, main gate visitor's center, approved visitors will be met by their sponsor and required to produce their approved MCAS Iwakuni Personal Visitor Request (Appendix K\*) and their passport (or form(s) of identification(s) listed on their approved Appendix K request) for identity verification. They will then be issued a DBIDS pass for the duration of their authorized stay, not to exceed 90 days.

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\*-Extended Visitors that are immediate family members, and arriving from the continental United States, without an approved Appendix K may be issued a DBIDS credential not to exceed 96 hrs or the next business day on a case by case basis, with PMO Watch Commander approval. Sponsors must bring their visitor(s) to the PMO P&RO on the next business day (0800-1600) to complete an Appendix K.

(3) Immediate family member guests (i.e. guests 18 and above, parents, parents-in-law, brothers, sisters, brother/sister-in-law), with approved extended visitation requests are not required to be escorted aboard MCAS Iwakuni, but they shall possess their valid DBIDS pass at all times while aboard MCAS Iwakuni.

(4) Guests, other than immediate family members, must be escorted at all times by their approved sponsor or escort until signed off of MCAS Iwakuni.

(5) Guests, under the age of 18, who are approved as visitors must adhere to the Marine Corps Bases Japan curfew and unattended child regulations (2200 hours).

(6) Approved extended visitation requests will be considered null and void at 2359 on the expiration date.

(7) Authorized sponsors and escorts must escort their guests to the Main Gate for return of their DBIDS pass upon departure. Temporary DBIDS passes will be inventoried at the end of the day and security personnel will attempt to contact the sponsor of missing passes as soon as possible. To avoid being contacted in the early hours of the day and risk losing sponsor/escort privileges ensure your visitors temporary DBIDS pass is turned in upon their departure.

6. Extension of Extended Visitation Requests. Extension requests are used in cases when the sponsor requires an extension to a pre-existing approved request, and remains within the time limits described in paragraph 5a and b above. Sponsors are required to submit an MCAS Iwakuni Personal Visitor Request (Appendix K) obtaining favorable endorsements from the Family Housing Office and/or Billeting Manager, if applicable. Sponsors will be required to submit the completed and endorsed Appendix J to PMO P&RO no later than 3 days prior to expected extension.

a. Exception to Policy for Extended Visits over 30/90 Days. Exception to policy requests are used in cases when an approved sponsor is requesting an extended visitation in excess of the

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limits described in paragraph 5a and b above. Sponsors requesting extended visitation requests in excess of time limits described in paragraphs 5a and b listed above must request authorization from the Commanding Officer, MCAS Iwakuni via their respective chain of command. Once requests have been approved by the Commanding Officer, MCAS Iwakuni they may be submitted to PMO P&RO.

b. Off-base residents who are hosting a visitor may request an extended DBIDS pass for access to MCAS Iwakuni and is subject to the above procedures. Endorsements from the Family Housing Office and/or Billeting Manager and other on-base housing restrictions do not apply.

7. Designated Third Country National (DTCN) Personal Visitors. DTCN's are citizens from specified countries that require prior approval from the Commanding Officer, MCAS Iwakuni before entry aboard MCAS Iwakuni. Specified countries are outlined in reference (j). Regardless of the length of the DTCN's visit aboard MCAS Iwakuni, an authorized sponsor must adhere to the following procedures:

a. Sponsors are required to submit an MCAS Iwakuni Personal Visitor Request - (Appendix K) and (Appendix I) for all visits, regardless of duration of the visit.

b. Sponsors are required to submit a color copy of all pages of the DTCN visitor's passport.

c. All documents must be submitted to the PMO P&RO a minimum of 2 months prior to the desired start date of the visit.

d. Per reference (j), the submitted (Appendix K and Appendix I) for a DTCN visitor must be approved in writing by the Commanding Officer, MCAS Iwakuni or their designee.

e. The PMO Administration Office will retain records of all DTCN visitors for no less than 5 years.

f. An NCIS background screening of a DTCN is valid for 1 year. However, all sponsors are required to submit subsequent MCAS Iwakuni Personal Visitor Request (Appendix K and Appendix I) for each subsequent visit, regardless of the length of time between each visit. PMO and NCIS may conduct a subsequent background check within the 1 year annotated above. Sponsors will be required to submit requests in accordance with the timelines and procedures listed in paragraph 6.

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g. DTCN visitors that were approved for visitation at any other Marine Corps Bases Japan or other USFJ installations are not considered approved for entry aboard MCAS Iwakuni.

h. DTCN visitors should not travel to MCAS Iwakuni until access approval has been confirmed and received by the sponsor.

#### 8. FORCE PROTECTION CONDITIONS (FPCON) Access.

a. Access during FPCON NORMAL/ALPHA/BRAVO: Authorized family members and visitors will be granted access in accordance with the procedures outlined in this chapter.

b. Access during FPCON CHARLIE. Authorized family members and visitors accessing the installation during heightened threat levels under FPCON CHARLIE may be subject to delays due to security measures in place. DTCN visitors (non-family members) attempting to gain access will be **denied** entry to MCAS Iwakuni and its facilities.

c. Access during FPCON DELTA. Access during FPCON DELTA, is indicative of a post-catastrophic terrorist event, and visitors (non-family members) attempting to gain access will be **denied** entry to MCAS Iwakuni and its facilities.

#### 9. Coordinating Instructions.

a. Sponsor(s) are required to ensure visitors are familiar with applicable military and Japanese laws governing their conduct.

b. Sponsor(s) are responsible for any visitors' misconduct and/or any damages incurred while aboard MCAS Iwakuni as well as ensuring proper use of MCAS Iwakuni facilities.

c. Sponsor(s) must understand that visitors do not possess SOFA status and are personally responsible for maintaining visa requirements, if applicable.

d. MCAS Iwakuni permanent personnel, including MLC/IHA staff may show a personal visitor their office space or attend an office social function with their supervisor's approval.

e. There may be circumstances when MCAS Iwakuni permanent personnel may escort their personal visitor into a restricted area if the employee works in that restricted area. To gain approval to enter the restricted area, they must follow the steps outlined in MCAS Iwakuni Restricted Area Access (Appendix D) and obtain written endorsement from their Department Head, Physical Security Chief, PMO and the Commanding Officer, MCAS

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Iwakuni. The Department Head approving the access must keep record of the request/approval of the visit.

(1) For example, a MCAS Iwakuni pilot who would like to show their work space to an approved visitor would request authorization via the MCAS Iwakuni Restricted Area Access Request (Appendix D) to their Department Head. If approved, the Department Head must forward the request to Airfield Operations, Physical Security Chief, PMO and the Commanding Officer, MCAS Iwakuni for approval. Upon approval the pilot must escort their personal visitor at all times and the personal visitor must have the written authorization in their possession. The MCAS Iwakuni pilot requesting the restricted area access is required to be familiar with all applicable MCAS Iwakuni Orders and adhere to them. This includes the photography order, the Air Operations Manual, etc., when escorting their personal visitor into restricted areas.

f. Sponsors are responsible for the behavior of their visitors and are expected to follow all MCAS Iwakuni orders and directives. Sponsors or visitors shall not engage in anti-base activity or protests on MCAS Iwakuni property.

g. This chapter is for personal visits only, see chapter 7 for official visits.

h. Individuals attempting to execute a personal visit that falls under the official visit category risk losing their escort privileges and potentially their access privilege. See coordinating instructions at the end of this chapter for exceptions.

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Chapter 9Port of Entry

1. General. This chapter contains instructions for the control and processing of all personnel via the MCAS Iwakuni Aerial Port of Debarkation (APOD) and Sea Port of Debarkation (SPOD).

2. Aerial Port of Debarkation (APOD).

a. Inbound Personnel. Access to MCAS Iwakuni may be granted to authorized personnel per the procedures described in the preceding chapters of this Order.

(1) SOFA-Status Personnel.

(a) Arriving SOFA status personnel on Air Mobility Command (AMC) aircraft from locations outside of Japan shall be cleared by the PMO Customs Inspector (PMOCI).

(b) SOFA-status personnel, who possess a DoD CAC or USID (TESLIN) will be granted access onto the installation automatically enrolled via the DBIDS system upon their initial entry onto the installation at a designated entry control point.

(c) SOFA-status personnel, who DO NOT possess a DoD CAC or USID (TESLIN) will be required to have a U.S. passport and OFFICIAL orders bringing them to MCAS Iwakuni. The sponsoring unit/individual will be required to submit an MCAS Iwakuni Installation DBIDS Credential Request (Appendix B) to PMO P&RO for the issuance of a temporary DBIDS pass in lieu of permanent identification credentials (DoD CAC or TESLIN).

(1) Normal Working Hours (0800-1600/ Monday-Friday). Upon arrival at MCAS Iwakuni, AMC terminal, personnel will be met by the unit/individual sponsor and required to escort the SOFA-status personnel directly to the PMO P&RO where they will be issued a DBIDS pass not to exceed 1 week.

(2) After-hours/Weekend Temporary DBIDS Pass Issuance. Upon arrival at MCAS Iwakuni, AMC terminal, personnel will be met by the unit/individual sponsor and escorted to the Main Gate Visitor's Center to be issued a temporary DBIDS Pass not to exceed 1 week.

(2) Non-SOFA Status Personnel.

(a) The AMC Passenger Terminal will notify the PMO Custom Inspector (PMOCI) of non-SOFA status passengers arriving from locations outside of Japan. The PMOCI will coordinate with

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Japanese Customs and Japanese Immigrations Bureau for clearance and entry into Japan.

(b) Due to the lead time required for the completion of required background checks, sponsoring MCAS Iwakuni tenant units and activities must obtain information from all non-SOFA personnel, and submit advance copies of an MCAS Iwakuni Installation DBIDS Credential Request (Appendix B) to PMO P&RO. MCAS Iwakuni tenant units and activities are ultimately responsible for ensuring the non-SOFA personnel they sponsor comply with the submission of the following:

(1) MCAS Iwakuni Installation DBIDS Credential Request (Appendix B)

(2) Color copy of the individual contractor's Passport photo page, work Visa, GOJ-issued alien registration card, GOJ-issued vehicle driver's license, Juki-Net card, or Koseki-Touhon (family register).

(3) JMSDF Personnel. Fleet Air Wing 31 (FAW-31) Operations Officer will provide a crew list via an MCAS Iwakuni Installation DBIDS Credential Request (Appendix B) submitted to PMO P&RO of all visiting JMSDF personnel not assigned to MCAS Iwakuni. The purpose of the submission of (Appendix B) is to facilitate the issuance of a DBIDS pass to non-permanent JMSDF personnel.

(4) DTCN Personnel.

(a) DTCN crew members of aircraft who are not leaving the flight line area and have landed for delivery or refueling purposes with the intent of immediate departure may exit their aircraft without written approval from the Commanding Officer, MCAS Iwakuni but must be escorted by cleared MCAS Iwakuni personnel at all times.

(b) DTCN personnel who are departing the flight line will abide by the following procedures:

(1) Due to the lead time required for the completion of required background checks, sponsoring MCAS Iwakuni tenant units and activities must obtain information from all DTCN personnel providing support to the unit, and submit advance copies of an MCAS Iwakuni Installation DBIDS Credential Request (Appendix B) to PMO P&RO no later than 15 business days prior to the scheduled arrival of DTCN personnel. MCAS Iwakuni tenant units and activities are ultimately responsible for ensuring the DTCN personnel arriving via APOS comply with the submission of the following:

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(a) MCAS Iwakuni Installation DBIDS  
Credential Request (Appendix B)

(b) Proof of Contract with MCAS Iwakuni or higher headquarters contract. The minimum information required to initiate the Installation Access Request process is the following: contract number, company name, company address, and contract start and end date.

(c) Color copy of the individual contractor's Passport photo page, work Visa, GOJ-issued alien registration card, GOJ-issued vehicle driver's license, Juki-Net card, or Koseki-Touhon (family register).

(2) PMO will coordinate with NCIS for the purpose of conducting required background checks for all DTCN in accordance with reference (j). DTCN's whose background reveals derogatory information will be reported to the sponsoring MCAS Iwakuni tenant unit or activity by PMO and will be denied access onto MCAS Iwakuni. Final determination for approving access will be made by the Commanding Officer, MCAS Iwakuni.

