



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION IWAKUNI JAPAN
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MCASO 5500.2W
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28 Jun 25

MARINE CORPS AIR STATION ORDER 5500.2W

From: Commanding Officer, Marine Corps Air Station Iwakuni
To: Distribution List

Subj: MARINE CORPS AIR STATION IWAKUNI ACCESS CONTROL

Ref: (a) DoDM 5200.08 Vol.3
(b) DoDI C-2000.23
(c) MCASO 3070.2B
(d) SECNAVINST 1740.2F
(e) MCO 5512.11F Vol.1 w/CH-1
(f) MCO 5530.14A
(g) MCO 5580.2B w/CH-2
(h) MARADMIN 533/08
(i) 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
(j) USFJI 31-204
(k) MCASO 5050.1
(l) USFJI 31-201
(m) MCIPAC-MCBBO 5800.6
(n) MCASO 5800.20
(o) USFJI 31-203
(p) MOA btwn CO, MCASI and 6th Regional Coast Guard HQ of 21 Sep 18
(q) USFJ 36-501
(r) MCIPAC-MCBBO 5512.5
(s) SECNAV M-5210.1
(t) USFJI 64-100
(u) Article 61, Japanese Labor Law
(v) MCASO 5726.1
(w) REAL ID Act
(x) USFJI 31-206
(y) USFJI 90-207
(z) MCO 5530.13

Encl: (1) Access Control Policies and Procedures

1. Situation

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

a. The Commanding Officer (CO), Marine Corps Air Station (MCAS) Iwakuni has the overall responsibility and authority to ensure that 100 percent of all personnel entering MCAS Iwakuni are properly identified, fit for access, and have a legitimate purpose for access to MCAS Iwakuni. The integration of the Defense Biometric Identification System (DBIDS) assists with the identification and fitness of personnel attempting to access MCAS Iwakuni. DBIDS and its capabilities have been integrated into this order. The safety and security of all Department of Defense (DoD) personnel, Japan Self-Defense Force (JSDF) personnel, family members, and civilian employees onboard 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 level may dictate a stricter entry and exit procedure than what is outlined in this order.

b. The CO, MCAS Iwakuni must continuously balance a strong security posture while ensuring the smooth and efficient movement of personnel onboard MCAS Iwakuni by means of approved access credentials. Entry Control Points (ECPs) serve as the first layer of defense and a deterrent to those individuals or groups attempting to gain access to MCAS Iwakuni or its facilities for malicious or nefarious purposes.

2. Cancellation. MCASO 5500.2V.

3. Summary of Revision. This order has been completely revised and is published as MCASO 5500.2W. This order 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, per references (a) through (z), in order to protect MCAS Iwakuni infrastructure and tenants.

5. Execution

a. Commander's Intent. All personnel who require access, or wish to sponsor individuals desiring access, to MCAS Iwakuni or its facilities shall be properly documented and have the requisite base access credentials per the provisions of this Order. All personnel entering MCAS Iwakuni, and its facilities shall be positively identified, reviewed for fitness for access, and have an established purpose for access. Tenant commanders from Marine Aircraft Group 12, Carrier Air Wing FIVE, Fleet Air

Wing 31 (FAW-31), and supporting commands and organizations have the responsibility of ensuring the provisions of this order are fully implemented and are in compliance.

b. Concept of Operations. This order outlines the policies and procedures used to enforce access control onboard MCAS Iwakuni and its facilities in mainland, Japan. Security is paramount, and additional security measures may be applied by security force personnel at any ECP(s) in the event of an increase in threat condition or FPCON. In the event of an increase in threat level, access to MCAS Iwakuni shall be further restricted to safeguard the personnel and assets under the control of the U.S. 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. Status of Forces Agreement (SOFA) civilians, other SOFA personnel, Japan Maritime Self Defense Force (JMSDF), Master Labor Contract (MLC), Indirect Hire Agreement (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. JMSDF personnel assigned to or working on MCAS Iwakuni, that violate this order shall be reported to their senior agency for remedial action(s).

c. Contractors and civilians employed by or accompanying the U.S. Armed Forces at MCAS Iwakuni are subject to all applicable federal laws and may also face adverse administrative or criminal actions for violation of this order.

d. This order, forms, and enclosures contained herein, shall be promulgated across MCAS Iwakuni. Information will also be made available via the MCAS Iwakuni, Provost Marshal Office (PMO) website:
<https://www.mcasiwakuni.marines.mil/Organizations/Station/PMO/>

e. Any access situations not covered in this order, or situations that deviate from directives set forth in this order, shall be referred to the Provost Marshal (PM), Deputy Provost

Marshal, Provost Sergeant, PMO Operations Officer, PMO Operations Chief, PMO Services Officer, PMO Services Chief, or On-Duty Watch Commander for decision at their discretion.

f. Only the CO / Executive Officer (XO) / Chief of Staff (CoS) of MCAS Iwakuni or the authorities described in paragraph 6e above or as specifically specified elsewhere in this order are authorized to approve access to MCAS Iwakuni.

g. PMO, in conjunction with MCAS Iwakuni Government and External Affairs Office (S-7 / GEAO), Station Headquarters, the Adjutant shall monitor the updates of associated orders / directives, ensure accuracy, and revise this order as required.

7. Command and Signal

a. Command. This order is applicable to all members of the United States Armed Forces, JSDF, members of the U.S. and Government of Japan (GOJ) civilian component, dependents, and all other individuals seeking personal or official access to MCAS Iwakuni.

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

R. M. RUSNOK

DISTRIBUTION: A

MCASO 5500.2W
28 Jun 25

LOCATOR SHEET

Subj: MARINE CORPS AIR STATION IWAKUNI ACCESS CONTROL

Location: _____
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RECORD OF CHANGES PAGE

MARINE CORPS AIR STATION IWAKUNI ACCESS CONTROL

Log completed change action as indicated

Change Number	Date of Change	Date Entered	Signature of Person Incorporating 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 access credentials prior to being approved access to the MCAS Iwakuni. Samples of approved access credentials under the provisions of this order are outlined in MCAS Iwakuni Authorized Access Credentials (Appendix A). The following information applies to all U.S. Government Sponsored personnel onboard MCAS Iwakuni:

a. MCAS Iwakuni access credentials must be maintained and available for inspection while onboard MCAS Iwakuni and its facilities.

b. MCAS Iwakuni access credentials are utilized to verify identity, purpose, and fitness for access. Access credentials should always be safeguarded.

c. All U.S. Government-sponsored personnel and activities stationed at MCAS Iwakuni may sponsor and escort visiting JSDF, Foreign Military personnel, and Japanese National (JN) official visitors in support of operational requirements. Sponsoring activities must ensure pre-requisite paperwork for JN official visitors is submitted to S-7/GEAO in accordance with reference (k) and the provisions set forth in this order. To request JN Official Visitor's Gate access per reference (k), Appendix H must be submitted to PMO. In the case of JSDF / Foreign Military Access Request, Appendix G must be submitted to PMO. Due diligence is expected on behalf of the command sponsor, and if it is determined that other requirements are not met, such as those listed for TCN visits in reference (y), access may be denied at the local level. Sponsorship and escort of personal visitors are addressed in Chapter 7 of this Order.

d. U.S. Government personnel and activities not stationed at MCAS Iwakuni may also sponsor and escort JSDF and foreign military visitors in support of their operational requirements upon MCAS Iwakuni, so long as Appendix G has been submitted to and approved by PMO.

e. MCAS Iwakuni access credentials do not automatically warrant access to restricted areas onboard MCAS Iwakuni; restricted area access and restricted area escort privileges must be coordinated with PMO Physical Security Section.

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2. DoD Active-Duty Personnel. U.S. DoD active-duty personnel shall be approved for access to MCAS Iwakuni upon presentation of a valid Common Access Card (CAC).

3. DoD Reserve Personnel. U.S. DoD Reserve personnel shall be approved for access to MCAS Iwakuni upon presentation of a valid CAC or DD Form 2 DoD United States Uniformed Services Identification (USID).

4. DoD Retired Military Personnel. U.S. DoD Retired Military personnel, spouses, and surviving dependents of members who died while in retired with pay status (i.e., widows), shall be approved for access to MCAS Iwakuni upon presentation of a valid DD Form 2, 1173, 1173-1, 2765, or 2574 DoD USID.

5. U.S. Civil Service / Non-Appropriated Fund (NAF) Personnel. U.S. Civil Service / NAF personnel shall be approved for access to MCAS Iwakuni upon presentation of a valid CAC with overseas endorsement, containing the word "Overseas" printed on the front of the CAC.

a. U.S. Civil Service / NAF personnel who possess a valid CAC without overseas endorsement shall be approved for access to MCAS Iwakuni upon presentation of a CAC and a copy of valid orders or Employment Certificates assigning the employee to MCAS Iwakuni.

b. U.S. Civil Service / NAF personnel who do not possess a valid CAC should not travel to MCAS Iwakuni until access approval has been confirmed by the MCAS Iwakuni sponsoring unit or activity.

c. U.S. Civil Service / NAF personnel who do not possess a valid CAC shall submit information to PMO Pass and Registration Office (P&RO), and follow the below procedures to access MCAS Iwakuni 15 business days prior to arrival at MCAS Iwakuni:

(1) Submit a completed MCAS Iwakuni DBIDS Credential Request (Appendix B), to establish purpose and fitness for access. Qualifying Government Officials (e.g., department head or staff individual from the department or tenant) must be approved by the CO, MCAS Iwakuni via Appendix M, in order to sign Appendix B.

(2) Submit a copy of orders for U.S. Civil Service personnel and Employment Certificates for NAF personnel used to establish the purpose for access.

(3) Submit a color copy of the requestor's passport photo page to establish an identity for access.

d. U.S. Civil Service / NAF personnel whose fitness for access fails to meet the standards for access shall be reported to the sponsoring unit or activity by PMO. Derogatory findings may result in the denial of MCAS Iwakuni DBIDS credential issuance. The requested U.S. Civil Service / NAF Personnel will then be denied the privilege to work onboard MCAS Iwakuni.

e. U.S. Civil Service / NAF Personnel with acceptable background investigation information returned may be issued an MCAS Iwakuni DBIDS credential.

(1) A temporary DBIDS credential without photographs or fingerprints shall be created and issued when the U.S. Civil Service/NAF personnel has been cleared for access to MCAS Iwakuni. This temporary DBIDS credential shall not exceed a validity period of seven calendar days and will be available on file at the Main Gate Visitor Center, MCAS Iwakuni.

(2) U.S. Civil Service / NAF Personnel Initial Arrival to MCAS Iwakuni. Arriving personnel shall be required to provide a passport and orders to the sentry at the Main Gate Visitor Center, MCAS Iwakuni for identity verification. Once identification has been verified, U.S. Civil Service / NAF personnel may be issued a seven calendar day temporary DBIDS credential. This pass will not exceed a seven calendar day validity period and may be used to facilitate access while awaiting issuance of a CAC.

6. DoD Active-Duty Dependents. All U.S. military family members shall be approved access to MCAS Iwakuni upon presentation of a valid DoD USID DD Form 1173.

a. Dependent children ten years of age and older, or an adult sponsor, are required to present a DoD USID DD Form 1173 to access MCAS Iwakuni and its facilities.

b. Dependent children ten years of age and older, who are not in possession of a DoD USID DD Form 1173, must be escorted by an individual who holds a valid MCAS Iwakuni access credential.

c. Dependent children under ten years of age are not

required to have a DoD USID DD Form 1173. Dependent children under ten years of age must be escorted for access to MCAS Iwakuni by an individual who holds a valid MCAS Iwakuni access credential.

d. Per reference (m), dependent children who are under ten years of age and walk on and off MCAS Iwakuni unattended for an off-station school, such as an Elementary School, are highly recommended to obtain a DBIDS credential.

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

8. DoD Retired Military Dependents. DoD retired military dependents shall be approved for access to MCAS Iwakuni upon presentation of a valid DoD USID DD Form 1173.

9. Veterans Affairs (VA) Beneficiaries. VA beneficiaries may be granted access to MCAS Iwakuni on a case-by-case basis. A VA Beneficiary Identification (ID) Card alone does not grant access to the installation and accessing the installation for non-official purposes is not in compliance with reference (i). Prior to arrival at MCAS Iwakuni VA beneficiaries must submit Appendix B and a justification letter to the CO, MCAS Iwakuni via PMO for why installation access is needed.

10. U.S. Civil Service and NAF Family Dependents. SOFA status dependents of U.S. Civil Service / NAF employee personnel shall be approved for access to MCAS Iwakuni upon presentation of a valid DoD USID DD Form 1173.

11. DoD Civilian Retiree Personnel. In accordance with reference (w), DoD civilian retiree personnel shall be approved for access to MCAS Iwakuni upon presentation of a DBIDS-compliant form of identification and an official retirement document. Those personnel who are accessing MCASI for the first time, and whose identification is not enrolled in DBIDS, are required to report to P&RO for enrollment in DBIDS. Personnel without a DBIDS-compliant form of identification shall be required to submit Appendix B, official retirement paperwork, and a color copy of their passport to P&RO to receive a DBIDS credential.

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12. U.S. Embassy in Japan and Other U.S. Governmental Agencies.

Per references (a) and (i), employees who are U.S. citizens or Japanese personnel employed by the U.S. Embassy, U.S. governmental agencies administratively attached to the U.S. Embassy, U.S. Consulates in Japan, and family members, shall be approved for access to MCAS Iwakuni upon presentation of a valid U.S. Embassy ID Card per Appendix A.

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

14. Lost or Stolen DoD CAC, DoD USID, or DBIDS Credential. Personnel who have official U.S. government-issued credentials lost or stolen are required to report the loss to PMO immediately. For loss of DBIDS credentials, submission of Appendix L with signature authorized by Appendix M to PMO P&RO is required.

a. Upon arrival at the Main Gate, MCAS Iwakuni, personnel not in possession of a DoD CAC, DoD USID, or MCAS Iwakuni DBIDS credential will proceed to the Visitor Center.

b. Personnel whose official U.S. government-issued credential is lost or stolen will have identification verified by providing a name and entering a Social Security Number (SSN) into the DBIDS system. Upon confirmation of identity, a seven calendar day temporary DBIDS credential may be issued. The individual will immediately report to PMO Desk Sergeant to file a lost/stolen DoD ID report. The respective sponsor is required to coordinate with MCAS Iwakuni Installation Personnel Administration Center (IPAC) for re-issuance of a new DoD CAC or DoD USID.