(3) DTCN visitor(s) that were approved for visitation at any other Marine Corps Bases Japan or other U.S. Forces Japan installations are not considered approved for entry aboard MCAS Iwakuni.

b. Outbound Personnel. Departing SOFA status personnel on aircraft destined for locations outside of Japan shall be processed by the PMOCI.

(1) The Logistics Officer will notify the PMOCI of non-SOFA status passengers departing Japan via the APOD.

(2) The PMOCI will notify Japanese Immigration Bureau for the processing of non-SOFA status personnel on aircraft destined for locations outside of Japan.

(3) DTCN personnel as described above who arrived to MCAS Iwakuni via the APOD will be permitted to depart via the APOD.

3. Sea Port of Debarkation (SPOD). Surface vessels normally requiring entry to MCAS Iwakuni via the SPOD are military, including JMSDF, or military contracted vessels in support of official MCAS Iwakuni mission-related activities, these vessels will be referred to as official vessels in this Order. Non-official vessels will not be permitted access to MCAS Iwakuni via the SPOD, except for humanitarian or emergency situations as authorized by the Commanding Officer, MCAS Iwakuni prior to

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execution. The Logistics Officer/Department will submit the required documentation to PMO within 15 business days or as far in advance as practical and notify the CO. The vessel's crew list shall contain the individual's full name, date of birth, citizenship and passport number. Every individual debarking a vessel at the MCAS Iwakuni SPOD will have their identification checked prior to entry to the installation by Harbor Security.

a. Inbound Personnel. Access to MCAS Iwakuni may be granted to authorized personnel per the procedures described in the preceding chapters of this Order. The Provost Marshal may prohibit access to certain crew members in order to preserve the security, good order and discipline of MCAS Iwakuni by restricting access to the staging area of MCAS Iwakuni port facility.

(1) SOFA-Status Personnel.

(a) Arriving SOFA status personnel on authorized vessels from locations outside of Japan shall be cleared by the PMO Customs Inspector (PMOCI).

(b) SOFA-status personnel, who possess a DoD CAC or USID (TESLIN) will be granted access onto the installation automatically enrolled via the DBIDS system upon their initial entry onto the installation at a designated entry control point.

(c) SOFA-status personnel, who DO NOT possess a DoD CAC or USID (TESLIN) will be required to have a U.S. passport and OFFICIAL orders bringing them to MCAS Iwakuni. The sponsoring unit/individual will be required to submit an MCAS Iwakuni Installation DBIDS Credential Request (Appendix B) to PMO P&RO for the issuance of a temporary DBIDS pass in lieu of permanent identification credentials (DoD CAC or TESLIN).

(1) Normal Working Hours (0800-1600/ Monday-Friday). Upon arrival at MCAS Iwakuni, Harbor Security personnel will be met by the unit/individual sponsor and required to escort the SOFA-status personnel directly to the PMO P&RO where they will be issued a DBIDS pass not to exceed 1 week.

(2) After-hours/Weekend Temporary DBIDS Pass Issuance. Upon arrival at MCAS Iwakuni, Harbor security personnel will be met by the unit/individual sponsor and escorted to the Main Gate Visitor's Center to be issued a temporary DBIDS Pass not to exceed 1 week.

(2) Non-SOFA Status Personnel.

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(a) The Harbor Security personnel will notify the PMO Custom Inspector (PMOCI) of non-SOFA status passengers arriving from locations outside of Japan. The PMOCI will coordinate with Japanese Customs and Japanese Immigrations Bureau for clearance and entry into Japan.

(1) Due to the lead time required for the completion of required background checks, sponsoring MCAS Iwakuni tenant units and activities must obtain information from all non-SOFA personnel, and submit advance copies of an MCAS Iwakuni Installation DBIDS Credential Request (Appendix B) to PMO P&RO. MCAS Iwakuni tenant units and activities are ultimately responsible for ensuring the non-SOFA personnel they sponsor comply with the submission of the following:

(a) MCAS Iwakuni Installation DBIDS Credential Request (Appendix B)

(b) Color copy of the individual non-SOFA personnel Passport photo page, work Visa, GOJ-issued alien registration card, GOJ-issued vehicle driver's license, Juki-Net card, or Koseki-Touhon (family register).

(3) JMSDF Personnel. Fleet Air Wing 31 (FAW-31) Operations Officer will provide a crew list via an MCAS Iwakuni Installation DBIDS Credential Request (Appendix B) submitted to PMO P&RO of all visiting JMSDF personnel not assigned to MCAS Iwakuni. The purpose of the submission of (Appendix B) is to facilitate the issuance of a DBIDS pass to non-permanent JMSDF personnel.

(4) DTCN Personnel.

(a) DTCN crew members of official vessels who are not leaving the contained port area (fenced-in staging area) and have docked for delivery or resupplying purposes with the intent of immediate departure may exit their official vessel without written approval from the Commanding Officer, MCAS Iwakuni but must be escorted by cleared MCAS Iwakuni personnel at all times and stay within the contained port area.

(b) DTCN personnel who have docked in the harbor and require access to MCAS Iwakuni via the harbor, will abide by the following procedures:

(1) Due to the lead time required for the completion of required background checks, sponsoring MCAS Iwakuni tenant units and activities must obtain information from all DTCN personnel providing support to the unit, and submit advance copies of an MCAS Iwakuni Installation DBIDS Credential

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Request (Appendix B) to PMO P&RO no later than **15 business days prior** to the scheduled arrival of DTCN personnel. MCAS Iwakuni tenant units and activities are ultimately responsible for ensuring the DTCN personnel arriving via SPOD comply with the submission of the following:

(a) MCAS Iwakuni Installation DBIDS  
Credential Request (Appendix B)

(b) Proof of Contract with MCAS Iwakuni or higher headquarters contract. The minimum information required to initiate the Installation Access Request process is the following: contract number, company name, company address, and contract start and end date.

(c) Color copy of the personal Passport photo page, work Visa, GOJ-issued alien registration card, GOJ-issued vehicle driver's license, Juki-Net card, or Koseki-Touhon (family register).

(2) PMO will coordinate with NCIS for the purpose of conducting required background checks for all DTCN in accordance with reference (j). DTCN's whose background reveals derogatory information will be reported to the sponsoring MCAS Iwakuni tenant unit or activity by PMO and will be denied access onto MCAS Iwakuni. Final determination for approving access will be made by the Commanding Officer, MCAS Iwakuni.

(3) DTCN visitor(s) that were approved for visitation at any other Marine Corps Bases Japan or other U.S. Forces Japan installations are not considered approved for entry aboard MCAS Iwakuni.

b. Outbound Personnel. Departing SOFA status personnel on vessels departing MCAS Iwakuni and destined for locations outside of Japan shall be processed by the PMOCI.

(1) The Logistics Officer will notify the PMOCI of non-SOFA status passengers departing Japan via the SPOD.

(2) The PMOCI will notify Japanese Immigration Bureau for the processing of non-SOFA status personnel on vessels destined for locations outside of Japan.

(3) DTCN personnel as described above who arrived to MCAS Iwakuni via the SPOD will be permitted to depart via the SPOD.

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## Chapter 10

Restricted Areas

1. General. **ACCESS ABOARD MCAS IWAKUNI DOES NOT CONSTITUTE ACCESS INTO RESTRICTED AREAS.** Unless specified below, tenant commanders and controlling units are responsible for restricting access into their respective restricted areas via Entry Authorization Lists (EAL) for cleared personnel. Individuals not listed on the EAL are considered uncleared for access; tenant commanders and controlling units will maintain procedures for access control for uncleared personnel into their designated restricted areas. In all cases of restricted area access, Commanding Officer, Executive Officer, Sergeant Major/Command Master Chief Petty Officer or civilian equivalent are authorized to approve EALs. Station activities will ensure that restricted area access is approved via a respective Department Head and approved by the Commanding Officer, MCAS Iwakuni. The Provost Marshal's Office (PMO) maintains a complete list of all restricted areas deemed as Level I, Level II, and Level III areas aboard MCAS Iwakuni.

a. Level I Restricted Areas. The least secure type of restricted areas, it contains a security interest that if lost, stolen, compromised or sabotaged would cause damage to the command mission and national security. It may serve as a buffer zone for Level III and Level II restricted areas, providing access and administrative control, safety and protection against sabotage, disruption or potentially threatening acts. Uncontrolled movement may or may not permit access to a security interest or asset. Unit commanders responsible for areas designated as a Level I restricted area will maintain procedures for access control into their designated Level I restricted areas.

b. Level II Restricted Areas. The second most secure type of restricted area. It may be inside a Level I area, but never inside a Level III area. Level II restricted areas contain a security interest that if lost, stolen, compromised or sabotaged would cause serious damage to the command mission and national security. Uncontrolled or unescorted movement could permit access to the security interest or asset. With the exception of the MCAS Iwakuni flight line, Port Facility, and maritime restricted waters surrounding the air station, unit commanders responsible for areas designated as a Level II restricted area will maintain procedures for access control into their designated Level II restricted areas. Where specified below, the Provost Marshal is responsible for access control into and within restricted areas and will maintain the EAL.

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(1) Flight Line Access. Access to the flight line will be requested to the Provost Marshal via a letter of request, endorsed by the respective Commanding Officer, Executive Officer, Sergeant Major/Command Master Chief Petty Officer or civilian equivalent. The flight line EAL is developed by the Provost Marshal, and personnel on the EAL will be considered "cleared" and granted unescorted access upon positive identification. Access for uncleared individuals will be requested via Station Airfield Operations for consideration and forwarded to the PMO Physical Security Office and Operations Division for approval in writing by the Provost Marshal or their designee.

(2) Port Facility and Restricted Waters Access. Access into MCAS Iwakuni Restricted Waters will be controlled by the MCAS Iwakuni Harbor Operations Division, with law enforcement support provided by the Provost Marshal and local authorities per reference (i) and will follow the same entry/exit procedures described in this order. Vehicle and pedestrian access to the MCAS Iwakuni Port Facility will be controlled by the Provost Marshal. Access for uncleared individuals will be requested via the Harbor Officer-In-Charge for consideration and forwarded to the PMO Physical Security Office and Operations Division for approval in writing by the Provost Marshal or their designee.

c. Level III Restricted Areas. The most secure type of restricted area. It may be within less secure types of restricted areas. Level III restricted areas contain a security interest that if lost, stolen, compromised or sabotaged would cause grave damage to the command mission and national security. Access to the Level III restricted area constitutes, or is considered to constitute, actual access to the security interest or asset. Access is only limited to personnel whose duties require access and who have been authorized in writing by the Commanding Officer of the responsible unit who owns the access to the respective spaces. Personnel accessing a Level III area must have a need to know, and possess the applicable security clearance requirements. The strict control and access of individuals conducting official business or rendering a service (vendors, delivery personnel) is required at all times due to the nature of these sensitive areas. All visitors will be escorted by an authorized/cleared individual at all times with no exceptions.

d. Prior to receiving CAC encoding for restricted area access, individuals must acknowledge the instructions for access into restricted areas in writing. The PMO Physical Security Section will maintain original copies of MCAS Iwakuni Restricted Area Access Requests (Appendix D) for a minimum of three (3) years.

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e. Uncleared media-related requests shall be submitted to the Commanding Officer, MCAS Iwakuni via the Installation Security Manager and Communications, Strategy, and Operations (COMMSTRAT) Office and then forwarded to the PMO Physical Security Division for approval in writing.

f. Official photography requests aboard the flight line are strictly prohibited unless such photography requests have been approved in accordance with reference (v). In all cases, the Provost Marshal's Office will request a copy of the approved photography request prior to the approval for access.

g. The Provost Marshal may institute a supplementary badging system during special events or situations deemed necessary for restricted areas in concurrence with the Commanding Officer, MCAS Iwakuni when it is deemed necessary to control access for safety and security purposes.