15. Forgotten DoD CAC, DoD USID, or DBIDS Credentials

a. Upon arrival at the Main Gate, MCAS Iwakuni, individuals not in possession of a DoD CAC, DoD USID, or MCAS Iwakuni DBIDS credential / DBIDS credential issued by other United States Forces Japan (USFJ) installations with MCAS Iwakuni permissions will proceed to the Visitor Center.

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b. Individuals who have forgotten a DoD CAC, DoD USID, or MCAS Iwakuni DBIDS credential/DBIDS credential issued by other USFJ installations with MCAS Iwakuni permissions, will have identification verified by providing a name and entering an SSN into the DBIDS system. Upon confirmation of identity, individuals may be issued a temporary DBIDS credential that is valid for up to seven calendar days.

Chapter 2

Master Labor Contract (MLC) and Indirect Hire Agreement (IHA) Personnel

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

a. MCAS Iwakuni access credentials must be maintained and available for inspection while onboard MCAS Iwakuni and its facilities.

b. MCAS Iwakuni access credentials are utilized to verify identity, purpose, and fitness for access. MCAS Iwakuni access credentials should always be safeguarded.

c. Privileges such as escort of personal visitors are addressed in Chapter 7 of this order.

d. MCAS Iwakuni access credentials do not automatically approve access to restricted areas onboard MCAS Iwakuni; restricted area access and restricted area escort privileges should be coordinated with PMO Physical Security Section.

2. MLC/IHA Personnel. All MLC/IHA personnel shall be approved for access to MCAS Iwakuni upon presentation of an MCAS Iwakuni DBIDS credential or DBIDS credential issued by other USFJ installations with MCAS Iwakuni endorsements.

3. MCAS Iwakuni Newly Hired MLC/IHA Personnel

a. MCAS Iwakuni newly hired MLC/IHA personnel shall submit the following to PMO P&RO 15 business days prior to arrival, via their sponsoring unit or activity, and shall follow the below procedures to receive access approval prior to arrival:

(1) Completed MCAS Iwakuni DBIDS Credential Request (Appendix B), used to establish purpose and fitness for access. A Qualifying Government Official from the department, approved by the CO, MCAS Iwakuni via Appendix M, can sign an Appendix B.

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(2) Submit a color copy of the applicant's current passport photo page, residence card (zairyu card), special permanent resident certificates (tokubetsu eijusha shomeisho), driver's license (front and back), my number card, residential certificate with a domicile of origin (jyumin-hyo), family register (koseki-touhon), or other documentation requested by PMO P&RO personnel.

b. MCAS Iwakuni newly hired MLC/IHA personnel with acceptable background investigations returned shall be issued an MCAS Iwakuni DBIDS credential. A temporary DBIDS credential, not exceed seven calendar days, without a photograph and fingerprints, will be created and available on file at the Main Gate Visitor Center, MCAS Iwakuni.

c. MCAS Iwakuni newly hired MLC/IHA personnel whose fitness for access fails to meet the standards for access shall be reported to the sponsoring unit or activity by PMO P&RO. Derogatory findings could result in denial of MCAS Iwakuni DBIDS credential issuance and the requested newly hired MLC/IHA personnel shall be denied access to MCAS Iwakuni.

d. MCAS Iwakuni Newly Hired MLC/IHA Personnel Initial Arrival to MCAS Iwakuni. Arriving MCAS Iwakuni newly hired MLC/IHA personnel are required to verify identity by providing a photo ID to the Main Gate Visitor Center sentry. Once identity has been verified and an escort from the sponsoring unit or activity is present / identified, the MLC/IHA newly hired personnel shall be issued a temporary DBIDS credential. The temporary DBIDS credential will not exceed seven calendar days validity period and shall be used to facilitate access to MCAS Iwakuni while awaiting issuance of a CAC or DBIDS credential. After the initial escorted access, newly hired MLC/IHA personnel are no longer required to be escorted. A DBIDS credential may be issued for the duration of employment, not to exceed a two-year validity period.

4. MLC/IHA Personnel Retired from MCAS Iwakuni. An MLC/IHA retiree that was permanently stationed onboard MCAS Iwakuni may request the issuance of DBIDS Credential by submitting MCAS Iwakuni DBIDS Credential Request (Appendix B) to the Civilian Human Resources Office (CHRO). Following verification of the individual's length of service, and health service entitlement eligibility and documentation of enrollment, the Appendix B shall be endorsed by CHRO as the sponsoring agency, endorsed by the

Director of CHRO or their designee as the Qualifying Government Official, and forwarded to PMO P&RO for issuance of the retiree DBIDS credential no earlier than one month prior to the date of retirement. PMO P&RO will process the request after verification is received from CHRO. MLC /IHA personnel retired from MCAS Iwakuni shall be approved access to MCAS Iwakuni upon presentation of a valid MCAS Iwakuni DBIDS credential. This MCAS Iwakuni retiree DBIDS credential will allow access to only MLC/IHA approved facilities during their established business hours. This privilege is limited to the two years that the MLC/IHA retiree is entitled to for on-base health services.

5. MCAS Iwakuni MLC/IHA Immediate Family Members Escorted Access Privileges. All MCAS Iwakuni MLC/IHA Immediate Family Members (spouse, son, daughter, mother, father, brother, sister, grandchildren, aunt, uncle, grandparents, cousin, nieces/nephews, to include in-laws of the DBIDS Credential or CAC holder) may be approved escorted access to MCAS Iwakuni upon presentation of a valid temporary MCAS Iwakuni DBIDS credential, issued at the Main Gate, MCAS Iwakuni. MLC/IHA-sponsors escorting immediate family members must have met the 2-year anniversary of employment onboard MCAS Iwakuni.

a. MCAS Iwakuni MLC/IHA personnel employed onboard MCAS Iwakuni for more than two years are authorized to initiate a request for issuance of MCAS Iwakuni dependent DBIDS credentials for their spouse and also for their children who are 18 years of age or younger. Their spouse and children need to be escorted at all times by MLC/IHA personnel regardless of whether they are a DBIDS credential holder or not. MLC/IHA's children under ten years will not be issued DBIDS credentials. Escort procedures of other MLC/IHA immediate family members are in Chapter 7 paragraph 2c.

b. Spouses and children of MCAS Iwakuni MLC/IHA personnel employed onboard MCAS Iwakuni for more than two years who wish to obtain DBIDS credentials for access to MCAS Iwakuni shall submit the following to PMO P&RO 15 business days prior to arrival and shall follow the below procedures:

(1) Complete MCAS Iwakuni DBIDS Credential Request, Appendix B, used to establish purpose and fitness for access.

(2) Color copy of passport photo page, residence card (zairyu card), special permanent resident certificate (tokubetsu

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eijyusha shomeisho), GOJ-issued vehicle driver's license, my number card, residential certificate with domicile of origin (jyumin-hyo), family register (koseki-touhon), and/or other documentation requested by PMO P&RO.

(3) Color copy of DBIDS credential issued to sponsoring MCAS Iwakuni MLC/IHA personnel employed onboard MCAS Iwakuni for more than two years.

6. MCAS Iwakuni MLC/IHA Personnel Mission Essential (ME) DBIDS Credentials. The ME DBIDS credential shall be issued if MCAS Iwakuni MLC/IHA personnel are registered as ME by CHRO MCAS Iwakuni. Registered MLC/IHA ME personnel who require FPCON DELTA Access may obtain an ME DBIDS credential, even if they have a valid CAC. MLC/IHA personnel requiring ME DBIDS credential must submit a copy of a Mission Essential (ME) Position Designation for Local National Employees (USFJ FORM 444EJ), endorsed by CHRO to PMO P&RO.

7. Renewal of DBIDS Credentials. MLC/IHA personnel requiring renewal of a DBIDS credential shall follow the procedures in paragraph 3 of this chapter. Expiring MLC/IHA Retiree DBIDS credentials may be renewed when the retiree personally appears at PMO P&RO no earlier than one month prior to the expiration of the MCAS Iwakuni Retiree DBIDS credential.

8. Return of DBIDS Credentials. All MCAS Iwakuni MLC/IHA DBIDS credentials, including any associated dependent credentials, must be returned to PMO P&RO upon termination, resignation, or change of employment.

a. It is the responsibility of the respective Qualifying Government Official to ensure the terminated / resigned MCAS Iwakuni MLC/IHA personnel are escorted to PMO P&RO by a supervisor to surrender DBIDS credential(s) and dependent's credential(s), if applicable.

b. MCAS Iwakuni MLC/IHA personnel who are terminated or have resigned must immediately be escorted off MCAS Iwakuni via the Main Gate by a supervisor after surrendering all DBIDS credential(s).

9. Lost or Stolen DoD CAC or DBIDS Credential. MLC/IHA personnel whose DoD CAC and/or MCAS Iwakuni DBIDS credentials are lost or stolen are required to report the loss to PMO

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immediately in order to prevent the illegal usage of the lost or stolen DoD CAC or MCAS Iwakuni DBIDS credentials by other personnel. Following the initial report to PMO, MLC/IHA personnel must submit Appendix L with signature authorized by Appendix M to PMO P&RO.

10. Forgotten DoD CAC or DBIDS Credential. MLC/IHA personnel who forget DoD CAC or a DBIDS credential are required to notify the appropriate supervisor(s) immediately. Upon notification, supervisor(s) are required to report forgotten credentials and proceed to PMO P&RO, between the hours of 0800-1600, Mon-Fri. Employment of the MLC/IHA personnel shall be verified via the DBIDS system, and once verified, a one-day temporary DBIDS credential may be issued to the supervisor. The supervisor will then proceed to the Main Gate where he/she can meet and issue the one-day temporary DBIDS credential to the MLC/IHA personnel to access MCAS Iwakuni for duty. After hours, during the weekends, or on U.S. holidays, MLC/IHA personnel are required to retrieve original DoD CAC or DBIDS credentials.

11. Visiting MLC/IHA Personnel from Other USFJ Installations

a. MLC/IHA personnel from other USFJ installations who possess a valid DoD CAC, MCAS Iwakuni DBIDS credential, or DBIDS credential issued by other USFJ installations with MCAS Iwakuni endorsement shall be approved access to MCAS Iwakuni for official purposes in the execution of their official duties.

b. MLC/IHA personnel from other USFJ installations who do not possess a valid DoD CAC, MCAS Iwakuni DBIDS credential, or DBIDS credential issued by other USFJ installations with MCAS Iwakuni endorsement and require access longer than seven days, to MCAS Iwakuni for official purposes will request a DBIDS credential by following the procedures outlined in paragraph 3 of this chapter. If the access requirement is no more than seven consecutive days, the sponsoring MCAS Iwakuni unit or activity will request a temporary DBIDS credential that covers the duration of the visit, using the MCAS Iwakuni Short-Term Business Access Request (Appendix H) to PMO three business days in advance of the visit. Appendix H does not grant overnight access to the installation unless annotated/approved on the form.

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c. MLC/IHA personnel from other USFJ installations should not travel to MCAS Iwakuni until access approval has been confirmed by the MCAS Iwakuni sponsoring unit or activity.

Chapter 3

Japan Self-Defense Force (JSDF) Personnel, Ministry of Defense (MOD) Civil Service Employees, and Non-Host Nation Foreign Military

1. General. All JSDF personnel, and Ministry of Defense (MOD) Civil Service employees entering MCAS Iwakuni must present a valid access credential prior to being approved access to MCAS Iwakuni. Non-DBIDS card holders are required to coordinate with sponsoring MCAS Iwakuni resident units or activities and submit the MCAS Iwakuni JSDF / Foreign Military Access Request (Appendix G) prior to accessing MCAS Iwakuni. Samples of approved access credentials under the provisions of this order are outlined in Appendix A. The following information applies to all JSDF personnel and MOD Civil Service employees onboard MCAS Iwakuni.

a. Access credentials must always be maintained and made available for inspection while onboard MCAS Iwakuni and its facilities.

b. Access credentials are utilized to verify identity, purpose, and fitness for access. Access credentials should always be safeguarded.

c. All JMSDF Iwakuni Active-Duty personnel and activities stationed at MCAS Iwakuni may sponsor and escort visiting JSDF, Foreign Military personnel, and other official visitors in support of operational requirements. Sponsoring activities must ensure that pre-requisite paperwork for JN official visitors shall be submitted to S-7/GEAO per reference (k). To request JN Official Visitor's Gate access per reference (k), Appendix H shall be submitted to PMO. In the case of JSDF / Foreign Military Access Request, Appendix G shall be submitted to PMO. Due diligence is expected on behalf of the command sponsor, and if it is determined that other requirements are not met, such as those listed for TCN visits in reference (y), access may be denied at the local level. Sponsorship and escort of personal visitors are addressed in Chapter 7 of this order.

d. Access credentials do not automatically approve access to restricted areas onboard MCAS Iwakuni, restricted area access and restricted area escort privileges should be coordinated with PMO Physical Security Section.

e. Per ref (x) an USFJ453, USFJ Installation Access Card, may serve as a valid access credential for entry to MCAS Iwakuni when presented in conjunction with a valid GOJ Ministry or Bureau ID card.

2. JMSDF Iwakuni Active-Duty Personnel and MOD Civil Service Employees. JMSDF active-duty personnel stationed at JMSDF Iwakuni, MOD Civil Service employees administratively attached to JMSDF Iwakuni and active-duty JMSDF members who are not stationed onboard MCAS Iwakuni but directly support MCAS Iwakuni or JMSDF Iwakuni operational requirements may be issued DBIDS credentials for access to MCAS Iwakuni on a case-by-case basis, taking into account the frequency and/or nature of access. JMSDF active-duty personnel and MOD Civil Service employees shall be approved for access to MCAS Iwakuni upon presentation of a valid MCAS Iwakuni DBIDS credential.

a. JMSDF personnel and MOD civil service employees who do not possess a valid MCAS Iwakuni DBIDS credential should not travel to MCAS Iwakuni until access approval has been confirmed by the JMSDF Iwakuni sponsoring unit or activity.

b. JMSDF personnel and MOD civil service employees who do not possess a valid MCAS Iwakuni DBIDS credential shall follow the below procedures to receive access approval prior to arrival at MCAS Iwakuni.

(1) JMSDF Iwakuni sponsoring units or activities shall submit the following to PMO P&RO 15 business days prior to arrival:

(a) Submit a completed MCAS Iwakuni DBIDS Credential Request (Appendix B), used to establish purpose and fitness for access. Qualifying government officials, e.g., department head or staff individual from the department or tenant must be approved by the CO, MCAS Iwakuni via Appendix M, in order to sign Appendix B.

(b) A color copy of a JMSDF/MOD Civil Service employee ID card, a color copy of a driver's license (front and back) or My Number Card, which shall be used to establish identity.

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(2) JMSDF personnel / MOD civil service employees whose fitness for access fails to meet the standards for access shall be reported to the sponsoring unit or activity by PMO. Derogatory information meeting denial of access criteria could result in denial of MCAS Iwakuni DBIDS credential issuance, and the requested JMSDF personnel / MOD civil service employee may be denied access to MCAS Iwakuni.

(3) JMSDF personnel / MOD civil service employees with acceptable background investigations, may be issued a MCAS Iwakuni DBIDS credential.

(4) A temporary DBIDS credential, with a validity period not to exceed seven calendar days, without a photograph or fingerprints shall be created and will be available on file at the Main Gate Visitor Center, MCAS Iwakuni.

c. JMSDF Personnel/MOD Civil Service Employees Initial Arrival to MCAS Iwakuni. Arriving JMSDF personnel / MOD civil service employees are required to verify identity by providing a photo ID to the Main Gate Visitor Center sentry. Once identity has been verified and an escort from the sponsoring unit or activity is present / identified, the JMSDF personnel / MOD civil service employees may be issued a temporary DBIDS credential, with a validity period not to exceed seven calendar days, which shall be used to facilitate access to MCAS Iwakuni while awaiting issuance of a DBIDS credential. During normal P&RO business hours, JMSDF personnel / MOD civil service employees will proceed directly to PMO P&RO where the temporary DBIDS credential shall be exchanged for a long-term DBIDS credential. After hours, during weekends, or on U.S. holidays, JMSDF personnel / MOD civil service employees are required to proceed to PMO P&RO on the next business day. A DBIDS credential shall be issued for the duration of the assignment, not exceeding two-year validity period.

3. JMSDF Personnel Retired from JMSDF Iwakuni. All JMSDF personnel retired from JMSDF Iwakuni shall be approved access to MCAS Iwakuni upon presentation of a valid MCAS Iwakuni DBIDS credential. This MCAS Iwakuni JMSDF retiree DBIDS credential will also authorize the escort of their immediate family members as described in Chapter 7, paragraph 2b. Retired JMSDF Iwakuni personnel who are designated as a retiree by JMSDF Headquarters (HQ), may request a DBIDS credential upon retirement. A DBIDS credential shall be requested with the submission of Appendix B, a color copy of a Retired ID (front and back), and a color copy

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of a Driver's License or My Number Card, via sponsoring unit, to PMO P&RO.

4. Immediate Family Members of Active Duty JMSDF Iwakuni Personnel. All Immediate Family Members of active duty JMSDF Iwakuni personnel, with the exception of spouses, shall be granted escorted access to MCAS Iwakuni upon presentation of a valid DBIDS credential with MCAS Iwakuni permissions. JMSDF Iwakuni personnel's spouses may be granted unescorted access to MCAS Iwakuni upon presentation of a valid DBIDS credential with MCAS Iwakuni permissions.

a. Immediate family members of Active Duty JMSDF Iwakuni personnel are considered, spouse, son, daughter, mother, father, brother, sister, grandchildren, aunt, uncle, grandparents, cousin, nieces / nephews, to include in-laws of the Active Duty JMSDF Iwakuni personnel.

b. Active Duty JMSDF Iwakuni personnel are authorized to initiate a request for issuance of an MCAS Iwakuni dependent DBIDS credentials for their spouse and also for their children who are between eleven and 18 years of age. Children who are ten years of age or younger will not be issued DBIDS credentials. Children, whether they are DBIDS credential holders or not, need to be escorted at all times by their JMSDF Iwakuni sponsor or spouse who has a DBIDS credential. Escort procedures of other immediate family members of JMSDF Iwakuni personnel are in Chapter 7, paragraph 2b.

c. Spouses and children of Active Duty JMSDF Iwakuni personnel who wish to obtain DBIDS credential for access to MCAS Iwakuni shall submit the following 15 business days prior to arrival and shall follow the below procedures:

(1) Complete MCAS Iwakuni DBIDS Credential Request, Appendix B, used to establish purpose and fitness for access.

(2) Color copy of current passport photo page, residence card (zairyu card), special permanent resident certificate (tokubetsu eijyusha shomeisho), GOJ-issued vehicle driver's license, my number card, residential certificate with domicile of origin (jyumin-hyo), family register (koseki-touhon), and/or other documentation requested by PMO P&RO.

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(3) Color copy of the DBIDS credential issued to the sponsoring Active Duty JMSDF Iwakuni personnel.

5. JSDf and MOD Civil Service Personnel from Other Installations, and Non-Host Nation Foreign Military Personnel. JSDf and MOD Civil Service personnel from other installations, and Non-Host Nation Foreign Military personnel, who do not directly support MCAS Iwakuni or JMSDF Iwakuni operational requirements, but require access in order to conduct training exercises, Professional Military Education, or are transiting to/from a ship or aircraft, shall submit an Appendix G to PMO ten business days in advance in order to gain access to MCAS Iwakuni.

6. Renewal of DBIDS Credentials. Active Duty JMSDF Iwakuni and MOD Civil Service personnel requiring renewal of their DBIDS credential shall follow the procedures in paragraph 2 of this chapter.

7. Return of DBIDS Credentials. All DBIDS credentials issued to Active Duty JMSDF Iwakuni and MOD Civil Service personnel, including any associated dependent credentials, must be returned to PMO P&RO upon termination, resignation, or change of employment to include transfer.

a. It is the responsibility of the respective Qualifying Government Official to ensure terminated / resigned Active Duty JMSDF Iwakuni and MOD Civil Service personnel are escorted to PMO P&RO to surrender DBIDS credentials and dependents credentials, if applicable.

b. Terminated / resigned JMSDF Iwakuni and MOD Civil Service personnel must surrender DBIDS credential(s) and immediately be escorted off MCAS Iwakuni via the Main Gate by a supervisor.

8. Lost or Stolen DBIDS Credentials. JMSDF Iwakuni personnel / MOD civil service employees whose DBIDS credential has been lost or stolen, are required to report the loss to PMO immediately in order to prevent the illegal usage of the lost or stolen MCAS Iwakuni DBIDS credential by other personnel. Following the initial report to PMO, JMSDF Iwakuni personnel / MOD civil service employees must submit Appendix L with signature authorized by Appendix M to PMO P&RO.

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9. Forgotten DoD CAC or DBIDS Credential. JMSDF Iwakuni and MOD Civil Service personnel who forget DBIDS credentials are required to notify the appropriate supervisor(s) immediately. Upon notification, supervisor(s) are required to report forgotten credentials and proceed to PMO P&RO, between the hours of 0800-1600, Mon-Fri. Assignment of the JMSDF Iwakuni and MOD Civil Service personnel shall be verified via the DBIDS system and once verified, a one-day temporary DBIDS credential may be issued to the supervisor. The supervisor will then proceed to the Main Gate where he/she can meet and issue the one-day temporary DBIDS credential to the JMSDF Iwakuni and MOD Civil Service personnel to access MCAS Iwakuni for duty. After hours, during the weekends, or on U.S. holidays, JMSDF Iwakuni and MOD Civil Service personnel are required to retrieve the original DBIDS credential.

Chapter 4

Government of Japan (GOJ) and Other Local Government Officials

1. General. All GOJ officials entering MCAS Iwakuni must present a valid MCAS Iwakuni DBIDS credential prior to being approved for access to MCAS Iwakuni. Samples of approved DBIDS credentials under the provisions of this order are outlined in Appendix A. The following information applies to all GOJ Officials onboard MCAS Iwakuni:

a. MCAS Iwakuni DBIDS credentials must be maintained and available for inspection while onboard MCAS Iwakuni and its facilities.

b. MCAS Iwakuni DBIDS credentials are utilized to verify identity, purpose, and fitness for access. DBIDS credentials should always be safeguarded.

c. MCAS Iwakuni DBIDS credentials do not automatically approve access to restricted areas onboard MCAS Iwakuni; restricted area access and restricted area escort privileges should be coordinated with PMO Physical Security Section.

d. Determination for applicable DBIDS credential issuance (i.e., regular or inactive DBIDS credential) is based upon the following categories in paragraphs 2 and 3 of this chapter but may be adjusted based on the needs of the sponsoring organization and discretion of the PMO.

e. Per ref (x) an USFJ453, USFJ Installation Access Card, may serve as a valid access credential for entry to MCAS Iwakuni when presented in conjunction with a valid GOJ Ministry or Bureau ID card.

2. GOJ Officials. For the purpose of this order, GOJ officials are defined as National, Prefectural, and certain Local Government officials who communicate with their MCASI counterparts on a daily basis and fulfill their routine duties on base, including but not limited to: Chugoku-Shikoku Defense Bureau (CSDB) resident engineers for on-base construction, Japanese National (JN) Police Iwakuni Police Departments, Japan Coast Guard Iwakuni Station, Japanese Customs Iwakuni Branch, Yamaguchi District Public Prosecutors Office Iwakuni Branch, Hiroshima Immigration Bureau, Labor Management Organization

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Iwakuni Branch, Yamaguchi District Land Transportation Office, Yamaguchi District Tax Office, Iwakuni City Light Vehicle Tax Office, and Iwakuni Airport Office. The above GOJ officials who possess a valid MCAS Iwakuni DBIDS credential shall be approved access to MCAS Iwakuni during the days and hours indicated on the DBIDS credential.

a. GOJ officials who do not possess a valid MCAS Iwakuni DBIDS credential should not travel to MCAS Iwakuni until access approval has been confirmed by the MCAS Iwakuni sponsoring unit or activity.

b. GOJ officials who do not possess a valid MCAS Iwakuni DBIDS credential shall submit the following to PMO P&RO 15 business days prior to arrival, via MCAS Iwakuni sponsoring unit or activity, and follow the below procedures to receive access approval prior to arrival at MCAS Iwakuni:

(1) Submit a completed MCAS Iwakuni DBIDS Credential Request (Appendix B), used to establish purpose and fitness for access. Qualifying Government Officials, e.g., department head or staff individual from the department or tenant must be approved by the CO, MCAS Iwakuni via Appendix M, in order to sign Appendix B.

(2) Submit a color copy of the respective ID card and GOJ-issued Driver's License or My Number Card, used to establish identity for access. In the case of JN Police, only a color copy of a GOJ-issued driver's license is required.

c. GOJ officials whose fitness for access fails to meet the standards for access, shall be reported to the respective MCAS Iwakuni sponsoring unit or activity by PMO. Derogatory findings may result in the denial of MCAS Iwakuni DBIDS credential issuance. The requested GOJ officials will then be denied access to MCAS Iwakuni.

d. GOJ officials with acceptable background investigations returned may be issued an MCAS Iwakuni DBIDS credential.

(1) A temporary DBIDS credential, not to exceed seven calendar days, without a photograph or fingerprint shall be created and will be available on file at the Main Gate Visitor Center.

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(2) GOJ Official Initial Arrival to MCAS Iwakuni.

Arriving GOJ officials are required to verify their identity by providing a photo ID to the Main Gate Visitor Center sentry. Once identity has been verified and an escort from the sponsoring unit or activity is present / identified, the GOJ officials may be issued a temporary DBIDS credential to facilitate access while awaiting the issuance of a DBIDS credential. A DBIDS credential shall be issued for the duration of the assignment, not to exceed two years.

3. Other Local Government Officials (LGO) Visiting MCAS Iwakuni. For the purpose of this order, this category includes officials of local governments within Yamaguchi and Hiroshima Prefectures who are frequent visitors to MCAS Iwakuni and do not fall into the above-mentioned GOJ category. A frequent visitor is defined as a visitor that is not permanently stationed onboard MCAS Iwakuni and requires access to MCAS Iwakuni, for official business, less than four times per month. These visitors may be issued an inactive DBIDS credential, which shall be requested by the respective Qualifying Government Official most closely related to the function of the requesting agency / person. The Qualifying Government Official will submit MCAS Iwakuni DBIDS Credential Request (Appendix B) to PMO P&RO.

a. Inactive DBIDS credentials are required to be activated by submitting Appendix N to PMO P&RO. Requests must be made by an authorized individual listed in Appendix M.

b. Request for MCAS Iwakuni Access. The following procedures shall be adhered to prior to an LGO accessing MCAS Iwakuni:

(1) Request for an Inactive DBIDS Credential. MCAS Iwakuni Qualifying Government Officials sponsoring an LGO shall submit the following to PMO P&RO, 15 business days prior to the issuance of an Inactive DBIDS credential:

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

(b) Color copy one of the following forms of identification: passport photo page, work visa, residence card (zairyu card), special permanent resident certificate (tokubetsu eijyusha shomeisho), GOJ-issued vehicle driver's license, my number card, residential certificate with domicile of origin

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(jyumin-hyo), family register (koseki-touhon), and any other documentation requested by access control personnel.

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

(d) MOD personnel are only required to provide their MOD ID card and driver's license to establish identity.

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

(3) PMO P&RO will notify the appropriate Qualifying Government Official via email and/or telephone when the access package has been processed, and personnel has been cleared for MCAS Iwakuni access and issuance of an MCAS Iwakuni inactive DBIDS credential.

c. Issuance of DBIDS Credentials

(1) Arrival to MCAS Iwakuni. All newly arriving LGO visitors are required to arrive during normal business hours Monday-Friday 0800-1600 (excluding U.S. holidays), to the Main Gate Visitor Center. LGO visitors are required to verify their identity by providing a government-issued photo ID (e.g., driver's license or passport) to the Main Gate Visitor Center sentry.

(2) Once identity has been verified, the gate sentry will verify the visitor's name and make sure the escort is present. LGO visitors shall be escorted to PMO P&RO where an inactive DBIDS credential, with a validity period not to exceed two years, may be issued.

d. Policy for LGO Visitor Access - Activating an In-Active DBIDS Credential

(1) Prior to accessing MCAS Iwakuni, LGO visitors must coordinate the visit through a sponsoring Qualifying Government Official.