2. Restricted Area Access Request Procedures. Personnel who require access to restricted areas for the performance of their assigned duties must submit the following documentation to the PMO Pass & Registration Office (P&RO), if submitted in conjunction with an applicant's MCAS Iwakuni Installation DBIDS Credential Request (Appendix B) for installation access, or to the PMO Physical Security Section if submitted separate from initial installation access:

a. Complete MCAS Iwakuni Installation DBIDS Credential Request (Appendix B) (if applicable)

b. Complete MCAS Iwakuni Restricted Area Access Request (Appendix D) with the following documents:

(1) Valid Airfield Vehicle Operator's Certificate (AVOC) License (if vehicle gate access is required to the flight line)

(a) Valid U.S. or Japanese Driver's License

(b) Valid U.S. Government Motor Vehicle Operator's Identification card (GME)

3. Restricted Area Escort Request Procedures. Personnel who require escort privileges within restricted areas for the performance of their assigned duties must submit the following documentation to the PMO Pass & Registration Section, if submitted in conjunction with an applicant's MCAS Iwakuni Installation DBIDS Credential Request (Appendix B), or to the PMO Physical Security Section if submitted separate from initial installation access:

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a. Completed MCAS Iwakuni Installation DBIDS Credential Request (Appendix B) (if applicable)

b. Completed Restricted Area Access Request (Appendix D), with the following documents:

(1) Valid Airfield Vehicle Operator's Certificate (AVOC) License (if vehicle gate access is required to the flight line)

(a) Valid U.S. or Japanese Driver's License

(b) Valid U.S. Government Motor Vehicle Operator's Identification card (GME)

c. Completed MCAS Iwakuni Escort Privileges Request (Appendix E)

(1) Background Records Check

(2) Valid AVOC License (if vehicle gate access is required to the flight line)

(a) Valid U.S. or Japanese Driver's License

(b) Valid U.S. Government Motor Vehicle Operator's Identification card (GME)

(3) Flight Line Regulations Acknowledgement (if applicable)

4. Status of Requests/Scheduling. Once packages have been reviewed by the PMO Physical Security section, individual applicants will be contacted by email or by phone to schedule the proper credential encoding process.

5. Violations and Restricted Area Access Revocation. Personnel found to be in violation of the provisions of this Order are subject to immediate revocation of their restricted area access, AVOC credentials, and issuance of a Minor Offense Report (MOR) or other stipulations as deemed necessary by the Provost Marshal.

a. For all instances of restricted area access violations, the offender's access to the restricted area in question will be revoked immediately and reported to Military Police. In all instances of flight line driving offenses, the offender's AVOC credentials will be revoked and must complete the AVOC course prior to re-issuance of flight line driving privileges.

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b. First Instance. The offender will report to the PMO Physical Security Section along with a valid form of identification. PMO Physical Security will review restricted area acknowledgements with the offender and, upon verification by the issuing official, re-issue restricted area access.

c. Second Instance. The applicant must re-submit a completed Restricted Area Access Request (Appendix D) with endorsement for re-issuance of restricted area access from their respective Commander, Director, or Department Head. Personnel who lose their restricted area two times may forfeit their restricted area access privileges for up to one month from the date the incident was reported to PMO.

d. Third Instance. Individuals who lose their restricted area access three times forfeit their restricted area access privileges for up to three months from the date the incident was reported to PMO. The applicant must submit a formal letter of request through their chain of command and forward it to the Commanding Officer, MCAS Iwakuni for adjudication.

6. Transference of Access or Escort Privileges.

a. Restricted Area Access. MLCs who are granted access to Restricted Areas for the performance of their official duties, are not granted access under those privileges to perform duties as a contractor (i.e. Moonlighting). Access to Restricted Areas to perform duties as a contractor must be approved in their own right.

b. Restricted Area Escort Privileges. MLCs who are granted Restricted Area Escort Privileges cannot use those privileges to escort personnel when acting in any other capacity than an MLC. Privileges to escort into a Restricted Area as a contractor must be approved in their own right.

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## Chapter 11

Reporting of Lost/Stolen DBIDS Credentials

1. General. This chapter covers the reporting of lost/stolen DBIDS credentials. This includes **all** individuals who are issued a MCAS Iwakuni DBIDS credential. The objective of this chapter is to articulate how to properly report a DBIDS credential if one has theirs lost or stolen.

2. Information for all. The following procedures are required if an individual has their MCAS Iwakuni DBIDS credential lost/stolen:

a. The respective department must first file a MCAS Iwakuni lost/stolen DBIDS credential report (Appendix N) with the PMO P&RO verifying the name and status of the individual; contract number; employment status (Active/Retiree/Family Member) and DBIDS credential number (if known).

b. PMO P&RO will counsel the respective individual whom lost the DBIDS credential; the individual must be accompanied by their sponsor or department head to PMO. Until a new DBIDS credential is issued the individual is required to be signed in at the MCAS Iwakuni Main Gate Visitor's Center and must be escorted from the Main Gate ECP aboard the installation by an authorized escort at all times.

(1) First Offense. The DBIDS credential holder must have a complete Lost or Stolen Installation Access Credential package (Appendix N) submitted to PMO P&RO along with a picture ID. Individuals will be required to have their respective department head's signature acknowledging the loss/theft of their respective credentials. Upon verification by PMO P&RO, a new DBIDS credential, with the remaining time eligibility (Contractor's only). Individuals whose DBIDS credentials have been lost/stolen, will be required to provide Appendix N to their respective sponsoring department.

(2) Second Offense. Same process as noted above, however, DBIDS credential holders who lose their credentials two times may forfeit the privilege of having a new credential issued for up to 30 Days from the date the lost credential was reported to PMO P&RO. Employees that are in a forfeit status must be escorted at all times aboard the installation by an approved department representative.

(3) Third Instance. DBIDS credential holders who lose their credentials a third time may forfeit the privilege of having a new ID issued for up to 90 days from the date the lost

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credential was reported to PMO P&RO. The applicant must submit a formal letter of request to the Commanding Officer, MCAS Iwakuni, via the Provost Marshal for issuance of a new DBIDS credentials. The respective employee's chain of command should forward appropriately for final adjudication. Employees that are in a forfeit status must be escorted at all times aboard the installation by an approved department representative.

(4) Installation Access Credential holders who lose their DBIDS credentials more than three times may forfeit the privilege of having a new DBIDS credential issued for up to one year from the date the loss was reported to PMO. The applicant must submit a formal letter of request through the respective department head and forward it to the Commanding Officer, MCAS Iwakuni for adjudication and/or approval. Employees that are in a forfeit status must be escorted at all times aboard the installation by an approved department representative.

5. If the lost/stolen DBIDS credential is found, it must be immediately returned to the PMO P&RO.

6. See your respective chapter on how to be re-issued a DBIDS credential.

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## Chapter 12

Local National Emergency Services

1. General. All DBIDS credentials listed in this chapter are issued by PMO Pass and Registration Office (P&RO), MCAS Iwakuni. This chapter specifies valid identification for installation access only and not privileges at facilities within the installation. Privileges such as escort of visitors are not authorized for Japanese Government Officials and any violations of this policy could result in revocation of all DBIDS credential privileges.

2. Humanitarian Access Policy. MCAS Iwakuni maintains limited humanitarian access agreements with host-nation officials. Access to the installation will be granted to ensure preservation of life and property as part of these limited humanitarian access agreements.

3. Local National Emergency Vehicle Access Procedures. Per local agreements, PMO will grant access to Iwakuni Regional Firefighting Organization for emergency services; fire, rescue and ambulatory, on MCAS Iwakuni when requested by the Commanding Officer, MCAS Iwakuni or his designee, such as: MCAS Iwakuni Fire Department, Provost Marshal Office (PMO), Branch Health Clinic (BHC), Aircraft Rescue Firefighting, and JMSDF emergency services. The PMO Emergency Dispatch Center (EDC) is responsible to make notifications and coordinate entry per the most recent version of the EDC Standard Operating Procedure.

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## Chapter 13

Denial of Access Criteria

1. General. This chapter covers the denial of access to any individuals who are deemed a threat to MCAS Iwakuni or the country of Japan. In accordance with reference (o), military police will deny access to any individual that is found to be involved in or suspected of any of the following activities:

- (1) Illegally present within Japan
- (2) Identified as possessing wants/warrants or Be-On-the-Lookout (BOLO) lists
- (3) Has been issued a debarment order, or is currently banned from military installations
- (4) If they are subject to any outstanding wants or warrants.
- (5) If they are currently on parole in any jurisdiction.
- (6) If they are a registered/convicted sex offender.
- (7) If they have a gang or organized crime affiliation.

b. In accordance with reference (o), military police reserve the right to deny access to individuals found to be involved in or suspected of any of the following activities:

- (1) Has knowingly submitted false or fraudulent information about themselves or their requirements for access to MCAS Iwakuni and its facilities.
- (2) Has a criminal history (within local PMO records). Immediate disqualifiers for base access may include such activities as larceny, violent crime, or use of narcotics / controlled substances.

2. Final Determination. The installation CO will exercise final determination as to whether an individual will be granted or denied access to MCAS Iwakuni.

AUTHORIZED INSTALLATION ACCESS CREDENTIALS

Appendix A contains samples of credentials that may authorize an individual access to MCAS Iwakuni. This list is not all-inclusive, and presentation of a listed credential does not automatically grant access. The Provost Marshal's Office, under the direction and guidance of the Commanding Officer (CO), will make final determination as to the validity and applicability of credentials presented for entry.

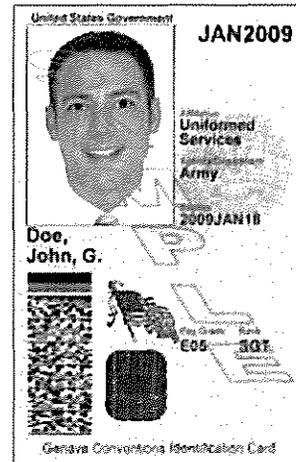
**Common Access Card (CAC) and Teslin Card**

**GENEVA CONVENTIONS IDENTIFICATION CARD**

The Geneva Conventions Identification Card is the primary identification and physical/logical access card for Uniformed Service Members.

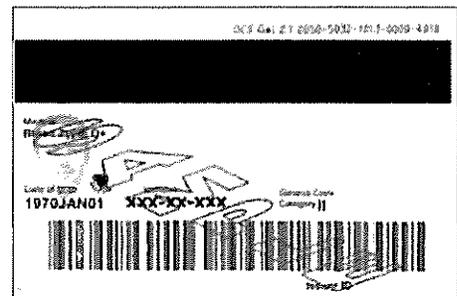
**ID Recipients**

- Active Duty Armed Forces
- Selected Reserves
- National Guard
- NOAA
- PHS Personnel
- Coast Guard



**Affiliation**

- Uniformed Services



AUTHORIZED INSTALLATION ACCESS CREDENTIALS

**GENEVA CONVENTIONS ACCOMPANYING FORCES CARD**

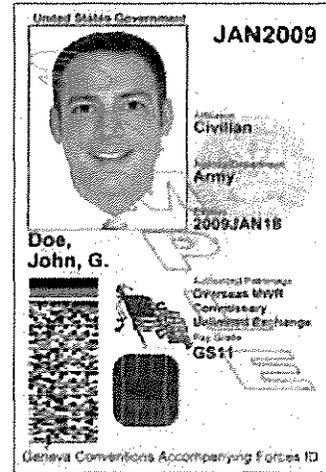
The Geneva Conventions Accompanying Forces Card is the primary identification and physical/logical access card for the following recipients:

**ID Recipients**

- Emergency-Essential (E-E) civilian employees
- Contingency contractor employees
- Deployed overseas civilian noncombatant personnel

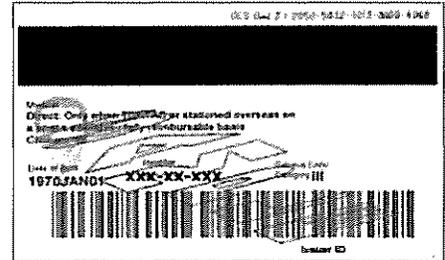
**Affiliation**

- Civilian
- Contractor
- Non-DoD/other government employees
- Executives
- Senior Executive Service (SES)



The **Affiliation** area of the card will show:

- **Civilian** – for civilian employees
- **Contractor** – for contractor employees
- **Affiliate** – for non-DoD personnel or Foreign Nationals partners supporting DoD



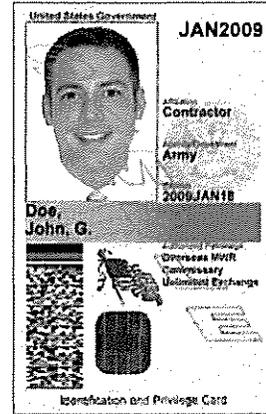
AUTHORIZED INSTALLATION ACCESS CREDENTIALS

**IDENTIFICATION AND PRIVILEGE CARD**

The Identification and Privilege Card is the primary identification and physical/logical access card for the following civilian employees:

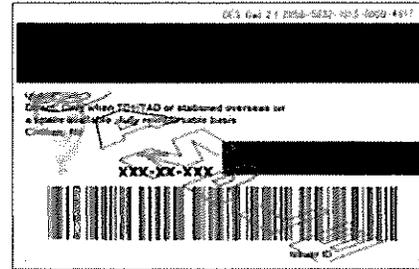
**ID Recipients**

- DoD Uniformed Service civilians residing on military installations Outside the Continental US (OCONUS) in HI, AK, Puerto Rico, or Guam
- Civilians or contracted civilians living in a foreign country for 365 days or more
- Presidential appointees approved by Senate



**Affiliation**

- Executives
- Civilians
- Contractors
- Civilian, Federal, and military affiliates
- State employees
- DoD OCONUS local hires
- SES



**Color Bar**

- **Blue Color Bar** = Foreign National Personnel
- **Green Color Bar** = Contractors

The **Affiliation** area of the card will show:

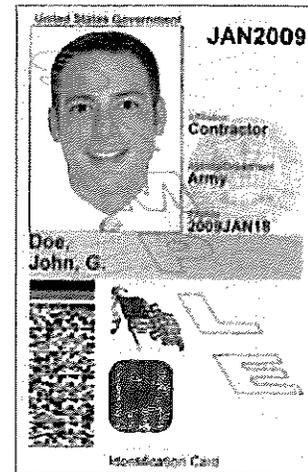
- **Executive** – for Executive level employees
- **Civilian** – for civilian employees
- **Contractor** – for contractor employees
- **Military Affiliate** – for authorized military personnel

AUTHORIZED INSTALLATION ACCESS CREDENTIALS**IDENTIFICATION CARD**

The Identification Card is the identification card for all civilian employees and contractors that are not eligible for the Identification and Privilege Card. This card is the primary identification and physical/logical access card for the following civilian employees:

**ID Recipients**

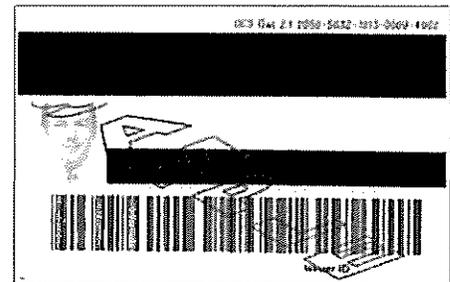
- DoD civilian employees
- Eligible contractor employees
- Non-DoD/other government employees

**Affiliation**

- SES
- Civilians
- Contractors

**Color Bar**

- **Blue Color Bar** = Foreign National Personnel
- **Green Color Bar** = Contractors
- **No Color Bar** = Civilians



The **Affiliation** area of the card will show:

- **SES** – for SES employees
- **Civilian** – for civilian employees
- **Contractor** – for contractor employees
- **Foreign National** – for foreign national hires

AUTHORIZED INSTALLATION ACCESS CREDENTIALS

**DD FORM 2 (RESERVE) TESLIN FORM**

The DD Form 2 (Reserve) Teslin Form is a Geneva Conventions Identification card. It is the primary ID card for Reserve members not on Active Duty or full-time National Guard duty over 30 days.

This card authorizes exchange, morale, welfare and recreation privileges as described in DoD Directive 1330.9 and DoDI 1015.10.

This DD Form 2 (Reserve) does not authorize eligibility for medical benefits and commissary privileges. Additional authorization is needed for medical benefits.

<b>ARMED FORCES OF THE UNITED STATES</b>				
			<b>U.S. NAVY RESERVE</b>	
RANK/PAY GRADE LT/O3	SIGNATURE <b>SAMPLE</b>		EXPIRATION DATE INDEF	SOCIAL SECURITY NUMBER
DOE, JANE C				
<b>GENEVA CONVENTIONS IDENTIFICATION CARD</b>				
DATE OF BIRTH 1976JUL26	WEIGHT 125	HEIGHT 72	HAIR COLOR BN	EYE COLOR GR
DATE OF ISSUE 2006JUL26	BLOOD TYPE UNK	GENEVA CONVENTION CATEGORY <b>SAMPLE</b>		
DD FORM 2 (RESERVE)		OCT 93	OUSD(P&R) OCT 2005 PROPERTY OF US GOVERNMENT	

**DD FORM 2 (RETIRED) TESLIN FORM**

The DD Form 2 (Retired) Teslin Form is the primary card for retired Uniformed Service Members entitled to retired pay and is used to identify the member's eligibility for benefits and privileges.

Recipients of the DD Form 2 (Retired) Teslin Form include:

- Members entitled to retired pay at age 60
- Members of the Temporary Disability Retired List (TDRL)
- Members of the Permanent Disability Retired List (PDRL)

The DD Form 2 (Retired) is the only blue Teslin Form, which helps make it easier to remember.

<b>UNITED STATES UNIFORMED SERVICES</b>				
			<b>U.S. COAST GUARD RETIRED</b>	
RANK NON-PO	SIGNATURE <b>SAMPLE</b>		EXPIRATION DATE INDEF	SOCIAL SECURITY NUMBER
DOE, JANE C				
<b>IDENTIFICATION CARD</b>				
DATE OF BIRTH 1945JUL26	WEIGHT 125	HEIGHT 68	HAIR COLOR RD	EYE COLOR GR
DATE OF ISSUE 2006JUL26	MEDICAL DIRECTOR'S SIGNATURE	OFFICE SYMBOL	EXP DATE 2010JUN30	<b>SAMPLE</b>
DD FORM 2 (RETIRED)		OCT 93	OUSD(P&R) OCT 2005 PROPERTY OF US GOVERNMENT	

AUTHORIZED INSTALLATION ACCESS CREDENTIALS

**DD FORM 2 (RESERVE RETIRED) TESLIN FORM**

The DD Form 2 (Reserve Retired) Teslin Form is the primary card for members of the Retired Reserves who have qualified for retired pay at age 60, but have not yet reached their 60th birthday.

Former (discharged) members entitled to retired pay at age 60 who have not reached their 60th birthday are also eligible for the DD Form 2 (Reserve Retired) Teslin Form.

This card also authorizes exchange, morale, welfare and recreation privileges as described in DoD Directive 1330.9 and DoDI 1015.10.

**UNITED STATES UNIFORMED SERVICES**  
 U.S. MARINE CORPS  
 RESERVE RETIRED

RANK: PVT/LCPL  
 EXPIRATION DATE: INDEF  
 SIGNATURE: SAMPLE  
 SOCIAL SECURITY NUMBER: DOE, JANE C

**IDENTIFICATION CARD**

DATE OF BIRTH 1939NOV01	WEIGHT 125	HEIGHT 70	HAIR COLOR BN	EYE COLOR BL
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DATE OF ISSUE: 2006JUL26  
 MEDICAL DISC: SAMPLE  
 CITIZEN: NO

DD FORM 2 (RES. RET.) OCT 93 PROPERTY OF US GOVERNMENT OUSD(P&R) OCT 2005

**DD FORM 1173 TESLIN FORM**

The DD Form 1173 Teslin Form is an Identification and Privilege Card. It is used to identify individuals that are eligible for benefits and privileges administered by the Uniformed Services.

Eligible recipients of the DD Form 1173 include:

- Surviving dependents of Active Duty members or Reservists on Active Duty in excess of 31 days or more
- Dependents of the following: members entitled to retired pay, DoD civilians, Disabled Veterans (DAV), DoD Contractors (in some circumstances), Medal of Honor recipients, other government civilians, eligible non-government personnel, Transitional Assistance and Management Program (TAMP) personnel, dependents of retirees, foreign military, and DoD beneficiaries

**UNITED STATES UNIFORMED SERVICES**  
 U.S. MARINE CORPS  
 RESERVE RETIRED

EXPIRATION DATE: 2007JUL20  
 SPONSOR SERVICE / STATUS: USA/RES-AD  
 SPONSOR RANK / PAY GRADE: PSG / E7  
 SPONSOR SBN: [REDACTED]  
 RELATIONSHIP: SP  
 SIGNATURE: SAMPLE  
 SPONSOR: DOE, JANE C

**IDENTIFICATION AND PRIVILEGE CARD**

DATE OF BIRTH 1962JUL12	WEIGHT 125	HEIGHT 62	HAIR COLOR BN	EYE COLOR GY
----------------------------	---------------	--------------	------------------	-----------------

DATE OF ISSUE: 2006JUL26  
 MEDICAL DIRECT: SAMPLE  
 OFF DATE: 2006JUL26  
 EXP DATE: 2007JUL20

DD FORM 1173 OCT 93 PROPERTY OF US GOVERNMENT OUSD(P&R) OCT 2005

AUTHORIZED INSTALLATION ACCESS CREDENTIALS

**DD FORM 1173-1 TESLIN FORM**

The DD Form 1173-1 Teslin Form is an Identification and Privilege Card referred to as the "Department of Defense Guard and Reserve Family Member Identification Card".

This card identifies the dependents of:

- Ready Reserve members not on active duty in excess of 30 days
- Standby Reserve members
- Reserve retirees who are entitled to retired pay at age 60, but who are not yet 60 years old

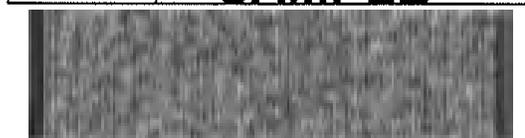
DD Form 1173-1 is used for identification purposes only. When combined with a set of the sponsor's valid active duty orders, the card can be used to authorize full benefits for a period of time not to exceed 270 days, if the member is called to active duty by Congress or the President.

UNITED STATES UNIFORMED SERVICES		EXPIRATION DATE 2010JUL25	
		SPONSOR SERVICE / STATUS USN/RES	
		SPONSOR RANK / PAY GRADE ENS / O1	
SOCIAL SECURITY NUMBER [REDACTED]		RELATIONSHIP SP	
SIGNATURE SAMPLE		AUTHORIZED PATRIOTAGE EXCHANGE COMMISSARY AWR	
DOE, JANE C		IDENTIFICATION AND PRIVILEGE CARD	

DATE OF BIRTH 1965JUL01	WEIGHT 125	HEIGHT 54	HAIR COLOR BN	EYE COLOR BR
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DATE OF ISSUE 2006JUL26	MEDICAL SAMPLE	EXPIRES 30 DAYS
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DD FORM 1173-1 OCT 93 PROPERTY OF US GOVERNMENT

**DD FORM 2764 TESLIN FORM**

The DD Form 2764 Teslin Form is referred to as the "Uniformed Services Civilian Geneva Conventions Identification Card". In most instances, the Geneva Conventions CAC has replaced the DD Form 2764; however, DoD has maintained the DD Form 2764 in inventory to support identification of certain civilian noncombatants that may not need a CAC.