(2) Failure to submit an Inactive DBIDS Credential Activation Request (Appendix N) in time, may cause delays to, or denial of, access to the MCAS Iwakuni.

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(3) Only a Qualifying Government Official can sign an activation request. The Qualifying Government Official should deliver a hand-signed, or email a digitally signed PDF, MCAS Iwakuni Inactive DBIDS Credential Activation Request (Appendix N) to PMO P&RO.

(4) Upon completion of DBIDS Credential Activation, LGO visitors who are required to be escorted must be met at the Main Gate by the approved escort prior to access.

(5) LGO visitors will proceed directly to the meeting location to conduct their official business. Upon completion of the visit, the sponsoring individual will escort the LGO visitor off MCAS Iwakuni.

(6) Any LGO visitor found to be anywhere other than the specified location may have the inactive DBIDS credential revoked, and the individual sponsor may no longer be able to sponsor/escort personnel onboard MCAS Iwakuni.

4. Renewal of DBIDS Credentials. GOJ officials requiring renewal of a DBIDS credential shall follow the procedures in paragraph 2 of this chapter. LGO visitors requiring renewal of a DBIDS credential shall follow the procedures in paragraph 3 of this chapter.

5. Return of DBIDS Credentials. All GOJ official and LGO visitor's DBIDS credentials must be returned to PMO P&RO upon termination, resignation, or change of employment to include transfer.

a. It is the responsibility of the respective MCAS Iwakuni sponsoring unit or activity to ensure the terminated, resigned, or transferred GOJ officials are escorted to PMO P&RO to surrender all DBIDS credentials.

b. The terminated, resigned, or transferred GOJ officials must immediately be escorted off MCAS Iwakuni via the Main Gate by the respective MCAS Iwakuni sponsoring unit or activity after surrendering all DBIDS credentials.

6. Lost or Stolen DBIDS Credentials. GOJ officials and LGO visitors whose DBIDS credentials have been lost or stolen are required to report the loss to PMO immediately in order to prevent the illegal usage of the lost or stolen MCAS Iwakuni

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DBIDS credential by other personnel. Following the initial report to PMO, GOJ officials must submit Appendix L with signature authorized by Appendix M to PMO P&RO.

7. Scheduled and Emergency Transit of GOJ Executive Officials.

In cases where the Prime Minister or GOJ Cabinet Members must access Iwakuni for either emergency or scheduled transits, a notification to PMO, and a courtesy notification to S7, containing the Who, What, Where, When, and Why (5W's) of the transit shall be made, in order to coordinate and facilitate access requirements, as necessary.

Chapter 5

MCAS Iwakuni Contractor Personnel

1. General. All contractor personnel entering MCAS Iwakuni must present valid, accurate, MCAS Iwakuni access credentials to access MCAS Iwakuni. All contractor personnel requesting access to MCAS Iwakuni for the purpose of fulfilling duties as a contractor are required to obtain an MCAS Iwakuni DBIDS credential per reference (t). The following information applies to all contractor personnel onboard MCAS Iwakuni:

a. MCAS Iwakuni access credentials must always be maintained and available for inspection while onboard MCAS Iwakuni and its facilities.

b. MCAS Iwakuni access credentials are utilized to verify identity and fitness for access. MCAS Iwakuni access credentials should always be safeguarded.

c. Individual(s) providing personal services are addressed in Chapter 6 of this order.

d. Privileges such as escort personal visitors onboard the MCAS Iwakuni are addressed in Chapter 7.

e. A DBIDS credential and/or a DoD-issued CAC for contractor personnel do not automatically approve access to restricted areas onboard MCAS Iwakuni; restricted area access and restricted area escort privileges should be coordinated with and approved by PMO Physical Security Section.

f. Contractor personnel who do not possess a valid MCAS Iwakuni DBIDS credential should not travel to MCAS Iwakuni until access approval has been confirmed by the MCAS Iwakuni sponsoring unit or activity.

2. Restrictions to Underage Employment. In accordance with reference (u), employees between the ages of 15 and 17 must submit a written parental permission statement (Appendix J), proof of permanent employment from the employee's company, in addition to the access requirements as outlined in paragraphs 3 or 4 of this chapter, depending on category.

3. SOFA Contractor Personnel

a. Contractor personnel who meet eligibility criteria, and designation per reference (t), are SOFA contractors.

b. SOFA contractor personnel who possess a valid contractor CAC with overseas endorsement printed on the CAC, or MCAS Iwakuni contractor DBIDS credential shall be approved access to MCAS Iwakuni.

c. SOFA contractor personnel who possess a valid CAC without overseas endorsement shall be approved access to MCAS Iwakuni upon providing the gate sentry a valid CAC and Synchronized Pre-deployment Operational Tracker (SPOT) Letter of Authorization (LOA) or USFJ Form 28 assigning the contractor to MCAS Iwakuni per reference (t).

d. SOFA contractor personnel who do not possess a valid CAC or MCAS Iwakuni DBIDS credential shall follow the below procedures in order to receive access approval to MCAS Iwakuni prior to arrival to MCAS Iwakuni:

(1) Submit the following to PMO P&RO 15 business days prior to arrival:

(a) Submit a completed MCAS Iwakuni DBIDS Credential Request (Appendix B), used to establish purpose and fitness for access. Qualifying Government Officials, e.g., department head or staff individual from the department or tenant must be approved by the CO, MCAS Iwakuni via Appendix M, in order to sign Appendix B. The Qualifying Government Official or staff should either deliver a hand-signed or email a digitally signed PDF of authorized personnel able to sign Appendix B to PMO P&RO.

(b) Properly endorsed SPOT LOA, required to establish the purpose for the access per reference (t).

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

(2) SOFA contractor personnel who travel to MCAS Iwakuni without prior approval must lodge off MCAS Iwakuni until access to MCAS Iwakuni is approved.

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e. SOFA contractor personnel whose fitness for access fails to meet the standards for access, shall be reported to the sponsoring unit or activity by PMO. Derogatory background information may result in the denial of MCAS Iwakuni DBIDS credential issuance. If denied, the requested SOFA contractor personnel will then be denied permission to work onboard MCAS Iwakuni.

f. SOFA contractor personnel, who do not possess a valid CAC, with acceptable background investigation results returned, may be issued an MCAS Iwakuni DBIDS credential.

(1) A temporary DBIDS credential, not to exceed seven calendar days, without photograph or fingerprints shall be created and available on file at the designated Contractors Gate Visitor Center, MCAS Iwakuni.

(2) SOFA Contractor Personnel Initial Arrival to MCAS Iwakuni. Arriving SOFA contractor personnel without a valid CAC are required to verify identity by providing a photo ID and SPOT LOA to the designated Contractors Gate Visitor Center sentry during normal working hours of PMO P&RO, 08:00 - 16:00, Monday - Friday. Once identity has been verified and an escort from the sponsoring unit or activity is present/identified, the SOFA contractor personnel may be issued a temporary DBIDS credential in order to facilitate access while awaiting issuance of a CAC or MCAS Iwakuni DBIDS Credential. After the initial escorted access, SOFA contractor personnel will no longer require an escort.

(3) SOFA contractor personnel are required to enter and exit via the designated Contractors Gate between the hours of 0630 and 1830, Monday - Saturday. SOFA contractor personnel are approved access via the Main Gate by Privately Owned Vehicle (POV) / small commercial vehicle, i.e., vehicles not requiring inspection, while the designated Contractors Gate is closed. Trucks and/or large-size vehicles requiring inspection are required to coordinate with PMO for the opening of the designated Contractors Gate during closed hours.

4. Non-SOFA, Japanese, and Third Country National (TCN) Contractor Personnel. Non-SOFA, Japanese, and TCN contractor personnel are defined as contractor personnel who do not meet the eligibility criteria and designation per reference (t), Contractor Performance in Japan.

a. Non-SOFA, Japanese, and TCN contractor personnel who possess a valid MCAS Iwakuni DBIDS credential shall be approved access to MCAS Iwakuni.

b. Non-SOFA, Japanese, and TCN contractor personnel who do not possess a valid MCAS Iwakuni DBIDS credential should not travel to MCAS Iwakuni until access approval has been confirmed by the MCAS Iwakuni sponsoring unit or activity.

c. Non-SOFA, Japanese, and TCN contractor personnel who do not possess a valid MCAS Iwakuni DBIDS credential shall follow the below procedures in order to receive access approval prior to arrival at MCAS Iwakuni:

(1) Submit the following to PMO P&RO 15 business days prior to arrival:

(a) Completed MCAS Iwakuni DBIDS Credential Request (Appendix B), used to establish purpose and fitness for access.

(b) Color copy of passport photo page or residence card (zairyu card) to establish an identity for access. If applicable, special permanent resident certificate (tokubetsu eijusha shomeisho), GOJ-issued driver's license, my number card, work visa, copy of the contract, or other documentation, requested by PMO P&RO personnel, as required for additional proof of identity and establish the purpose for access.

(2) Non-SOFA, Japanese, and TCN contractors who travel to MCAS Iwakuni without prior approval must lodge off MCAS Iwakuni until access to MCAS Iwakuni is approved.

d. Non-SOFA, Japanese, and TCN contractor personnel whose fitness for access fails to meet the standards for access shall be reported to the sponsoring unit activity by PMO. Derogatory background information may result in denial of MCAS Iwakuni DBIDS credential issuance and the requested non-SOFA, Japanese, and TCN contractor personnel may be denied access to work onboard MCAS Iwakuni.

e. Non-SOFA, Japanese, and TCN contractor personnel with acceptable background information returned may be issued an MCAS Iwakuni DBIDS credential.

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(1) A temporary DBIDS credential, with a validity period not to exceed seven calendar days, without a photograph or fingerprints shall be created and available on file at the designated Contractors Gate Visitor Center, MCAS Iwakuni.

(2) Non-SOFA, Japanese, and TCN Contractor Personnel Initial Arrival to MCAS Iwakuni. Arriving non-SOFA, Japanese, and TCN contractor personnel are required to verify their identity by providing a photo ID to the Contractors Gate Visitor Center sentry during normal working hours of PMO P&RO, 08:00 - 16:00, Monday - Friday, excluding U.S. holidays. Once identity has been verified and an escort from the sponsoring unit or activity is present/identified, the Non-SOFA, Japanese, and TCN contractor personnel may be issued a temporary DBIDS credential to proceed to PMO P&RO with the escort for issuance of DBIDS credential. A DBIDS credential shall be issued for the duration of assignment and will not exceed one-year validity period.

f. Non-SOFA, Japanese, and TCN contractor personnel are required to enter and exit via the designated Contractors Gate between the hours of 0630 and 1830, Monday - Saturday. Non-SOFA, Japanese, and TCN contractor personnel whose DBIDS credential approves access outside the hours of 0630 and 1830, and/or on Sunday, are authorized to access via the Main Gate by POV / small commercial vehicle, i.e., vehicle not requiring inspection, while the designated Contractors Gate is closed. Trucks and/or large-size vehicles requiring inspection are required to coordinate with PMO for the opening of the designated Contractors Gate during closed hours.

g. Non-SOFA, Japanese, and TCN contractor personnel who require access beyond the days and times approved on MCAS Iwakuni DBIDS credentials shall have Qualifying Government Officials submit an Outside Authorized Working Hours Request (Appendix F) with signature Authorized by Appendix M, in order to access via the Main Gate or other designated gate by POV/small commercial vehicle, i.e., vehicle not requiring inspection. Trucks and/or large-size vehicles requiring inspection are required to coordinate with PMO for the opening of the designated Contractors Gate during closed hours.

h. Non-SOFA, Japanese, and TCN contractor personnel are required to commute directly to and from the designated work / job site via the most direct route.

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5. Designated Third Country National (DTCN) Contractor Personnel

a. Contractors who are subject to the restrictions of references (h) and (j) are DTCN contractor personnel.

b. DTCN contractor personnel should not travel to MCAS Iwakuni until access approval has been confirmed by the MCAS Iwakuni sponsoring unit or activity.

c. DTCN contractor personnel shall submit the following to PMO P&RO 40 business days prior to arrival and follow the below procedures to gain access to MCAS Iwakuni:

(1) Completed MCAS Iwakuni DBIDS Credential Request (Appendix B), used to establish purpose and fitness for access.

(2) Completed MCAS Iwakuni Request for Access for DTCN (Appendix I).

(3) Color copies of all pages of the contractor's passport, a color copy of the contractor's residence card (zairyu card), special permanent resident certificate (tokubetsu eijusha shomeisho), GOJ-issued vehicle driver's license, my number card, or other documentation requested by PMO P&RO personnel, as required for additional proof of identity. Copy of the contract is also required to establish the purpose for access.

d. PMO will coordinate with the Naval Criminal Investigation Service (NCIS) for the purpose of conducting required background checks for personnel in accordance with references (j) and (o), prior to the issuance of DBIDS credentials.

e. The CO, MCAS Iwakuni will consider requests for DTCN access on a case-by-case basis after proper vetting and staff recommendations have been completed and routed for final determination.

f. Recommendation for submission of Appendix I is 40 business days prior to the date of requested access. The required background investigation process timeline varies and could extend past the 40 business day recommendation.

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6. Renewal of DBIDS Credentials. Contractor personnel requiring renewal of their DBIDS credential shall follow the MCAS Iwakuni DBIDS credential request procedures in paragraphs 3d or 4c of this chapter.

7. Return of DBIDS Credentials. All contractor personnel DBIDS credentials must be returned to PMO P&RO upon termination, resignation, or change of employment to include transfer.

a. It is the responsibility of the respective Qualifying Government Official to ensure the terminated, resigned, or transferred contractor personnel is escorted by the sponsoring unit or activity to PMO P&RO to surrender all DBIDS credentials.

b. The terminated, resigned, or transferred contractor personnel must immediately be escorted off MCAS Iwakuni via the designated Contractors Gate by the sponsoring unit or activity after surrendering DBIDS credential(s).