The recipients of the DD Form 2764 are:

- Emergency Essential personnel
- Essential contractor personnel employed in areas of combat that are subject to capture and detention by the enemy as Prisoners of War (POWs)
- Civilian noncombatant personnel who have been authorized to accompany military forces in areas of conflict, combat, and contingency operations and who are likely to be captured and detained by the enemy as POWs

UNITED STATES DOD/UNIFORMED SERVICES CIVILIAN		EXPIRATION DATE 2011JAN12	
		SERVICE / ORGANIZATION DOD / [REDACTED]	
		STATUS / GRADE CONTR / GS4	
SOCIAL SECURITY NUMBER 558-00-0015		MEDICAL SPACE AVAILABLE - REIMBURSABLE DIRECT CARE	
SIGNATURE SAMPLE		AUTHORIZED PATRIOTAGE EXCHANGE COMMISSARY AWR	
DOE, JANE C		GENEVA CONVENTIONS IDENTIFICATION CARD	

DATE OF BIRTH 1972JAN29	WEIGHT 180	HEIGHT 72	HAIR COLOR BR	EYE COLOR BK
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DATE OF ISSUE 2009JAN12	BLOOD TYPE UNK	GENEVA CONV CATEGORY SAMPLE
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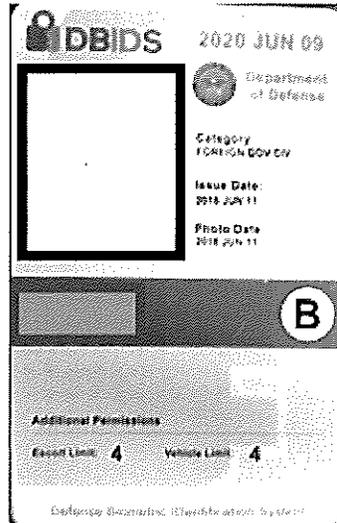
DD FORM 2764 APR 1998 PROPERTY OF US GOVERNMENT

AUTHORIZED INSTALLATION ACCESS CREDENTIALS

**DBIDS Cards (Issued by PMO Pass & Registration Office)**

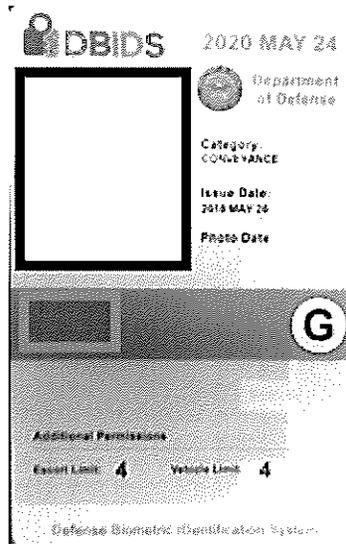
Master Labor Contract (MLC)/ Indirect Hire Agreement (IHA) DBIDS Card

- Blue Stripe



Government of Japan (GOJ)/ Officials/ Japan Self Defense Force Personnel  
DBIDS Card

- Green Stripe

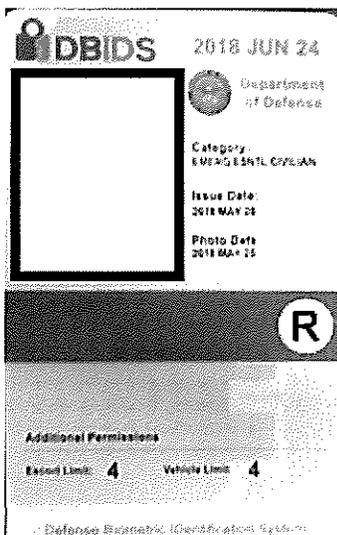


AUTHORIZED INSTALLATION ACCESS CREDENTIALS

**DBIDS Cards (Issued by PMO Pass & Registration Office)**

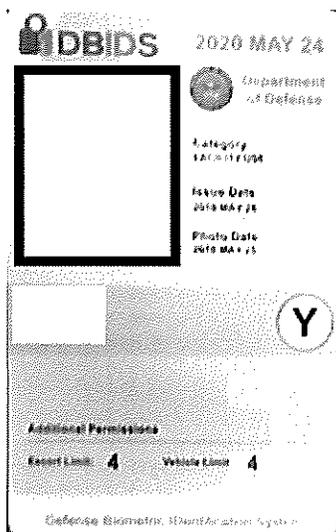
Emergency Essential Employee DBIDS Card

- Red Stripe



Contractor DBIDS Pass

- Yellow Stripe



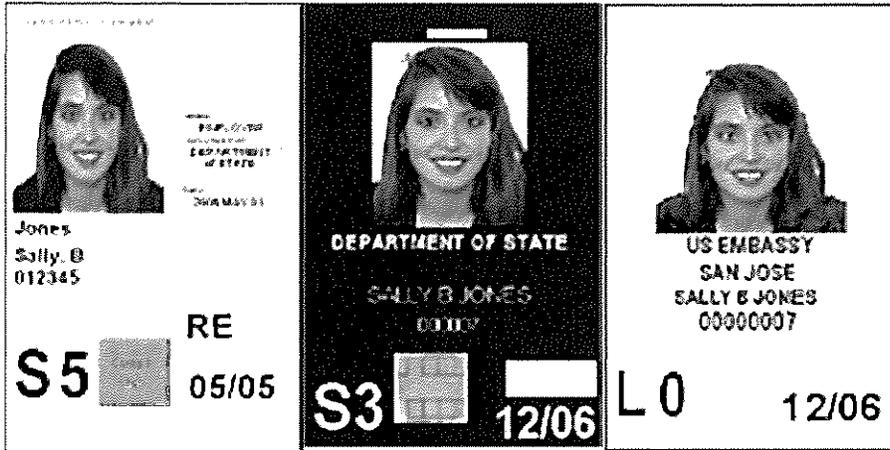
AUTHORIZED INSTALLATION ACCESS CREDENTIALS

DBIDS Paper Pass:

	Issue Date: <b>22 Jan 2016</b>	<b>VISITOR PASS</b>		Expires: <b>25 Jan 2016</b>
	Last: <b>Gurke</b>	Middle:	First: <b>Henry</b>	
Visitor Advisory - Conditions of Visit		Sponsor Name: <b>Niemi, Sylvia</b>	Base Name: <b>SITE DBIDS GAT</b>	
<ul style="list-style-type: none"><li>Limit your movement to authorized staff ways. Examples of closed area signs: "RESTRICTED AREA" or "CONTROLLED AREA"</li><li>Observe traffic laws</li><li>Display vehicle pass on inside left corner of windshield while on base. (Motorcycles - stick on windshield or front fork frame. Must be visible)</li><li>Person issued pass is responsible for others in party and will keep pass readily available to show proof of authorized visit by all</li><li>After visit please dispose of pass as directed by security, police</li></ul>		Sponsor Phone:	FPCON: <b>Alpha</b>	Approved Access: <b>MTuWThFSaSu 00:00 to 23:59</b>
Visitor Signature: .....		Issued By: <b>Niemi, Sylvia</b>	Remarks:	
				

AUTHORIZED INSTALLATION ACCESS CREDENTIALS

State Department ID Exemplars



**Color Indicators:**

- White: Washington DC issued DOS CAC (for those assigned to HQ)
- Blue: Cleared American Embassy/Consulate issued CAC (for those assigned to Embassy/Consulate Abroad)
- Yellow: Embassy/Consulate Issued MLC/AMCIT Dependent Badge

**MCAS IWAKUNI INSTALLATION DBIDS CREDENTIAL REQUEST**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 5 U.S.C. 301; 10 U.S.C. 5031; 44 U.S.C. 3103 AND EO 9397

**PRINCIPAL PURPOSE:** Used to record information and details of criminal activity which may require investigative action by commanding officers, supervisors, NCIS, etc. Used to provide information to the appropriate individuals within DoD organizations who ensure that proper legal and administrative action is taken.

**ROUTINE USES:** Information may be disclosed to local, county, state, and federal law enforcement or investigatory authorities for investigation and possible criminal or civil court action. Information extracted from this form may be used in other related criminal and/or civil proceedings.

**DISCLOSURE:** Voluntary. Information is used to positively identify the individual making the statement and to check past criminal activity records. Failure to disclose any information may result in delay of processing.

**PERSONNEL TYPE AND REQUIRED ENCLOSURES**

- JMSDF Permanent Party Personnel (Orders, Color Copy of MOD ID)
- JMSDF Dependent (Permanent Party Sponsor's Orders, Color Copy of MOD Dependent ID)
- MLC/IHA (JN Driver's License OR JN Passport, Resident Card)
- MLC/IHA Dependent (Color Copy of Sponsor's DBIDS Card)
- U.S. Contractor (SPOT LOA, U.S. Passport)
- JN Contractor (JN Driver's License OR JN Passport, Resident Card)
- DTCN Contractor (Signed Appendix H)
- Other (JGSDF, JASDF, U.S. Government Official, Authorized Insurance Agents, etc)

COMMAND (BRANCH/UNIT/COMPANY) OR CIVILIAN EMPLOYER OR ORGANIZATION/DIVISON/CONTRACT		SPONSORING AGENCY POC TELEPHONE	SPONSORING AGENCY POC EMAIL
CONTRACT NUMBER (CTR ONLY)	CONTRACT WORK SITE LOCATION (CTR ONLY)	CONTRACT START (CTR ONLY)	CONTRACT END (CTR ONLY)
DAYS OF WORK	HOURS OF WORK	FLIGHT LINE ACCESS? Y/N	PORT ACCESS? Y/N

**Sponsoring Agency Contract Manager/Supervisor:**

\_\_\_\_\_  
Sponsoring Agency

\_\_\_\_\_  
Sponsor Phone Number/Email

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Supervisor Print & Date

**Department Head:**

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Department Head Print & Date

**Provost Marshal or Designee:**

Approved / Disapproved

\_\_\_\_\_  
Signature of Provost Marshal/Designee

\_\_\_\_\_  
Provost Marshal/Designee Print & Date

**For Official Use Only - Privacy Sensitive: Any misuse or unauthorized disclosure may result in both civil and criminal penalties**



APPENDIX C MCASO 5500.2V

MCAS IWAKUNI ENTRY CONTROL POINTS

GATE	DAYS	HOURS	CATEGORY
<b>MAIN GATE</b>	M-Su	24/7	US: Active Duty, Reserve, Retirees & Dependents
	M-Su	24/7	USCS/NAF Employees & Dependents
	M-Su	24/7	US Embassy Staff
	M-Su	24/7	Other US Government Personnel*
	M-Su	24/7	US SOFA Contractors
	M-Su	24/7	JMSDF Active Duty & Dependents
	M-F	0800-1630	Prospective Employees
	M-F	0800-1630	New Employees Receiving DBIDS
	M-Su	0600-2359	JMSDF Iwakuni & Kure District Retirees
	M-F	0600-2359	MLC/IHA Employees, Retirees, & Dependents
	M-Su	0800-1600*	GoJ Officials & Other JSDF Personnel
<b>MONZEN GATE</b>	M-Su	0600-2000	Active Duty, Retirees, & Dependents
	M-Su	0600-2000	USCS/NAF Employees & Dependents
	M-Su	0600-2000	U.S. Embassy Staff
	M-Su	0600-2000	MLC/IHA Employees, Retirees, & Dependents
	M-Su	0600-2000	FAW-31 JMSDF Active Duty & Dependents
	M-Su	0600-2000	JMSDF Iwakuni & Kure District Retirees
<b>WEST GATE</b>	M-Su	0630-1830**	Contractors
<b>NORTH GATE</b>	N/A	0630-2100**	Special Event/COMREL Visitors/Contractors
<b>"Contingency"-GATE</b>	M-Su	As Needed	Contingency/ Special Event use Only
<b>ATAGO SOUTH GATE</b>	M-Su	24/7	Active Duty, Retirees, & Dependents
	M-Su	24/7	USCS/NAF Employees & Dependents
	M-Su	0600-1800	Non-Scheduled Deliveries

\* With prior coordination

\*\* May be authorized access outside posted hours with prior coordination

**MCAS IWAKUNI RESTRICTED AREA ACCESS REQUEST**

**MEMORANDUM**

Date: \_\_\_\_\_

From: \_\_\_\_\_  
 Last Name, First Name      Rank      Unit      Work Phone

To: Provost Marshal

Subj: RESTRICTED AREA ACCESS REQUEST

Ref: (a) MCO 5530.14A  
 (b) MCASO 3710.3X  
 (c) MCASO 5500.2V

1. Per the references, it is requested that the following personnel be authorized access to the indicated restricted area for the performance of their duties. Personnel that also require vehicle gate access will receive additional approval with justification written below.