8. Contractors Escort Privileges

a. SOFA-status contractors who are permanent personnel stationed onboard MCAS Iwakuni are authorized to sponsor and escort up to eight sub-contractors and two vehicles to MCAS Iwakuni to support mission requirements. SOFA-status contractors who are permanent personnel stationed onboard MCAS Iwakuni must submit a completed MCAS Iwakuni Short-Term Business Access Request (Appendix H) to the Japanese Security Guard (JSG) Office at least three business days in advance. Appendix H does not grant overnight access to the installation unless annotated/approved on the form. SOFA Status contractor's escort privilege for their personal visitors is in Chapter 7 paragraph 2a.

b. Non-SOFA, Japanese, and/or TCN contractors may be approved privileges to escort sub-contractors to MCAS Iwakuni to support mission requirements of MCAS Iwakuni tenant commands or activities. Non-SOFA, Japanese, and/or TCN contractor personnel requesting escort privileges must submit the following to PMO P&RO:

(1) Complete MCAS Iwakuni Escort Privileges Request (Appendix E) with signature authorized by Appendix M.

(2) Color copy of the contractor's MCAS Iwakuni DBIDS credential, if already in possession of a previously issued MCAS Iwakuni DBIDS credential.

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c. Once approved, DBIDS credentials may be re-issued reflecting the approved numbers of escorts, which will not exceed eight sub-contractors and two vehicles. Non-SOFA, Japanese, and/or TCN contractors are required to submit a completed MCAS Iwakuni Short Term Business Access Request (Appendix H), endorsed by the sponsor, to JSG Office at least three business days in advance. Appendix H does not grant overnight access to the installation unless annotated / approved on the form.

d. Unrestricted area escort privileges approved for contractor personnel will not exceed authorized days of access on Appendix H unless annotated / approved on the form.

9. Non-Regularly Scheduled Deliveries, Maintenance, and Other One Day Services

a. A non-regularly scheduled delivery, maintenance, or other one-day service is defined as an individual or group of personnel requiring access to MCAS Iwakuni to perform services to station residents, tenant commands, or an activity for a short period of time. (Including interview, meeting with a contracting office or other work-related short-term access.)

b. All personnel requesting access for business purposes without MCAS Iwakuni DBIDS credentials shall be directed to the designated Contractors Gate, and must be met by the respective MCAS Iwakuni sponsor or escort on Appendix H. A Short-Term Business Access Request (Appendix H) shall be turned into the JSG Office at least three business days in advance with the SOFA status or JMSDF Iwakuni sponsor's signature. Appendix H does not grant overnight access to the installation unless annotated/approved on the form. Individuals needing to access MCAS Iwakuni for eight or more consecutive days are required to submit a completed MCAS Iwakuni DBIDS Credential Request (Appendix B) to PMO P&RO 15 business days prior to arrival.

c. SOFA-dependent personnel, 18 years of age and above, and U.S. military retirees are allowed to sponsor / escort personal household goods delivery only by using Appendix H.

Chapter 6

MCAS Iwakuni Sponsored Service, Home Services, Morale Services, and Community Relations Events

1. General. This chapter outlines a myriad of other visitors and visitor-related events that are business organizations or individuals who have not entered into a contract with the Federal Government of the United States of America, MCAS Iwakuni, or JMSDF Iwakuni. 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 (e.g., MCAS Iwakuni sponsored service, home services, morale services, and community relations events attendees) to or from those who support the primary warfighting mission of MCAS Iwakuni. In times of heightened security, personnel falling into the discussions of this chapter may temporarily be denied access because of the FPCON level. Visitors entering MCAS Iwakuni must present a valid MCAS Iwakuni DBIDS credential. No other form of ID is acceptable for MCAS Iwakuni access.

a. The following information applies to all MCAS Iwakuni sponsored services, home services, morale services, and community relations events participants with approved access to MCAS Iwakuni:

(1) MCAS Iwakuni DBIDS credentials must always be maintained and available for inspection while onboard MCAS Iwakuni and its facilities.

(2) MCAS Iwakuni DBIDS credentials are utilized to verify identity and authorization for access, and should always be safeguarded.

(3) Escort privileges will not be authorized.

(4) Entering or exiting MCAS Iwakuni shall only be conducted via authorized / designated ECPs.

(5) MCAS Iwakuni DBIDS credentials do not automatically warrant access to restricted areas onboard MCAS Iwakuni; restricted area access and restricted area escort privileges must be coordinated with, and approved by, PMO Physical Security Section.

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(6) Have no privileges to perform or receive any service that differs from what they are originally approved access for. There would be no transference of station access privilege.

(7) Are authorized to patronize food service or concession facilities onboard MCAS Iwakuni in accordance with the Rule of Convenience for consumable products.

b. MCAS Iwakuni sponsored service, home services, morale services, and community relations events are defined below:

(1) MCAS Iwakuni Sponsored Service Personnel. Service personnel who are coming onboard MCAS Iwakuni for personal service-related purposes such as taxis, bento box meal service, school services, and higher education.

(2) Home Services Personnel. Service personnel who are coming onboard MCAS Iwakuni for home cleaning services, English / Japanese language learning, home delivery, etc.

(3) Morale Services Personnel. Service personnel who are coming onboard MCAS Iwakuni for Japanese American Society (JAS), Chapel Volunteers, etc.

(4) Community Relations (COMREL) Events Attendees. Individuals attending COMREL event(s) run by Marine Corps Community Services (MCCS) or Units/Groups onboard MCAS Iwakuni.

2. MCAS Iwakuni Sponsored Service. MCAS Iwakuni Sponsored Service Providers are defined as any non-station resident business organization or individual who is providing a for-profit service to MCAS Iwakuni 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 MCAS Iwakuni. Excluding the following categories, TCN and DTCN personnel will not be authorized for access in support of independent contracting service activities on the installation, unless approved by the CO, MCAS Iwakuni.

a. Taxi Services. The CO, MCAS Iwakuni via S-7/GEAO, will manage the number of taxis approved for access to MCAS Iwakuni. The dissemination of access passes distributed to taxi companies wishing to provide services to MCAS Iwakuni personnel shall be done in a fair and equitable manner. Taxis may be authorized unescorted access to MCAS Iwakuni's unrestricted areas.

b. Bento Services. The CO, MCAS Iwakuni may approve bento service providers access to MCASI to administer services to on-base residents, JMSDF, and MLC/IHA employees. Bento services on MCAS Iwakuni may be sponsored by JMSDF Iwakuni. Bento service providers may be authorized unescorted access to MCAS Iwakuni unrestricted areas.

(1) Request for MCAS Iwakuni Access. Taxi and bento service companies will comply with the following to have MCAS Iwakuni access approved for their employees:

(a) Taxi companies are required to register authorized vehicles with PMO P&RO. PMO P&RO can be contacted Monday - Friday between 0800 and 1600 at 253-4640.

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

1. Completed MCAS Iwakuni DBIDS Credential Request (Appendix B),

2. Proof of employment with the approved service company,

3. Color copy of a passport photo page, work visa, residence card (zairyu card), special permanent resident certificate (tokubetsu eiijyusha shomeisho), GOJ-issued vehicle driver's license, my number card, residential certificate with domicile of origin (jyumin-hyo), family register (koseki-touhon), or other documentation requested by PMO P&RO personnel.

(c) Upon receipt of the required above documents, PMO P&RO will process the MCAS Iwakuni access request package.

(d) PMO will coordinate with the NCIS for the purpose of conducting required background checks for personnel in accordance with references (j) and (o), prior to the issuance of DBIDS credentials.

(e) Taxi and bento service personnel whose fitness for access does not meet access requirements shall be reported to the sponsoring MCAS Iwakuni organization by PMO and must be denied access to MCAS Iwakuni.

(f) Final determinations for approving / disapproving access shall be made by the CO, MCAS Iwakuni.

(g) Taxi and Bento personnel with acceptable background investigations returned, may be cleared for MCAS Iwakuni access, and the issuance of an MCAS Iwakuni DBIDS credential.

(h) PMO P&RO will notify the respective sponsoring MCAS Iwakuni organization via email and/or telephone that the access request package has been processed and will arrange a scheduled time and date for the individual to report to PMO for DBIDS credential issuance.

(i) Prior to the issuance of a DBIDS credential, all taxi drivers, Bento delivery personnel, and other like services personnel seeking access onboard MCAS Iwakuni are required to receive an installation safety brief hosted by PMO.

(2) Issuance of DBIDS Credentials

(a) Arrival to MCAS Iwakuni. All newly arriving taxi personnel are required to arrive during normal business hours of PMO P&RO, Monday-Friday between 0800-1600 (excluding U.S. holidays), to the Main Gate Visitor Center. Taxi personnel are required to verify their identity by providing a government-issued photo ID (e.g., driver's license or passport) to the Main Gate Visitor Center sentry. All newly arriving bento service personnel are required to arrive during normal business hours of PMO P&RO, Monday-Friday between 0800-1600 (excluding U.S. holidays) via the Contractor's Gate. Bento service personnel are required to verify their identity by providing a government-issued photo ID (e.g., driver's license or passport) to the Contractor Gate Sentry.

(b) Once identity has been established and verified on the approved Appendix B, taxi and bento service personnel may be issued a temporary DBIDS credential at the Main / Contractor's gate to proceed to PMO P&RO without an escort for issuance of a DBIDS credential which will not exceed a one-year validity period.

(3) Policy for Taxi and Bento Service Personnel Access. Taxi or Bento personnel found anywhere other than their approved

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location may have their MCAS Iwakuni access temporarily or permanently revoked. Continued instances of employee violations can be grounds for revoking an entire company's access privileges.

(4) Renewal of DBIDS Credentials. Taxi and bento service personnel needing to renew DBIDS credentials shall follow the same procedures described in paragraph 2b(1) of this chapter.

(5) Return of DBIDS Credentials

(a) All taxi and bento service DBIDS credentials must be returned to PMO P&RO upon termination or resignation of employment. It is the responsibility of the sponsoring MCAS Iwakuni organization to ensure the terminated or resigned taxi and/or bento service personnel is escorted to PMO P&RO to surrender all DBIDS credentials. In the case of taxi personnel, a representative from the taxi company with a valid DBIDS credential may return the retired or terminated employee's DBIDS credential to PMO P&RO.

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

c. School Services. School service personnel are defined as any non-station resident who is providing or receiving a service to or from a primary, secondary, or higher education (e.g., Department of Defense Education Activity (DoDEA) School, or University of Maryland Global Campus (UMGC)).

(1) School Service Personnel (Receiving Educational Service on Base). School service personnel will comply with the following procedures to be approved for access to MCAS Iwakuni.

(a) School service personnel must be registered with their respective school registrar (*DoDEA) or MCCS Education Officer (*UMGC). School registrar / MCCS Education Officer must comply with reference (q), prior to the approval of the student access and understand that cases under these programs shall be handled on a case-by-case basis.

(b) School registrars / MCCS Education Officers are required to submit a roster or registration form of approved school service personnel to PMO P&RO.

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(c) School registrars / MCCS Education Officers must obtain the required information from all approved school service personnel. The following is required to be submitted to PMO P&RO no later than 15 business days prior to the proposed start date of school services:

1. Completed MCAS Iwakuni DBIDS Credential Request (Appendix B), the validation period will not exceed the end date of registered classes.

2. The minimum information required to initiate access to MCAS Iwakuni is the following: proof of school registration, school start date, frequency of classes, time(s) of classes, location of classes, and expected end date of registered classes or after-school programs/activities.

3. Color copy of a passport photo page, work visa, residence card (zairyu card), special permanent resident certificate (tokubetsu eijyusha shomeisho), GOJ-issued vehicle driver's license, my number card, residential certificate with domicile of origin (jyumin-hyo), family register (koseki-touhon), or other documentation requested by PMO P&RO personnel.

(d) Upon receipt of the required documents listed above, PMO P&RO will process the MCAS Iwakuni access request package.

(e) PMO will coordinate to conduct required criminal background checks for all School Service personnel in accordance with references (e), (o), and (q), prior to the issuance of DBIDS credentials.

(f) School Service personnel whose fitness for access fails to meet the standards for access shall be reported to the sponsoring MCAS Iwakuni education entity, by PMO P&RO. Derogatory background check findings could result in denial of MCAS Iwakuni DBIDS credential issuance and denial of access. The CO, MCAS Iwakuni shall make the final determination in access denial cases.

(g) School service personnel with acceptable background investigation information returned may be cleared for MCAS Iwakuni access and the issuance of an MCAS Iwakuni DBIDS credential.

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

(i) Renewal of DBIDS Credentials. MCAS Iwakuni school registrars / MCCS Education Officers are required to re-submit an MCAS Iwakuni DBIDS Credential Request (Appendix B), no later than 15 business days prior to the expiration of the current DBIDS credential. Requests must be submitted to PMO P&RO following the same procedures described in paragraph 2c(1) of this chapter. DBIDS Credential Renewal Requests will not exceed the length of the registered school year of DoDEA, Yochien Schools, or the currently registered semester.

(j) Policy for School Service Student Access

1. School service students will have unescorted access to MCAS Iwakuni prior to, and after scheduled classes.

2. School service students found to be anywhere other than the scheduled location, shall have their DBIDS credential revoked, and the respective sponsoring entity shall be notified.

3. Parent(s) / Legal Guardian(s). Parent(s) / legal guardian(s) of approved School Service students, who may require access to MCAS Iwakuni for school drop off / pick up and/or attendance to DODEA functions are required to submit an MCAS Iwakuni Access Request package, via MCAS Iwakuni School Registrar and/or MCCS Education Officer, to PMO P&RO. Upon completion of the access request package, a DBIDS credential may be issued for the applicable school year.

4. Other Family Members. Other family members may have approved access to MCAS Iwakuni for the purpose of attending student school functions. Sponsors / escorts are required to follow the One-Day Access procedures as outlined in Chapter 7 (Personal Visitors), of this order, to obtain access for family members who are not parent(s) / legal guardian(s).

d. Yochien School Services (Providing Service to On-Base Residents). The CO, MCAS Iwakuni via S-7/GEAO, will manage the number of Yochien Buses, adult chaperons, and Yochien bus drivers

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requesting authorization for access to MCAS Iwakuni. A fair and equitable distribution of access passes shall be made to Yochien schools wishing to provide services to on-base residents. Yochien buses may be authorized unescorted access to MCAS Iwakuni's unrestricted areas and shall only proceed to and from the designated pick-up / drop-off locations by the most direct route.