FLIGHT LINE       PORT FACILITY       BUILDING \_\_\_\_\_       ROOM \_\_\_\_\_

NAME (LAST, FIRST)	RANK	DODID # or DBIDS #	ROTATION DATE DD MMM YYYY	AVOC LICENSE (YES/NO)	AVOC EXPIRATION DD MMM YYYY	ESCORT NAME OR N/A LN, FN, RANK

Note: If the listed personnel do not have Unescorted RESTRICTED AREA access an escort is required at ALL TIMES.

2. Justification of Vehicle Access (if applicable, provide copies of AVOC License, US/SOFA/Japanese Drivers License and GME License):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. A copy of this authorization letter must be provided to the PMO Physical Security Section.

**Requester (Department Head/CO/XO/SGTMAJ or CIV Equivalent):**

\_\_\_\_\_  
 Signature of Requester

\_\_\_\_\_  
 Requester Print & Date



**MCAS IWAKUNI ESCORT PRIVILEGES REQUEST**

**MEMORANDUM**

Date: \_\_\_\_\_

From: \_\_\_\_\_  
Rank/Grade/Position      Last name, First name, MI      ID Card #

To: Provost Marshal

Subj: ESCORT PRIVILEGES REQUEST

Ref: (a) MCO 5530.14A  
(b) MCASO 3710.3X  
(c) MCASO 5500.2V

Encl: (a) Background Records Check (If Applicable)  
(b) AVOC License and GME License (If Applicable)  
(c) Flight Line Regulations Acknowledgement (If Applicable)

1. Per the references, it is requested that the following personnel be granted escort privileges within the indicated area for:

\_\_\_\_\_

NON-RESTRICTED AREA                       RESTRICTED AREA (NOTE: Include Encl a,b,c)

Date/Time: Start: \_\_\_\_\_ End: \_\_\_\_\_

**Authorizing Official (Department Head, CO,XO, SGTMAJ or CIV Equivalent):**

\_\_\_\_\_  
Signature of Authorizing Official                      Authorizing Official Print & Date

**Airfield Operations (If Applicable):** Approved - Not Approved                       N/A

\_\_\_\_\_  
Signature of Airfield Operations                      Airfield Operations Print & Date

**Harbor Operations (If Applicable):** Approved - Not Approved                       N/A

\_\_\_\_\_  
Signature of Harbor Operations                      Harbor Operations Print & Date

**Physical Security (PS)/ Pass & Registration Office (P&RO):**

Approved - Not Approved

\_\_\_\_\_  
Signature of PS or P&RO                      PS or P&RO      Print & Date

**MCAS IWAKUNI OUTSIDE AUTHORIZED WORKING HOURS REQUEST**

(Submit to PMO Pass and Registration 5 Business Days in Advance)

MEMORANDUM

Date: \_\_\_\_\_  
YYYY/MM/DD

From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Requestor's Name\*Contract Manager or Section Supervisor/Section/Contact Number)

To: Provost Marshal (Attn: PMO Admin Section)

Subj: OUTSIDE AUTHORIZED WORKING HOURS REQUEST

Ref: (a) MCASO 5500.2V

1. Per the reference, it is requested that the below listed employee(s) be granted station access to work outside of their DBIDS Card/Pass authorized hours. It is understood that this after hours access is valid up to a maximum of three months, at which time another request must be submitted.

**Check if requesting for multiple days/personnel - See Enclosure (1)**

Pass/DBIDS Card No: \_\_\_\_\_

Name (Last, First): \_\_\_\_\_

Location of After Hours Work: \_\_\_\_\_

Requested Date/Hours:

Start: \_\_\_\_\_ End: \_\_\_\_\_  
Day (YYYY/MM/DD) Time Day (YYYY/MM/DD) Time

**Requester's Signature** \*Contract Manager (for contractors) or Section Supervisor (for MLC/IHA):

\_\_\_\_\_  
Signature of Contract Manager Contract Manager Print / Date

**Department Head:** Approved - Not Approved

\_\_\_\_\_  
Signature of Department Head Department Head Print / Date

**Provost Marshal:** Approved - Not Approved

\_\_\_\_\_  
Signature of Provost Marshal Provost Marshal Print / Date

**PMO Pass & Registration:**

Action taken: DBIDS Status Notification or DBIDS Paper Pass

Processed by: \_\_\_\_\_  
P&R Signature P&R Print & Date



MCASI USE ONLY:
CAT _____
MCAS-I VR# _____

# MCAS Iwakuni JN Official Visit Request

From: \_\_\_\_\_  
 申請者名, 職場名

To: Commanding Officer, Marine Corps Air Station Iwakuni  
 米海兵隊岩国航空基地司令官

1. Date of Request: \_\_\_\_\_  
 申請日

One-day only:  Multiple days visit:

2. Date and time of the visit(s): 立入希望期間、時間帯

In: _____	Out: _____
-----------	------------

Note 1: This visit request should be submitted no later than 14 days prior to the date of the requested visit. 当基地への立ち入り希望者は立ち入り希望日の14日前にこの書類を提出のこと  
 Note 2: Multiple Day visits require DBIDS pass issuance 数日立入が必要な場合はDBIDSパスが発行される  
 Note 3: Any visit that contains an O-6 equivalent (or higher), notify Station CO. o6以上の立入の場合は基地司令に知らせること

3. Purpose of the visit: \_\_\_\_\_  
 立入目的

\_\_\_\_\_

\_\_\_\_\_

4. Itinerary of time and location: Gate to be used for base entry/exit, building name and number, description of all locations required to be visited. (use most direct route): 立入希望の建物名、建物番号、現場の詳細 (最短距離を通ること)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPENDIX G MCASO 5500.2V

One Day

5. Visitor(s) info (in Japanese and English): 立入者の情報を下記の表に日本語と英語で記入

Sponsor Name: \_\_\_\_\_ Grade: \_\_\_\_\_ EDIPI/DBIDS# \_\_\_\_\_  
 Sponsor's Organization/Unit: \_\_\_\_\_ TEL# \_\_\_\_\_  
 Escorter Name: \_\_\_\_\_ Grade: \_\_\_\_\_ EDIPI/DBIDS# \_\_\_\_\_  
 Number of Vehicles Escorted: \_\_\_\_\_ Vehicle Type: \_\_\_\_\_  
 (1 or 2) (Sedan/Van/Bus)

PRINT NAME OF GUEST (氏名)		COUNTRY OF CITIZENSHIP, ADDRESS, TEL#	ALIEN REG. CARD, JAPANESE D/LIC, MY NUMBER CARD, INACTIVE DBIDS, RETIREE CARD OR MOD ID#	JSDF (Y or N)	RANK, TITLE, PLACE OF WORK
DOB(生年月日)DD/MM/YY, AGE (歳)		(国籍、住所、電話番号)			
1					
2					
3					
4					
5					
6					
7					
8					

APPENDIX G MCASO 5500.2V

Multiple Days Visit

5. Visitor(s) info (in Japanese and English): 立入者の情報を下記の表に日本語と英語で記入

Sponsor Name: \_\_\_\_\_ Grade: \_\_\_\_\_ EDIPI/DBIDS# \_\_\_\_\_

Sponsor's Organization/Unit: \_\_\_\_\_ TEL# \_\_\_\_\_

Escorter Name: \_\_\_\_\_ Grade: \_\_\_\_\_ EDIPI/DBIDS# \_\_\_\_\_

Number of Vehicles Escorted: \_\_\_\_\_ Vehicle Type: \_\_\_\_\_  
 (1 or 2) (Sedan/Van/Bus)

Visitor #	Name (Last, First MI)	ID Type (See Note)	Current Address	JSDF (Y or N)	Rank
	DoB (DD MMM YYYY)/Age/Country of Birth	ID #	Current Phone		Title
	Eyes:(Color)/Hair:(Color)/Ht:(Ft. and In.)/Wt:(Lbs)	Country of ID Issue	Current Email		Place of Work
	Kanji Example	Kanji Example	Kanji Example	自衛隊 有無	階級
	Kanji Example	Kanji Example	Kanji Example		職種
	Kanji Example	Kanji Example	Kanji Example		会社名
1					
2					
3					
4					

Note: Identification types accepted are: Alien Registration Card, Japanese Driver's License, My Number Card, Inactive DBIDS Card or Japanese Ministry of Defense ID  
 Note: In Kanji

APPENDIX G MCASO 5500.2V

6. What assistance are you requesting (i.e., a briefing, a windshield tour, a walking tour, etc.) and from whom? 特に必要な支援等あれば記入のこと

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---

7. Flight Line Access: フライトラインに立入が必要か記入 Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, 必要な場合、下記を記入

Access Hours : 立入時間	In:	Out:
Purpose : 目的		
Gate #		
Walking or Vehicle access:		
Facilities to be visited: 訪問する建物		
Licensed AVOC Escort info: 許可されたAVOC保持者	Name: Escort #:	AVOC Lic #: _____ AVOC Exp: _____

Approved/Disapproved	Airfield Operations' Name/Signature/Date
----------------------	--

8. Port Area Access: 港湾地区に立入が必要か記入 Yes \_\_\_\_\_ No \_\_\_\_\_

Access Hours: 立入時間	In:	Out:
Purpose: 目的		
Port Escort Info:	Name:	Escort Approval #: _____

Approved/Disapproved	Airfield Operations' Name/Signature/Date
----------------------	--

Approved/Disapproved	Harbor Ops' Name/Signature/Date
----------------------	---------------------------------

9. Any photographs, videotapes are involved? Yes \_\_\_\_\_ No \_\_\_\_\_  
写真撮影、ビデオ撮影など必要か記入

Purpose: 目的		
Request Submitted Date: 書類提出日		Request #: _____

APPENDIX G MCASO 5500.2V

Approved/Disapproved	Security Manager's Name/Signature/Date
----------------------	--

10. Is anybody in your group a media representative(s)?

報道関係者がいるか記入

Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Disapproved	CommStrat's Name/Signature/Date
----------------------	---------------------------------

11. Local point of contact for the visit: この立入に係わる担当者、申請者側の  
窓口の氏名、所属、連絡先

---

Name	Title/Occupation	Phone Number
------	------------------	--------------

12. MCAS Iwakuni unit/activity's authorized personnel:  
(Those who signed Appendix P, endorsed by CO, MCAS Iwakuni, and added to  
the roster that S-1 maintains pertaining to base access.)

Authorized Personnel's Name/Title /Signature/Date
---

13. PMO Physical Security:

Approved / Disapproved	PMO Physical Security's Name/Signature/Date
------------------------	---

14. Provost Marshal:

Approved / Disapproved	PM's Name/Signature/Date
------------------------	--------------------------

15. CO, MCAS Iwakuni (if applicable):

Approved / Disapproved	CO's Signature/Date
------------------------	---------------------

**1-DAY OFFICIAL ENTRY/EXIT REQUEST** Date: \_\_\_\_\_

(Must Submit to PMO Admin DURING WORKING HOURS 3 BUSINESS DAYS IN ADVANCE)

Name of Escorter : \_\_\_\_\_ Grade: \_\_\_\_\_ DoD ID# \_\_\_\_\_ QTRS# \_\_\_\_\_

Name of Sponsor : \_\_\_\_\_ Grade: \_\_\_\_\_ DoD ID# \_\_\_\_\_

Organization : \_\_\_\_\_ TEL# \_\_\_\_\_ RTD: \_\_\_\_\_  
Work / Cell Phone MM/YY

Destination: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Time / Date Time / Date

**Purpose of Request:** \_\_\_\_\_

\*\*日本語で記入する場合、名前及び国籍は英語表記でも記入すること / You can fill out all in Japanese except guests name and nationality.