(1) Issuance of DBIDS Credentials. The following is required to be submitted for adult chaperones of Yochien buses and school bus drivers to PMO P&RO no later than 15 business days prior to the proposed start date of school services:

(a) Completed MCAS Iwakuni DBIDS Credential Request (Appendix B), validation period will not exceed 1 year.

(b) Proof of employment with approved Yochien.

(c) Color copy of a passport photo page, work visa, residence card (zairyu card), special permanent resident certificate (tokubetsu eiijyusha shomeisho), GOJ-issued vehicle driver's license, my number card, residential certificate with domicile of origin (jyumin-hyo), family register (koseki-touhon), or other documentation requested by PMO P&RO personnel.

(2) Upon receipt of the required documents listed above, PMO P&RO will process the MCAS Iwakuni access request package.

(3) PMO will coordinate to conduct required criminal background checks for all Yochien School Service adult chaperone personnel in accordance with references (e), (o), and (q), prior to the issuance of DBIDS credentials.

(4) Adult chaperones of Yochien buses and school bus drivers whose fitness for access fails to meet the standards for access shall be reported to S-7/GEAO by PMO P&RO. Derogatory background check findings may result in a denial of MCAS Iwakuni DBIDS credential issuance and a denial of access. The CO, MCAS Iwakuni shall make the final determination in denial of access cases.


(5) Adult chaperones of Yochien buses and school bus driver personnel with acceptable background investigation information returned may be cleared for MCAS Iwakuni access and issuance of an MCAS Iwakuni DBIDS credential.


(6) PMO P&RO will notify the respective sponsoring entity

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via email and/or telephone that the access request package has been processed and will arrange a scheduled time and date for the approved personnel to be escorted by a current Yochien employee with a valid DBIDS credential to PMO P&RO for DBIDS credential issuance.

(7) Prior to the issuance of a DBIDS credential, similarly to Taxi and Bento services, Yochien bus drivers seeking access onboard MCAS Iwakuni are required to receive an installation safety brief hosted by PMO.

(8) Renewal of DBIDS Credentials. Yochien School Service personnel are required to re-submit an MCAS Iwakuni DBIDS Credential Request (Appendix B)  no later than 15 business days prior to the expiration of the current DBIDS credential. Requests shall be made to PMO R&RO following the same procedures described in paragraph 2c(2)(a) of this chapter.

(9) Yochien School Service and School Service Personnel Arrival to MCAS Iwakuni. All newly arriving Yochien school service and school service personnel are required to arrive during normal business hours, Monday-Friday, between 0800-1600 (excluding U.S. holidays), to the Main Gate Visitor Center. Yochien school service personnel are required to verify their identities by providing a government-issued picture ID (e.g., Japanese Driver's License, passport, etc.), or other documentation requested by the Main Gate Visitor Center sentry. Once identity has been established, names of individuals have been verified on the approved roster, and school-provided escorts are present, Yochien School Service personnel may be issued a temporary DBIDS credential and escorted to PMO P&RO. A long-term DBIDS credential will be issued for the duration of the assignment and will not exceed a one-year validity period. 

3. Home Services. Home service personnel are defined as any non-station resident, business, organization, or individual who is providing a for-profit service or receiving a service. Home Service personnel must be escorted at all times and sponsors must be present for the duration of the service rendered. DBIDS credentials for home service personnel shall be limited to the hours of 0700 - 1800, Monday through Saturday, or at the discretion of the PM.

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a. Request for Access to MCAS Iwakuni. Home service personnel will comply with the following to be approved for access to MCAS Iwakuni:

(1) Home service personnel must register with the Office of the Staff Judge Advocate (OSJA) as a service provider or service receiver. For registration as a service provider or service receiver, the OSJA must receive a color copy of the home service personnel's passport photo page, work visa, residence card (zairyu card), special permanent resident certificate (tokubetsu eijyusha shomeisho), GOJ-issued vehicle driver's license, my number card, residential certificate with the domicile of origin (jyumin-hyo), family register (koseki-touhon), or other documentation requested by the OSJA. Home service personnel have a limited registration of up to three sponsors. Authorized categories of service providers shall be determined at the discretion of the OSJA. The OSJA can be contacted Monday-Friday, between 0800 and 1600 at 253-5591/5598.

(2) Sponsoring MCAS Iwakuni individuals must obtain the required information from all home service personnel. The following information, including registration paperwork endorsed by the OSJA, must be submitted to PMO P&RO no later than 15 business days prior to the proposed start date of services:

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

(b) Color copy of a passport photo page, work visa, residence card (zairyu card), special permanent resident certificate (tokubetsu eijyusha shomeisho), GOJ-issued vehicle driver's license, my number card, residential certificate with a domicile of origin (jyumin-hyo), family register (koseki-touhon), or other documentation requested by PMO P&RO personnel.

(3) Home service personnel whose fitness for access fails to meet the standards for access, shall be reported by PMO to the sponsoring MCAS Iwakuni individual. Derogatory background information may result in the denial of MCAS Iwakuni DBIDS credential issuance. The CO, MCAS Iwakuni shall make the final determination in denial of access cases.

(4) Home service personnel with acceptable background investigation results returned may be cleared for MCAS Iwakuni access and issuance of an MCAS Iwakuni DBIDS credential.

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(5) PMO P&RO will notify the respective sponsoring individual, via email and/or telephone, when the home service personnel package has been processed. PMO P&RO will arrange a scheduled time and date for the home service personnel to be escorted to PMO P&RO for DBIDS credential issuance. Once the sponsor is notified, PMO P&RO will update the approved home service personnel roster, indicating the respective sponsor's information and access schedule. The newly revised roster shall be forwarded to the Main Gate and/or Atago South Gate Visitor Center.

b. Issuance of DBIDS Credentials

(1) Arrival to MCAS Iwakuni. A temporary DBIDS credential without a photograph or fingerprints may be created and issued to Home Service personnel after home service personnel have been cleared for MCAS Iwakuni access. This temporary DBIDS credential will have a one-day validation period and be available on file at the Main Gate Visitor Center. All newly arriving home service personnel are required to arrive during normal business hours, Monday-Friday, between 0800-1600 (except U.S. holidays), at the Main Gate Visitor Center. Home service personnel are required to verify their identity by providing a photo ID (e.g., driver's license, passport, etc.) to the Main Gate Visitor Center sentry.

(2) Once identity has been established, gate sentries will verify the home service personnel's name on the approved roster and verify that the approved escort is present. Home service personnel may be issued a temporary DBIDS credential and escorted to PMO P&RO, where a long-term DBIDS credential labeled "Escort Required" shall be produced. Long-term DBIDS credentials will be available on file at the Main Gate or Atago South Gate Visitor Center as requested. Home service personnel who are registered with two or three sponsors and require access to both MCAS Iwakuni and Atago Hills Housing Area will have access to both areas. The original DBIDS credential shall be on file at the Main Gate Visitor Center and a color copy of the original DBIDS credential will be on file at Atago South Gate Visitor Center. A separate DBIDS credential shall be created for each sponsor and shall have a validity period not to exceed one year from the date of request.

(3) DBIDS credentials shall not be tampered with, altered, or modified by anyone other than PMO P&RO staff who produce and issue DBIDS credentials. Confirmed cases of tampering, altering, or modifying will result in temporary debarment or revocation of all access privileges.

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c. Renewal of DBIDS Credentials. MCAS Iwakuni sponsor(s) are required to re-submit MCAS Iwakuni DBIDS Credential Request (Appendix B), prior to the expiration of any current DBIDS credential for the home service personnel. Sponsor(s) must renew DBIDS credentials not to exceed one year from the date of expiration, at PMO R&RO following the same procedures described in paragraph 3a of this chapter.

d. Policy for Home Service Personnel Access

(1) All some service personnel are required to enter and exit via the Main Gate or the Atago South Gate and will have escorted access 30 minutes prior to, and 30 minutes after the approved hours for access.

(2) When arriving to provide or receive a service, Home Service personnel are required to check in with the Visitor Center sentry to receive DBIDS credentials. Home Services personnel must be escorted by the sponsoring individual during the scheduled time of service.

(3) Upon completion of the service, the sponsoring individual is required to escort the Home Service personnel to the Main Gate or Atago South Gate via the most direct route. Home Service personnel will turn in or exchange DBIDS credentials issued in the name of the sponsoring individual to the Visitor Center sentry. Home service personnel are not authorized to change from one sponsor to the other sponsor without checking in with the Visitor Center Sentry, signing in/out, and picking up a new DBIDS credential.

(4) Any home service personnel found to be anywhere other than the scheduled location will have MCAS Iwakuni access revoked and the sponsoring individual will no longer be approved to escort / utilize home service personnel onboard MCAS Iwakuni.

(5) Home service personnel found to be unescorted will have MCAS Iwakuni access revoked and the sponsoring individual will no longer be approved to escort / utilize home service personnel onboard MCAS Iwakuni.

e. Home Delivery / Short Term Business Personnel. MCAS Iwakuni sponsors are required to complete and submit an MCAS Iwakuni Short-Term Business Access Request (Appendix H) for all delivery services, or other short term business services providers without DBIDS credentials. Short-Term Business Access Requests

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(Appendix H) must be submitted to PMO JSG Office at least three business days in advance. Appendix H does not grant overnight access to the installation unless annotated / approved on the form. Once approved, sponsors are required to meet delivery service/short term business personnel at the designated Contractors' Gate and escort the delivery / short term business personnel to the required location.

4. Morale Services

a. Volunteer Personnel. Volunteer personnel is any off-station resident, organization, or individual who is continuously providing a non-profit service to schools or churches. DTCN personnel will not be authorized for access in support of volunteer activities on the installation. Voluntary personnel are primarily nested in the category of morale boosting in nature, and do not support the primary warfighting mission of MCAS Iwakuni. Volunteer personnel must submit Appendix B in order to gain MCAS Iwakuni access and can have credentials extended to not exceed one-year validity period. Volunteer personnel may extend access to MCAS Iwakuni with sponsoring entities by providing PMO P&RO an updated Appendix B and any supporting documents requested by PMO P&RO no later than 15 days prior to the expiration of the current credential.

b. JAS. Non-SOFA status personnel who are registered as official JAS members can be granted escorted access for limited purposes of attending JAS events / activities. A DBIDS credential for JAS members may be issued by submitting Appendix B to PMO P&RO. DBIDS credentials for JAS members will have a validity period not to exceed one year. JAS office must provide PMO P&RO Appendix B, three weeks in advance for approval and coordination. Schedule changes, extensions, or terminations should be reported to PMO P&RO immediately.

c. Policy for Youth Sports Participant Access

(1) Youth Sports participants may have escorted access to MCAS Iwakuni when they are accompanied by a parent(s) / legal guardian(s). MLC/IHA or JMSDF who exercise escort privileges shall be within the guidelines of contracted access upon presentation of a valid DBIDS credential. While being escorted onboard MCAS Iwakuni, Youth Sports participants and their sponsors are only allowed access to the approved location(s).

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(2) Youth Sports participants and their sponsors found to be anywhere other than the approved location(s) will have their DBIDS credentials temporarily revoked and the individual sponsoring entity shall be notified.

(3) Return of DBIDS Credentials. Upon conclusion of the respective Youth Sports event (i.e., last event or game) participants and parent(s) / legal guardian(s) will return DBIDS credentials to the Main Gate Visitor Center sentry.

5. Sponsored Community Relations (COMREL) Events and Programs. For MCAS Iwakuni sponsored or Unit-sponsored COMREL events / programs, requestors must submit a COMREL package to S-7/GEAO in accordance with reference (v). Non-SOFA personnel may be approved for access to MCAS Iwakuni for the limited purpose of attending the event. Sponsoring organizations must provide PMO an event schedule and Appendix K at least 15 business days in advance for approval, and coordination. PMO must be made aware of and approve any schedule changes. DTCN visitor(s) including underage children attending COMREL Events need to follow the DTCN entry procedure per paragraph 7, Chapter 7.

a. Request for Access to MCAS Iwakuni

(1) Sponsoring organizations must obtain the required information from all event participants and submit the information to PMO no later than 15 business days prior to the proposed start date of the event:

(2) Event participants whose background reveals derogatory information shall be reported to the sponsoring organizations by PMO and could result in denial of MCAS Iwakuni DBIDS credential issuance.

(3) The CO, MCAS Iwakuni shall make the final determination in denial of access cases.

b. Issuance of DBIDS Credentials

(1) Arrival to MCAS Iwakuni. Event participants are required to verify their identity by providing photo ID (e.g., driver's license, passport, etc.) to the Visitor Center Sentry.

(2) Once identity has been established, event participants may be issued a DBIDS credential. The DBIDS credential shall be issued with a validity period not to exceed the length of the event.

Chapter 7

Personal Visitors, Escort and Sponsor Privileges

1. General. Personal visitors (one-day or Extended) are defined as friends or family who are not permanently assigned or stationed onboard MCAS Iwakuni and are requesting MCAS Iwakuni access for the purpose(s) of visiting residents assigned or stationed onboard MCAS Iwakuni. This chapter covers personal visitors and the categories of personnel who have privileges to escort personal visitors. All JN official or professional visits are covered in reference (k). The following information applies to all personal visitors approved access to MCAS Iwakuni:

a. All personal visitors attempting to gain access to MCAS Iwakuni, or its facilities are considered one-day visitors unless otherwise authorized by specific procedures set forth in this chapter. Personal visitors are required to access via the designated ECPs.

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

c. In times of heightened security, personnel falling into the categories outlined in Chapter 7 may temporarily be denied access because of the FPCON.

d. Personal visitors entering MCAS Iwakuni must present a valid MCAS Iwakuni DBIDS credential prior to accessing MCAS Iwakuni.

e. MCAS Iwakuni DBIDS credentials must always be maintained and available for inspection while onboard MCAS Iwakuni and its facilities.

f. MCAS Iwakuni DBIDS credentials are utilized to verify identity, authorization for access, and should always be safeguarded.

g. Escort privileges will not be given to personal visitors.