\*\*17歳以下で親の同伴がない場合は承諾書が必要 / Children 17 years old or younger traveling without their parents need to attach signed "Permission Statement"

PRINT NAME OF GUEST (氏名) DOB (生年月日) DD/MM/YY, AGE (歳)	NATIONALITY PASSPORT#	ADDRESS, TEL# (住所、電話番号)	PLACE OF WORK	VEH#	BADGE#
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

- 1) GUEST(S) MUST BE ESCORTED AT ALL TIMES WHILE ON THE INSTALLATION. PASS(ES) MUST BE RETURNED TO THE MAIN GATE SENTRY WHEN YOUR GUEST(S) EXIT THE AIR STATION.
- 2) Your respective guest(s) must check in upon entering the Air Station and be issued a visitor's pass. A Vailed picture I.D. is required at Main Gate when checking in.
- 3) Facility access is contingent upon MCX and DECA policy and should be addressed with each facility directly.
- 4) Those guest(s) who attend club activities must check out and exit the Air Station within 30 minutes of respective club's closing.
- 5) A violation of this authorization may result in disciplinary action up to termination of sponsorship privileges.

\_\_\_\_\_  
 Approving Official

\_\_\_\_\_  
 Sponsor's Signature

\_\_\_\_\_  
 PRINT NAME

H-1

"For Official Use Only - Privacy Sensitive : Any misuse or unauthorized disclosure may result in both civil and criminal penalties"

APPENDIX I MCASO 5500.2V  
SAMPLE LETTER OF REQUEST FOR DTCN ACCESS

From: Sponsor or Commander, Sponsoring Organization  
To: Commanding Officer, Marine Corps Air Station Iwakuni  
Via: (1) Provost Marshal, Marine Corps Air Station Iwakuni  
(2) Naval Criminal Investigative Service (if applicable)

Subj: REQUEST FOR ACCESS FOR DESIGNATED THIRD COUNTRY NATIONALS ABOARD  
MARINE CORPS AIR STATION IWAKUNI

Ref: (a) MCASO 5500.2V

Encl: (1) MCAS Iwakuni DBIDS Access Authorization Request  
(2) Copy of Applicant's Foreign Passport(s)-All Pages (color)  
(3) Copy of Applicant's Alien Registration Card (if applicable)  
(4) Applicant Photos  
(5) Letter of Employment (if applicable)

1. In accordance with reference (a) and Contract \_\_\_\_\_, on behalf of the individual(s) listed, I request base access as indicated below.

Dates: DD Mon YYYY - DD Mon YYYY  
Days of the Week: Mon-Fri or Mon-Sun  
FPCON: A, B, or D\*  
Hours: 0600-1800, 0400-2400, or 24-hour  
Escort Authority: No or Yes\*

2. Access is requested for the below individuals for the purpose of

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Person 1	Person 5
Person 2	Person 6
Person 3	Person 7
Person 4	Person 8

3. I understand that if there is a mistake in this request, a new pass may not be issued sooner than 180 days from the time the last pass was issued.

4. Point of contact for this request is Mr. J. P. Smith at [john.p.smith@anywhere.com](mailto:john.p.smith@anywhere.com) or 645-####.

C. O. COMMANDER

APPENDIX I MCASO 5500.2V  
SAMPLE LETTER OF REQUEST FOR DTCN ACCESS

LETTERHEAD

5512

FIRST ENDORSEMENT on (organization) ltr 5512 (code) of DD Mon YY

From: Sponsoring Organization Supervisor//Officer-In-Charge  
To: Provost Marshal, Marine Corps Air Station Iwakuni  
(Attn: Pass and Registration Office)

Subj: REQUEST FOR ACCESS ABOARD MARINE CORPS AIR STATION IWAKUNI

1. Forwarded, approved/disapproved.

FPCON:

Hours:

Escort Authority:

\_\_\_\_\_  
Signature

-----  
SECOND ENDORSEMENT

From: Commanding Officer, \_\_\_\_\_ Squadron//Department Head  
To: Provost Marshal, Marine Corps Air Station Iwakuni  
(Attn: Pass and Registration Office)

Subj: REQUEST FOR ACCESS ABOARD MARINE CORPS AIR STATION IWAKUNI

1. Forwarded, approved/disapproved.

FPCON:

Hours:

Escort Authority:

\_\_\_\_\_  
Signature

-----  
THIRD ENDORSEMENT

From: Commanding Officer, Marine Aircraft Group 12//Carrier Air Wing Five  
To: Provost Marshal, Marine Corps Air Station Iwakuni  
(Attn: Pass and Registration Office)

Subj: REQUEST FOR ACCESS ABOARD MARINE CORPS AIR STATION IWAKUNI

1. Forwarded, approved/disapproved.

FPCON:

Hours:

Escort Authority:

\_\_\_\_\_  
Signature

**MCAS IWAKUNI PARENTAL PERMISSION STATEMENT**

MEMORANDUM

Date: \_\_\_\_\_

From: \_\_\_\_\_

To: Provost Marshal

Subj: PARENTAL PERMISSION STATEMENT

Ref: (a) MCASO 5500.2V

1. エスコートで滞在する事に同意します。

2. I authorize my child to visit MCAS Iwakuni for the below purpose, escorted by the below individual, on the below date.

CHILDS NAME (LAST, FIRST, MIDDLE)	DATE OF BIRTH (DD/MM/YY) AND AGE	
DESTINATION/PURPOSE OF VISIT	DATE OF VISIT	TIME OF VISIT
ESCORTER NAME (LAST, FIRST, MIDDLE)	ESCORTER ORGANIZATION	
PARENT ADDRESS	PARENT PHONE NUMBER	

**Parent:**\_\_\_\_\_  
Signature of Parent\_\_\_\_\_  
Parent Print & Date**Pass and Registration Witness:**\_\_\_\_\_  
Signature of Witness\_\_\_\_\_  
Witness Name Print & Date

**MCAS IWAKUNI PERSONAL VISITOR REQUEST (1-DAY/EXTENDED)**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 5 U.S.C. 301; 10 U.S.C. 5031; 44 U.S.C. 3103 AND EO 9397

**PRINCIPAL PURPOSE:** Used to record information and details of criminal activity which may require investigative action by commanding officers, supervisors, NCIS, etc. Used to provide information to the appropriate individuals within DoD organizations who ensure that proper legal and administrative action is taken.

**ROUTINE USES:** Information may be disclosed to local, county, state, and federal law enforcement or investigatory authorities for investigation and possible criminal or civil court action. Information extracted from this form may be used in other related criminal and/or civil proceedings.

**DISCLOSURE:** Voluntary. Information is used to positively identify the individual making the statement and to check past criminal activity records. Failure to disclose any information may result in delay of processing.

**VISITOR'S REQUEST**

**Name of Sponsor:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **DoD ID#** \_\_\_\_\_

**Organization/Unit:** \_\_\_\_\_ **TEL#** \_\_\_\_\_ **RTD:** \_\_\_\_\_  
Work / Cell Phone MM/YY

**Name of Escorter:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **DoD ID#** \_\_\_\_\_

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Purpose:** \_\_\_\_\_  
Time / Date Time / Date Destination / Purpose of Visit

PRINT NAME OF GUEST (氏名)		COUNTRY OF CITIZENSHIP PRESENT ADDRESS & TEL#	PASSPORT NUMBER (JN ONLY: ALIEN REG. CARD, JAPANESE D/LIC, HEALTH INCU. CARD #)	RELATION TO SPONSOR	ESCORT REQUIRED (COMPLETED BY PMO)
DOB (生年月日) DD/MM/YY, AGE (歳)					
1					
2					
3					
4					
5					
6					
7					
8					

**MCAS IWAKUNI PERSONAL VISITOR REQUEST (1-DAY/EXTENDED)**

LODGING INFORMATION & ENDORSEMENT REQUIRED FOR REQUESTS OF 72 HOURS OR MORE

I REQUEST MY GUEST(S) BE AUTHORIZED TO STAY AT (CHECK APPROPRIATE BOX):

FAMILY HOUSING

BLDG #: \_\_\_\_\_

BACHELOR HOUSING

BLDG #: \_\_\_\_\_

KINTAI INN/TLF

ROOM # \_\_\_\_\_

1) I UNDERSTAND THAT MY GUEST(S) MUST BE ESCORTED AT ALL TIMES WHILE ON THE INSTALLATION UNLESS OTHERWISE SPECIFIED.

2) My guest(s) must check in at the Main Gate Visitor Center prior to entering the installation and be issued a DBIDS pass. A valid photo I.D., proof of citizenship, and proof of legal entry into Japan are required.

3) Facility access by my guest(s) is contingent upon individual facility policies and should be addressed with each facility directly.

4) Visitors will be permitted to remain aboard the installation 30 minutes after MCCS facilities close on Friday, Saturday and Holidays.

5) As the sponsor of my guest(s), I assume responsibility for their conduct and/or misconduct and/or any damages incurred while aboard the installation due to their conduct as well as ensuring their proper use of MCAS Iwakuni facilities. I will ensure my guest(s) are familiar with applicable military and Japanese laws that govern their conduct. Further, I understand that my guest(s) do not possess SOFA status and are responsible for meeting/maintaining visa requirements.

6) A violation of this authorization may result in disciplinary action up to termination of sponsorship privileges.

7) I understand that I must provide a legible copy of the picture page of the passport of any guest(s) who holds a passport in a country other than the U.S. or Japan, who are not a Designated Third Country National (DTCN). DTCN guest(s) require prior approval from the MCAS Iwakuni Commanding Officer.

**\*\*For a list of DTCN countries, and for access requirements for DTNC guest(s), please contact the PMO Pass & Registration Office at DSN 315-253-3135. Copies of passports are not required of guests who are U.S. or Japanese passport holders.\*\***

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Housing/TLF Signature

\_\_\_\_\_  
PMO Approving Official

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
PRINT NAME

**For Official Use Only - Privacy Sensitive: Any misuse or unauthorized disclosure may result in both civil and criminal penalties**

DEFINITIONS

The definitions provided below are for use within the context of this Order only.

1. Applicant. May be an individual or company; usually the prospective pass holder. They are responsible for providing all accurate documents, forms, and information to the Sponsor.
2. Aerial Port of Debarkation. A station which serves as an authorized port to process and clear aircraft (scheduled, opportune, tactical, and ferried) and traffic for entrance to the country in which located.
3. Aerial Port of Embarkation. A station which serves as an authorized port to process and clear aircraft (scheduled, opportune, tactical, and ferried) and traffic for departure from the country in which located.
4. Seaport of Debarkation/Embarkation. Capable of accommodating large, deep draft, ocean-going vessels. In cases where suitable SPOD facilities are unavailable, supercargo and equipment may be off-loaded onto shallow draft vessels for final movement to land.
5. Approving Official. Higher level reviewer that approves, disapproves, or restricts access for the applicant. Appointment as Approving Official must be in writing by the Commander, as specified in this Order, and cannot be further delegated.
6. Background Records Check (BRC). Conducted at the PMO district level at the closest location to the sponsor. Districts are located on Camp Kinser, MCAS Futenma, Camp Foster, Camp Courtney, and Camp Hansen. A BRC will consist of a CLEOC check and debarment roster check and will be documented on a BRC form and returned to the sponsor to be submitted with the LOR to the Approving Office for each applicant. BRCs are valid for a maximum of one year. However, BRCs must be accomplished every time an applicant applies for a semi-permanent base activity pass.
7. Dependent. Any family member that is dependent upon the SOFA Garnering Sponsor for greater than 51 percent of their financial support. Spouses have the same escort/sponsorship privileges as their SOFA garnering Spouse (with the exception of DTCNs).

DEFINITIONS

8. Designated Third Country National (DTCN). A DTCN is a citizen from one of the countries listed in reference (j). Specific requirements must be met in order for these individuals to be granted installation access. See Chapter 4.

9. Escort (Official). Primarily administrative or supervisory personnel within, but not limited to, the constructor contractor category that hold a base activity pass. Escort passes are used to facilitate the access of temporary sub-contracted equipment and/or personnel. Non-SOFA status individuals (e.g., MLC/IHA, contractors) may be authorized escort privileges. MLC personnel with escort privileges may sign day-use personnel aboard and/or escort any personnel that have been approved for access, to include personnel sponsored aboard by SOFA members for official purposes.

10. Immediate Family Members. Any family member that is a spouse, son, daughter, mother, father, aunt, uncle, grandparent, cousin, nieces/nephews, to include in-laws of the DoD ID Holder/DBIDS Credential holder who is allowed sponsor/escort privileges aboard MCAS Iwakuni.

11. Indirect Hire Agreement (IHA). The agreement governing those Japanese employees who are hired by the GoJ and are the equivalent of U.S. Non-appropriated Fund employees.

12. Installation Commander. For the purpose of this order, the specific authority designated by this title is restricted to the following individuals:

- a. Commanding Officer, MCAS Iwakuni

The term "installation" or "facility" in this Order refers to any property under the authority of the Commanding Officer, MCAS Iwakuni.

13. Issuing Agency. Office where the base activity pass is prepared/issued and where all supporting documents for the pass are maintained.

14. Installation Access Request (IAR). Primary document used to collect information required to generate a DBIDS credential. The IAR contains information necessary to build a personal profile required to issue a legitimate credential. Forms will be typed, printed, or in legible hand-written format. If the IAR is not legible, the IAR will be resubmitted before the request is processed. Complete package assembled by the sponsor, may

DEFINITIONS

include but is not limited to: IAR Application, copy of applicable contracts, proof of citizenship, Resident Alien Card, immigration stamp, Background/Records Check, government-issued ID, and routing sheet. All signatures must be original or the issuing agency cannot accept the request.

15. Restricted Area.

a. Level I Restricted Area. The least secure type of restricted areas, it contains a security interest that if lost, stolen, compromised or sabotaged would cause damage to the command mission and national security. It may serve as a buffer zone for Level III and Level II restricted areas, providing access and administrative control, safety and protection against sabotage, disruption or potentially threatening acts. Uncontrolled movement may or may not permit access to a security interest or asset.

b. Level II Restricted Area. The second most secure type of restricted area. It may be inside a Level I area, but never inside a Level III area. Level II restricted areas contain a security interest that if lost, stolen, compromised or sabotaged would cause serious damage to the command mission and national security. Uncontrolled or unescorted movement could permit access to the security interest or asset.

c. Level III Restricted Area. The most secure type of restricted area. It may be within less secure types of restricted areas. Level III restricted areas contain a security interest that if lost, stolen, compromised or sabotaged would cause grave damage to the command mission and national security. Access to the Level III restricted area constitutes, or is considered to constitute, actual access to the security interest or asset.

16. Master Labor Contract (MLC). The contract governing those Japanese employees who are hired by the GoJ and are the equivalent of U.S. Appropriated Fund employees.

17. Non-Appropriated Funds (NAF). Personnel employed or subcontracted via MCIPAC using non-appropriated funds to perform various services. NAF personnel generally fall into one of two categories; NAF Employees (US civilians, Federal government employees, or Third Country Nationals) and NAF Contractors (Japanese or Third Country Nationals hired through a LN temporary staffing agency). NAF personnel receive background records checks via NAF-HRO or via GOJ as a condition of

DEFINITIONS

employment.

18. Non-SOFA Civilian Employees. All non-MLC and non-IHA civilian employees without SOFA status.

19. Resident of Japan (ROJ). For the purposes of this Order, any person, including individuals, corporations, firms, organizations and agencies present in Japan, whose status in Japan does not entitle the said person to effect entry into Japan of such goods or property exempt from Japanese customs duties, as specified in Article XI of the Status of Forces Agreement with reference to the United States Armed Forces, the members and civilian components thereof, and their dependents, and in Article XIV for United States official contractors and their employees. U.S. Embassy, U.N. personnel, and resident, retired U.S. military personnel who are present in Japan are ROJ for the purpose of this Order.

20. Service Provider. Service providers are vendors, contractors, food service personnel and other service type providers.

21. Sponsor. The sponsor is the primary advocate and POC for the applicant. The sponsor is responsible for preparing the Letter of Request on behalf of the Applicant and responsible for completing the application process from start to finish. The sponsor is required to provide substantiating documents or justification, if applicable, to the Approving Organization. The sponsor is the applicant's primary point of contact for all issues pertaining to the pass process and procedures.

a. Sponsoring Activity. A sponsoring activity is defined as any activity that can validate the applicants need for access.

22. Third Country National (TCN). A TCN is any citizen that is not Japanese or American, and is not listed as a DCTN in reference (j).

23. United States Official Contractors and their employees. Persons, including corporations organized under the laws of the United States, and their employees who are ordinarily resident in the United States as defined in Article XIV of the Status of Forces Agreement and so designated by U.S. Forces, Japan.

24. Vendors. Private/Commercial businesses who are contracted to provide a specific product or service to "on-base" agencies.

**INDIVIDUAL ACKNOWLEDGMENT AND MEMORANDUM OF UNDERSTANDING  
(MOU) FOR THE RECEIPT AND USE OF THE DEFENSE BIOMETRIC  
IDENTIFICATION SYSTEM (DBIDS) Card**

NAME (LAST, First MI)	Agency	DBIDS issue date MM      DD      YYYY /      /
SPONSOR NAME (LAST, First MI)	SPONSOR CONTACT NUMBER	

I, \_\_\_\_\_, acknowledge that I have been issued a Marine Corps Air Station Iwakuni (hereinafter called MCAS Iwakuni) Defense Biometric Identification System (DBIDS) card from the Provost Marshal's Office and am responsible for the safekeeping of this official identification card.

I am a

- 1. Non-MLC/IHA contracted construction worker
- 2. Public Office Personnel(DBIDS card active/inactive)
- 3. All non-construction related contractor or individual
- 4. MCAS Iwakuni MLC/IHA/JMSDF member
- 5. MCAS Iwakuni JMSDF Retiree/Dependent

I will

- be authorized by Department Head to hold an escort privilege for "OFFICIAL BUSINESS ONLY".
- not be authorized to hold an escort privilege for "OFFICIAL BUSINESS ONLY".

I agree with the following articles;

I will utilize my DBIDS card as a means to access MCAS Iwakuni for "OFFICIAL BUSINESS ONLY" as approved by MCAS Iwakuni Commanding Officer. I am not authorized aboard MCAS Iwakuni for any other reason. Public Office Personnel must pre-coordinate with PMO through their proper department to activate a DBIDS card before visiting base. MLC/IHA and JMSDF(including retirees and dependents) are authorized aboard MCAS Iwakuni not only for Official Business but also for other purposes.

I am only authorized to enter the Main gate or Monzen gate and exit via the Main gate, Monzen gate, and North gate. Contractors driving vehicles requiring inspection must enter via the contractor's gate.

I will be authorized unescorted access while on MCAS Iwakuni. When I enter the base I will travel the most direct route to and from only locations where I am required to conduct official business. This is only applicable to all contractors and personnel except MLC/IHA and JMSDF(including retirees and dependents).

I will have the privilege of accessing the Crossroads food court for my personal use during my official business work day only. MLC/IHA and JMSDF(including retirees and dependents) are also allowed to access other Marine Corps Community Service (MCCS) dining or shopping facilities.

I will immediately report any lost, found, or stolen DBIDS card to the MCAS Iwakuni Provost Marshal's Office.

I acknowledge that failure to comply with any of DBIDS issuance guidelines or violation of MCAS Iwakuni regulations while on the base could result in the permanent revocation of my DBIDS card, debarment from base, or other form of administrative action.

I understand that photography while aboard MCAS Iwakuni, to include the flight line and all U.S. aircraft and equipment, is prohibited without proper authorization.

I will not relay any operational information related to US or JMSDF forces stationed on MCAS Iwakuni to any person or agency.

I will be required to surrender my DBIDS card to MCAS Iwakuni Provost Marshal's Office Pass and Registration, in the event my personal employment status changes (ie. Retirement, termination, furlough) from the agency I have listed on this form. I will also return the expired DBIDS card promptly.

**ESCORT PRIVILEGES (authorized an escort privileges only)**

I may escort up to 8 pre-coordinated visiting personnel that have been approved by the MCAS Iwakuni Commanding Officer to come on board MCAS Iwakuni to conduct official business. I will escort approved personnel to and from locations to conduct official business only. I will ensure visiting personnel I am escorting conduct their official business and immediately depart MCAS Iwakuni always escorted by me. I will ensure the personnel I escort do not view the flight line, operational units or operational unit's activities unless required for official business and approved by the Commanding Officer MCAS Iwakuni.

**Acknowledgement** I certify by my signature below that I have read and understand all rules and policies associated with the issuance of the DBIDS card.

---

Signature

---

Print Name

**MCAS IWAKUNI LOST/STOLEN INSTALLATION DBIDS CREDENTIAL  
REQUEST**

**MEMORANDUM** Date \_\_\_\_\_

From: \_\_\_\_\_  
To: Supervisor, Pass and Registration Office  
Via: Director, Human Resources Office

Subj: REQUEST FOR REISSUANCE OF LOST/STOLEN INSTALLATION DBIDS CREDENTIAL

Ref: (a) MCASO 5500.2V

1. It is requested that the following pass be reissued:
  - a. Contract number/activity employed in: \_\_\_\_\_
  - b. Name of employee: \_\_\_\_\_
  - c. Lost pass number: \_\_\_\_\_
  - d. Circumstances concerning the lost pass: \_\_\_\_\_

e. A diligent search has been made to recover the lost pass.

Signature of Department Head	Department Head Print & Date
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Date \_\_\_\_\_

**FIRST ENDORSEMENT (APPLICABLE TO MLC/IHA ONLY)**

From: Director, Civilian Human Resources Office  
(Attn: Local National Human Resources Program)  
To: Supervisor, Pass and Registration Office

1. Forwarded for action.

CHRO Office Signature	CHRO Office Print & Date
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STATEMENT OF UNDERSTANDING REGARDING REQUESTS FOR THE ISSUANCE OF  
DBIDS CREDENTIALS OR OTHER REQUESTS FOR ACCESS TO MCASI

Date \_\_\_\_\_

I \_\_\_\_\_ (PRINTED NAME, RANK, SERVICE)  
acknowledge the following:

1. Only MCAS Iwakuni (MCASI) Departments Heads, MCASI Tenant Commanders or the Officers-In-Charge (OICs) of detachments or other organizations permanently assigned to MCASI may sign a request for an individual to receive access to MCASI. This requirement applies not only to requests for DBIDS credentials but also to all other access requests to enter MCASI. If the Department Head, Tenant Commander, or OIC is unavailable due to TAD or leave, the respective Deputy Department Head, Acting Commander, or Acting OIC may sign such a request once he or she signs a copy of this form and files it with PMO. This authority cannot be further delegated unless approved by the CO, MCASI.

2. By signing a request for an individual to receive a DBIDS credential or other access request to enter MCASI, I am certifying that the individual has a legitimate reason for gaining access to MCASI in an official or professional capacity that contributes to the success of MCASI. I will not sign a request that involves VIPs (O-6 or civilian equivalent or above), members of the media, or an individual desiring to enter MCASI for a personal visit. VIPs and Media personnel, whether for a personal or official visit, require the approval of the CO, MCASI. If in doubt as to whether someone has a need to access MCAS Iwakuni, consult with the Provost Marshal or the CO, MCASI.

3. The failure to properly certify whether a person has a need to access MCAS Iwakuni, or the failure to follow the requirements of this statement of understanding may result in prosecution under the Uniform Code of Military Justice or other adverse action. Violations of this Order by members of the civilian component or dependents may result in appropriate administrative remedies.

4. The point of contact for this issue is LtCol J.I. Grimm, MCASI SJA.

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Signature Printed Name, Rank, and service

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MCASI CO Signature

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Printed Name, Rank, and service

**MCASI Inactive DBIDS Activation Request**

From:

To: Pass and Registration Office, Provost Marshal's Office

Date of Request (dd-mmm-yy)	
Visit Date/time (dd-mmm-yy tttt-tttt)  ***needs to cover activation time	
Purpose of Visit (in detail)	
Visitor's Info (Name, Title, Employer, DBIDS#)	
Name of Facility (Bldg Name, Bldg#) for the visit	
Flight line access ineeded? (check one)	Yes      No  If Yes, purpose:
Port area access ineeded? (check one)	Yes No If Yes, purpose:
MCASI POC info (Name, Work Section, Phone #)	

I have read and understand the content of MCASI Order 5512.1 and will  
comply as required.

Department Head's Name	
Department Head, Provost Marshal or MCASI CO Signature	