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h. Transference of Station Access Privilege. Personal visitors who are granted access to MCAS Iwakuni will not utilize that privilege to perform or receive any service that differs from the original access request. Individuals attempting to abuse a personal visit and fall under the JN official visit category, per reference (k), risk losing access privileges, and the sponsor may potentially lose escort privileges.

i. Personal visitors approved access via this chapter will not be approved privileges or logistical support to include use of the Commissary, Marine Corps Exchange, Gas Service Station, U.S. Post Office, SOFA driving privileges, medical and dental care, Veterinarian Treatment Facility, and military banking facilities; these privileges are governed by law and SOFA. Personal visitors approved access to MCAS Iwakuni must comply with all applicable laws and regulations. Sponsors and escorts are responsible for all actions of escorted guests. Questions regarding status under SOFA privileges, or logistical support, should be directed to the OSJA. Lodging and use of other MCCS activities may be subject to further policy limitations.

j. Personal visitors can be granted extended visitation requests for the purpose of authorizing overnight access to the installation for those guests who are staying on-base during their visit. All access to MCAS Iwakuni must have proper justification, therefore, extended visitation requests are not granted for convenience or ease of access to the installation.

2. Sponsorship/Escort Privileges for Personal Visitors. Unless otherwise noted, this paragraph outlines sponsor/escort privileges for personal visits. Providing tours for payment for personal visitors is not authorized. Sponsors found to be conducting tours of MCAS Iwakuni for payment 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 onboard MCAS Iwakuni, surviving dependents of members who died while in retirement with pay status (i.e., widows), reservists in Active-Duty Status and the dependents of the above who are 18 years of age or older are:

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(1) Authorized to sponsor and escort will not exceed up to eight personal visitors and up to two vehicles onboard MCAS Iwakuni at any one time for a one-day visit,

(2) Authorized to request extended personal visitor requests for family or friends visiting Japan to temporarily reside on MCAS Iwakuni. Extended Visitor requests from sponsors who live off-base shall be categorized as "escort required" regardless of the relationship of the visitor to the sponsor. It is unauthorized for an extended visitation request to be used in order to gain installation access for someone to perform duties onboard the installation. Installation Access requests of this nature (such as picking up children from school) must be justified and requested via an Appendix B with PMO P&RO. For clarity regarding the authorization of extended visitation requests for on versus off-base stays, the following four situations are delineated:

(a) Personnel residing on-base are authorized to request extended visitation for guests staying on-base.

(b) Personnel residing on-base are not authorized to request extended visitation for guests staying off-base. Personnel in this category are required to register their guests at the visitor center at the Main Gate or Atago Gate for every day of access.

(c) Personnel residing off-base are not authorized to request extended visitation for guests staying off-base. Personnel in this category are required to register their guests at the visitor center at the Main Gate or Atago South Gate for every day of access.

(d) Personnel residing off-base are authorized to request extended visitation for guests who are immediate family members staying on-base, provided that the Appendix K is endorsed by the TLF or Kintai Inn. If the guest is staying in Family Housing, one of the residents of that housing unit must be listed as an escort on the Appendix K, and it must be appropriately endorsed by Family Housing.

(3) Authorized one-day private parties and groups larger than eight personnel, will require:

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(a) The sponsor is to submit an MCAS Iwakuni Personal Visitor Access Request (Appendix K) to PMO, ten business days prior to the start date of the visit.

(b) The sponsor must maintain a 1:8 escort-to-visitor ratio; (An individual person sponsoring an athletic event, or another social event may require the requester to arrange multiple authorized escorts that will each be held individually accountable).

b. JMSDF. Active-duty JMSDF Permanent Personnel stationed onboard MCAS Iwakuni and JMSDF Iwakuni Retirees are authorized to sponsor and escort up to eight immediate family members and up to two POVs. Immediate family members will include, spouse, son, daughter, mother, father, brother, sister, grandchildren, aunt, uncle, grandparents, cousin, nieces/nephews, including in-laws of the Credential holder. Requests to escort other than immediate family members will be considered by the CO, MCAS Iwakuni, or the PM on a case-by-case basis and should be requested to PMO ten business days in advance of the desired date of the visit.

c. MLC/IHA. MLC/IHA personnel employed onboard MCAS Iwakuni for more than two years are authorized to sponsor and escort up to eight immediate family members and up to two POVs. Immediate family members will include spouse, son, daughter, mother, father, brother, sister, grandchildren, aunt, uncle, grandparents, cousin, nieces/nephews, including in-laws of the DBIDS Credential holder. MLC/IHA personnel are required to show an Insurance Card to the Main Gate Visitor Center sentry indicating the date the individual became an insured person, (i.e., the date of hire). MLC personnel transferred from IHA within the past two years and employed onboard MCAS Iwakuni for more than two years must submit an Appendix K to PMO ten business days in advance in order to confirm employment onboard MCAS Iwakuni. Requests to escort other than immediate family members will be considered by the CO, MCAS Iwakuni or the PM on a case-by-case basis and should be requested to PMO ten business days in advance of the desired date of the visit.

3. Policy for One-Day Personal Visitor Access (Groups of Eight or Less)

a. One-Day visitors who possess a valid MCAS Iwakuni DBIDS credential may be approved to access MCAS Iwakuni.

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b. One-day visitors are approved to be 'signed-on' and access MCAS Iwakuni between 0600 and 2359 daily, unless otherwise authorized. All one-day visitors must depart the installation prior to 0030 unless otherwise authorized.

c. One-day visitor DBIDS credentials shall not be issued between the hours of 0000 and 0600 daily, regardless of if the sponsor and visitors were waiting in the Main Gate / Atago South Gate Visitor Center prior to 2359.

d. One-day visitors approved to access MCAS Iwakuni must comply with all applicable laws and regulations. Sponsors and escorts are responsible for all the actions of their escorted visitors.

e. Authorized sponsors and visitors are required to complete the following procedures for personal visitors entering MCAS Iwakuni:

(1) Visitors must present a valid, official ID (e.g., passport, work visa, residence card (zairyu card), special permanent resident certificate (tokubetsu eiijyusha shomeisho), GOJ-issued vehicle driver's license, my number card, or other documentation requested by the Visitor Center sentry). The PM will determine other acceptable forms of ID on a case-by-case basis for non-SOFA status Americans, JNs, and TCN visitors not listed in references (h), (j), and (n). Visitors 18 years of age and older not in possession of a valid, official photo ID card as indicated above, are required to submit at least two forms of ID that capture their Name, Current Address, Date of Birth (DOB), and Nationality. An acceptable form of alternate ID includes a Japanese health insurance card/certificate, Japanese school ID card, residential certificate with the domicile of origin (jyumin-hyo), family register (koseki-touhon), or other ID as requested by the Visitor Center sentry.

(2) Visitors under the age of 18 are the liability of the responsible adult they accompany.

(3) Sponsors with visitors under the age of 18 not accompanied by parent(s) / legal guardian(s) or the responsible guardian(s), are required to submit an MCAS Iwakuni Personal Visitor Request (Appendix K) along with a completed MCAS Iwakuni Parental Permission Statement (Appendix J) to PMO ten business days prior to the day of the visit. Visitors under the age of

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18 need to be always escorted by the sponsor while they are on base regardless of their status as a visitor.

4. Policy for Group Visitor Access (Groups of Nine or More)

a. Groups of more than eight personnel must be pre-registered by submitting an MCAS Iwakuni Personal Visitor Access Request (Appendix K) to PMO ten business days prior to the day of the visit.

b. Approved groups of nine or more personnel shall only be approved to access MCAS Iwakuni via the gate designated on the MCAS Iwakuni Personal Visitor Access Request (Appendix K).

c. Visitor groups requesting access to MCAS Iwakuni must comply with all applicable laws and regulations. Sponsors and escorts may be held responsible for all actions of escorted visitors.

d. Authorized sponsors and visitors are required to complete the following procedures for one-day visitor groups requesting access to MCAS Iwakuni:

(1) Visitors must present a valid, official ID card (e.g., passport, work visa, residence card (zairyu card), special permanent resident certificate (tokubetsu eijyusha shomeisho), GOJ-issued vehicle driver's license, my number card, or other documentation requested by access control personnel) to the visitor center sentry. The PM will determine other acceptable forms of ID on a case-by-case basis for non-SOFA status Americans, JNs, and TCN visitors not listed in references (h), (j), and (n). Visitors 18 years of age and older not in possession of a valid official photo ID card as indicated above, are required to submit two forms of ID that capture the Name, Current Address, DOB, and Nationality. Acceptable forms of alternate ID include a Japanese health insurance card/certificate, Japanese school ID card, residential certificate with the domicile of origin (jyumin-hyo), family register (koseki-touhon), or other ID as requested by the Visitor Center sentry.

(2) The visitor center sentry will verify all information and documents presented and check the approved MCAS Iwakuni Personal Visitor Access Request (Appendix K).

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(3) Visitors under the age of 18 are the liability of the responsible adult they accompany.

(4) If visitors under the age of 18 are not accompanied by parent(s) / legal guardian(s) or the responsible guardian(s), the sponsor is required to submit an MCAS Iwakuni Personal Visitor Access Request (Appendix K) along with a completed MCAS Iwakuni Parental Permission Statement (Appendix J) to PMO Administration Office ten business days prior to the start day of the visit. Visitors under the age of 18 must always be escorted by the sponsor while they are on base, regardless of their status as visitors.

5. Extended Visitors Procedures. Only personnel listed in paragraph 2a of this chapter are permitted to request extended visitation. A background check shall be conducted on all visitors requesting access to MCAS Iwakuni per references (f) and (o). Eligible personnel sponsoring visitors to MCAS Iwakuni for longer than one day are required to complete the following procedures:

a. Submit an MCAS Iwakuni Personal Visitor Access Request (Appendix K) to PMO, with an endorsement from the appropriate Billeting (Family Housing, Kintai Inn, Temporary Lodging Facility (TLF), Staff Non-Commissioned Officer (SNCO) Bachelor Enlisted Quarters (BEQ) / Bachelor Officer's Quarters (BOQ)), ten business days prior to the start day of the extended visitation. Upon approval or denial by PMO, the requesting sponsor will receive notification from PMO Administration Office to pick up the approved letter or acknowledge a denial package.

b. Stay in Family Housing. Extended visitors are authorized to stay in on-base Housing for a total of ninety cumulative days per calendar year and are prohibited from circumventing this limit by utilizing multiple sponsors.

c. Billeting, Kintai Inn, TLF, SNCO BEQ / BOQ. Authorized extended visitors are limited to 30 cumulative days per calendar year.

d. Any questions regarding the status of SOFA privileges, or logistical support, should be directed to the OSJA.

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

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In the event that guests arrive at MCAS Iwakuni after business hours, and the sponsor has failed to complete and submit an Appendix K to PMO Administration Office, the Watch Commander is authorized to approve the issuance of an overnight DBIDS pass via an Appendix K that expires at 1100 on the next business day on a case-by-case basis, provided that the conditions in below paragraph (1) and (2) are met.

(1) The guest(s) are arriving from the U.S. or are U.S. citizens.

(2) The sponsor resides in Family Housing or SNCO/Bachelor Officer Housing, or the guest is staying at the TLF or Kintai Inn.

f. Approved Extended Visitor Requests

(1) Approved extended visitor requests must be picked up from PMO prior to the day of arrival.

(2) Extended Visitor Arrival to MCAS Iwakuni (All Hours)

(a) Upon arrival at the Main Gate, MCAS Iwakuni, the sponsor will meet visitors at the Main Gate Visitor Center. Visitors are required to present an approved MCAS Iwakuni Personal Visitor Access Request (Appendix K), a passport, or other form(s) of ID listed on the approved Appendix K request for identity verification to the Visitor Center Sentry. Visitors will then be issued a DBIDS credential for the duration of the authorized stay.

(b) Extended Visitors arriving without an approved Appendix K may be issued a DBIDS credential per paragraph 5f above.

(3) Immediate Family member visitors, including spouse, son, daughter, mother, father, grandchildren, aunt, uncle, grandparents, cousins, nieces/nephews, to include in-laws, who are 18 years of age or older, of the DoD ID holder/DBIDS Credential holder are not required to be escorted onboard MCAS Iwakuni. Visitors shall possess their valid DBIDS credentials at all times while onboard MCAS Iwakuni.

(4) Personal visitors other than immediate family members must be escorted at all times by an approved sponsor

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until signed off MCAS Iwakuni. Off-base residents must escort personal visitors at all times regardless of their relationship.

(5) Authorized sponsor(s) of Personal Visitor(s) under the age of 18 must adhere to Child Supervision Order per reference (m).

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

(7) Authorized sponsors and escorts must escort personal visitors to the Main Gate or the gate designated on the approved MCAS Iwakuni Personal Visitor Access Request (Appendix K) for the return of DBIDS credentials upon departure. Temporary DBIDS credentials shall 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 visitor's temporary DBIDS credential is turned in upon 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 paragraphs 5b and 5c above. Sponsors are required to submit an MCAS Iwakuni Personal Visitor Access Request (Appendix K) and obtain favorable endorsements from the Family Housing Office and/or Billeting Manager, if applicable. Sponsors are required to submit the completed and endorsed Appendix K to the PMO Administration Office three business days prior to the extension.

a. Exception to Policy (ETP) for Extended Visits over 30/90 Days

(1) ETP requests (Appendix K, page K-3 and K-4) are used in cases when an approved sponsor is requesting an extended visitation in excess of the limits described in paragraphs 5b and 5c above.

(2) Sponsors requesting extended visitation requests in excess of time limits must request authorization from the CO, MCAS Iwakuni with endorsements from Military Family Housing, Facilities Officer and PMO. Once requests have been approved by the CO, MCAS Iwakuni requests may be submitted to PMO Administration Office and P&RO.

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

a. Sponsors are required to submit an MCAS Iwakuni Personal Visitor Access Request (Appendix K) and Request for DTCN Access (Appendix I) for all visits, regardless of the 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 PMO 40 business days 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 CO, MCAS Iwakuni, or their designee.

e. An NCIS background screening of a DTCN is valid for 1 year. All sponsors are required to submit subsequent MCAS Iwakuni Personal Visitor Access Requests (Appendix K) for each subsequent visit, regardless of the length of time between each visit. Sponsors are required to submit requests in accordance with the timelines and procedures listed in paragraph 7 of this chapter. Upon expiration of background checks, DTCN packages must be re-submitted in their entirety.

f. DTCN visitors approved for visitation at any other Marine Corp Base Japan or other USFJ installation are not considered approved for entry onboard MCAS Iwakuni.

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

8. Coordinating Instructions

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

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b. Sponsor(s) are liable for visitors' conduct and must ensure the proper use of MCAS Iwakuni facilities. Visitors must comply with applicable laws and regulations. Sponsors/visitors will be held accountable for all actions of visitors.

c. Visitors do not possess SOFA status, and sponsor(s) and/or visitors are personally responsible for maintaining visa requirements, if applicable.

Chapter 8

Port 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 approved to authorized personnel per the procedures described in the preceding chapters of this order.

(1) Arrival During Normal Working Hours (0800-1600 / Monday-Friday). Upon arrival at MCAS Iwakuni, Air Mobility Command (AMC) terminal, personnel shall be met by the unit/individual sponsor and escorted directly to PMO P&RO where a DBIDS credential not to exceed seven calendar days will be issued.

(2) Arrival During After-hours / Weekend Temporary DBIDS Credential Issuance. Upon arrival at MCAS Iwakuni, AMC terminal, personnel shall be met by the unit / individual sponsor and escorted to the Main Gate Visitor Center to be issued a temporary DBIDS credential not to exceed seven calendar days.

b. SOFA-Status Personnel. Arriving SOFA status personnel on AMC aircraft from locations outside of Japan shall be cleared by PMO Customs Inspector (PMOCI).

(1) SOFA-status personnel, who possess a valid DoD CAC or USID (Teslin) may be approved access to MCAS Iwakuni automatically and enrolled via the DBIDS system upon their initial entry to MCAS Iwakuni.

(2) SOFA-status personnel, who DO NOT possess a valid DoD CAC or USID (Teslin) are required to have a U.S. passport and official orders to MCAS Iwakuni. The sponsoring unit/individual are required to submit an MCAS Iwakuni DBIDS Credential Request (Appendix B) to PMO P&RO for the issuance of a temporary DBIDS credential in lieu of DoD CAC or USID (Teslin) 15 business days prior to arrival.

c. Non-SOFA Status Contractor Personnel

(1) The AMC Passenger Terminal will notify PMOCI of non-SOFA status contractor passengers arriving from locations outside of Japan 15 business days prior to arrival. PMOCI will coordinate with the Japanese Customs and Japanese Immigrations Bureau for clearance and entry into Japan.

(2) Sponsoring MCAS Iwakuni tenant units and activities must obtain information from all non-SOFA contractor personnel and submit an MCAS Iwakuni DBIDS Credential Request (Appendix B) to PMO P&RO 15 business days in advance. MCAS Iwakuni tenant units and activities are ultimately responsible for ensuring the non-SOFA personnel they sponsor to comply with the submission of the following:

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

(b) Color copy of the Non-SOFA contractor personnel's passport photo page, work visa, residence card (zairyu card), special permanent resident certificate (tokubetsu eijyusha shomeisho), driver's license, my number card, residential certificate with domicile of origin (jyumin-hyo), family register (koseki-touhon), or other documentation requested by access control personnel.

d. JMSDF Iwakuni Permanent Personnel and MOD Civil Service Employees Permanently Stationed on MCAS Iwakuni. Personnel on JSDF aircraft from locations outside of Japan shall be cleared by Japanese Customs / Immigration.

e. Newly Arriving Active Duty JMSDF Iwakuni Permanent Personnel and/or MOD Civil Service Employees Administratively Attached to JMSDF Iwakuni, who Do Not Possess an MCAS Iwakuni DBIDS Credential. Personnel on JSDF aircraft from locations outside of Japan shall be cleared by Japanese Customs / Immigration. Sponsoring JMSDF Iwakuni units are required to submit an MCAS Iwakuni DBIDS Credential Request (Appendix B) and other required documents to PMO P&RO for the issuance of a DBIDS credential 15 business days prior to arrival.

f. Visiting Active-Duty JSDF Personnel Not Permanently Stationed on JMSDF Iwakuni. Personnel on JSDF aircraft from locations outside of Japan shall be cleared by Japanese Customs

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/ Immigration. The sponsoring MCAS / JMSDF Iwakuni units are required to submit a JSDF/Foreign Military Access Request (Appendix G) to PMO at least 15 business days in advance of the proposed date of visit.

g. DTCN Personnel

(1) 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 CO, MCAS Iwakuni but must be escorted by cleared MCAS Iwakuni personnel at all times. Sponsoring unit must submit MCAS Iwakuni Escorted Restricted Area Access Request (Appendix C) three business days in advance to PMO Physical Security Section for record-keeping purposes.

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

(a) Sponsoring MCAS Iwakuni tenant units and activities must obtain information from all DTCN personnel providing support to the unit, and submit an MCAS Iwakuni DBIDS Credential Request (Appendix B) and Appendix I to PMO P&RO no later than 40 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 APOD comply with the submission of the following:

1. MCAS Iwakuni DBIDS Credential Request (Appendix B) and DTCN Access Request (Appendix I),

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

3. Color copy of the individual contractor's passport photo page, work visa, residence card (zairyu card), special permanent resident certificate (tokubetsu eijyusha shomeisho), driver's license, my number card, residential certificate with domicile of origin (jyumin-hyo), family register (koseki-touhon), or other documentation requested by access control personnel.

(3) PMO will coordinate with NCIS for the purpose of conducting required background checks for all DTCNs in accordance with reference (j). DTCNs whose background reveals derogatory information shall be reported to the sponsoring MCAS Iwakuni tenant unit or activity by PMO and shall be denied access to MCAS Iwakuni. The CO, MCAS Iwakuni shall make the final determination in all access cases.

(4) DTCN visitor(s) that were approved for visitation at any other Marine Corps Bases Japan or other USFJ installations are not considered approved for entry onboard MCAS Iwakuni.

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

(1) Base Operations or the Air Terminal Operations Center will notify PMOCI of non-SOFA status passengers departing Japan via the APOD no less than five business days in advance.

(2) 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 may 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 are referred to as official vessels in this order. Non-official vessels will not be approved access to MCAS Iwakuni via the SPOD, except for humanitarian or emergency situations as authorized by the CO, MCAS Iwakuni prior to execution. To access MCAS Iwakuni via the SPOD, the Logistics Officer / Department will submit the required documentation, e.g., Vessel's crew list for all DoD CAC holders, and/or MCAS Iwakuni Escorted Restricted Area Access Request (Appendix C) for non-DoD CAC holders, to PMO Physical Security Section at least 15 business days in advance and notify the CO, MCAS Iwakuni. The vessel's crew list shall contain the individual's full name, rank (if they are U.S. military), DOB, citizenship, last four digits of their SSN (U.S. citizens), and

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passport number. Every individual debarking a vessel at the MCAS Iwakuni SPOD must be listed on the approved crew list, or Appendix C/D, depending on operational requirements, and will have identification checked against the approved crew list or Appendix C/D by Harbor Security prior to accessing MCAS Iwakuni via the Harbor Security Gate. These individuals will also have identification checked prior to coming back to the Harbor via the Harbor Security Gate against the approved crew list or Appendix C/D.

a. Inbound Personnel. Personnel who need access via the SPOD to MCAS Iwakuni may be approved upon request per the procedures described in the preceding chapters of this order. The PM may prohibit access to certain crew members in order to preserve the security, good order, and discipline of MCAS Iwakuni. Personnel remaining on vessels and not having access to MCAS Iwakuni do not require a DBIDS credential.

(1) Normal Working Hours (0800-1600 / Monday-Friday) DBIDS Credential Issuance. Upon arrival at MCAS Iwakuni, with confirmation from Harbor Security personnel, inbound personnel shall be met by the unit/individual sponsor and escorted directly to PMO P&RO where they may be issued a DBIDS credential not to exceed the timeframe designated on their orders.

(2) After-Hours / Weekend Temporary DBIDS Credential Issuance. Upon arrival at MCAS Iwakuni, with confirmation from Harbor Security personnel, inbound personnel shall be met by the unit/individual sponsor and escorted directly to the Main Gate Visitor Center where they may be issued a temporary DBIDS credential valid until the next PMO P&RO business day.

b. SOFA-Status Personnel

(1) Arriving SOFA status personnel on authorized vessels from locations outside of Japan shall be cleared by PMOCI.

(2) SOFA-status personnel, who possess a valid DoD CAC or USID (Teslin) shall be approved access to MCAS Iwakuni automatically and enrolled via the DBIDS system upon initial entry to MCAS Iwakuni.

(3) SOFA-status personnel, who do not possess a valid DoD CAC or USID (Teslin) shall be required to have a U.S. passport and official orders (SPOT LOA for contractor personnel)

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assigning them to MCAS Iwakuni. The sponsoring unit / individual must submit an MCAS Iwakuni DBIDS Credential Request (Appendix B) to PMO P&RO for the issuance of a DBIDS credential 15 business days prior to arrival.

c. Non-SOFA Status Personnel

(1) Harbor Operations will notify PMOCI of non-SOFA status passengers arriving from locations outside of Japan via the SPOD no less than 5 business days prior to arrival. PMOCI will coordinate with Japanese Customs and Japanese Immigrations Bureau for clearance and entry into Japan.

(2) 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 an MCAS Iwakuni DBIDS Credential Request (Appendix B) at least 15 business days in advance to PMO P&RO. MCAS Iwakuni tenant units and activities are ultimately responsible for ensuring non-SOFA personnel they sponsor to comply with the submission of the following:

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

(b) Color copy of the individual non-SOFA personnel passport photo page, work visa, residence card (zairyu card), special permanent resident certificate (tokubetsu eijyusha shomeisho), driver's license, my number card, residential certificate with a domicile of origin (jyumin-hyo), family register (koseki-touhon), or other documentation requested by access control personnel.

d. JMSDF Iwakuni Permanent Personnel and MOD Civil Service Employees Permanently Stationed on MCAS Iwakuni. The personnel noted in this sub-section on authorized vessels from locations outside of Japan shall be cleared by Japanese Customs / Immigration. The JMSDF personnel and MOD Civil Service employees permanently stationed on MCAS Iwakuni that possess a DBIDS Card shall be approved access to MCAS Iwakuni and enrolled via the DBIDS system upon their initial entry to MCAS Iwakuni.

e. Newly Arriving Active Duty JMSDF Iwakuni Permanent Personnel and/or MOD Civil Service Employees Administratively Attached to JMSDF Iwakuni, Who Do Not Possess an MCAS Iwakuni DBIDS Credential. Sponsoring JMSDF Iwakuni units must submit an

MCAS Iwakuni DBIDS Credential Request (Appendix B) and other required documents to PMO P&RO for the issuance of a DBIDS credential 15 business days prior to arrival.

f. Visiting Active Duty JSDF Personnel not Permanently Stationed on JMSDF Iwakuni. Sponsoring MCAS/JMSDF Iwakuni units must submit a JSDF/Foreign Military Access Request (Appendix G) to PMO at least 15 business days in advance of the proposed date of visit.

g. DTCN Personnel

(1) MCAS Iwakuni tenant units and activities sponsoring DTCN personnel who will be docked in the harbor and require access to MCAS Iwakuni via the harbor must obtain information from all DTCN personnel and submit an MCAS Iwakuni DBIDS Credential Request (Appendix B) and Appendix I to PMO P&RO no later than 40 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 DBIDS Credential Request (Appendix B) and Appendix I.

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

(c) Color copy of the personal passport photo page, work visa, residence card (zairyu card), special permanent resident certificate (tokubetsu eiijyusha shomeisho), driver's license, my number card, residential certificate with domicile of origin (jyumin-hyo), family register (koseki-touhon), or other documentation requested by PMO personnel.

(2) PMO will coordinate with NCIS for the purpose of conducting required background checks for all DTCNs in accordance with reference (j). DTCNs whose background reveals derogatory information shall be reported to the sponsoring MCAS Iwakuni tenant unit or activity by PMO and must be denied access to MCAS Iwakuni. The CO, MCAS Iwakuni shall make the final determination in all access cases.

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(3) DTCN visitor(s) that were approved for visitation at other Marine Corps Bases Japan or other USFJ installations are not considered approved for entry onboard MCAS Iwakuni.

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

(1) Harbor Operations will notify PMOCI of non-SOFA status passengers departing Japan via SPOD no less than five business days in advance.

(2) PMOCI will notify the 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 at MCAS Iwakuni via SPOD may be permitted to depart via SPOD.

Chapter 9

Restricted Areas

1. General. All persons requesting restricted area access to an MCAS Iwakuni restricted area site must have an acceptable and validated purpose, as defined by this order and the site commander's guidance. Unless specified below, controlling units are responsible for access control into respective restricted areas. When specified below, PMO will control and monitor access into and within restricted areas via the alarm monitor center. PMO Physical Security Section will maintain Appendix C (escorted) and Appendix D (unescorted) of all persons requesting restricted area access. In all cases of restricted area access, the responsible unit CO, XO, Sergeant Major / Command Master Chief Petty Officer, or civilian equivalent are authorized to endorse Appendix C or Appendix D. For all tenant unit operations requiring restricted area access in the performance of their duties, an access roster must be signed via the respective unit CO, XO, Sergeant Major / Command Master Chief Petty Officer. PMO Physical Security Section will have final discretion for approving access control into restricted areas and can deny access if deemed necessary. The approved Appendix C or Appendix D must be brought to PMO Physical Security Section to archive in records for three years. PMO maintains a complete list of all restricted areas deemed as Level I, Level II, and Level III areas onboard MCAS Iwakuni.

2. Restricted Area Policy. Per reference (d), the Security Officer, MCAS Iwakuni designates restricted areas annually, which are defined as follows:

a. Level I. The least secure type of restricted area 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. The second most secure type of restricted area 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 to national security. Uncontrolled or unescorted movement could permit access to the security interest or asset.

c. Level III. The most secure type of restricted area 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.

3. Cleared and Un-Cleared Policy

a. Cleared Individual(s). Cleared individuals are persons who have properly established an identity and have been identity-proofed, received a favorable fitness determination, have established an acceptable purpose for access and presence on the site, have a valid requirement for recurring access, and are in possession of an approved DoD-issued CAC or DoD-issued identification card. The DoD issued CAC or DoD-issued identification cards are the primary token for access control systems. MCAS Iwakuni-issued DBIDS credentials or passes do not solely constitute access into restricted areas.

b. Un-Cleared Individual(s). Uncleared individuals are persons who have not properly established an identity and have not been identity-proofed, neither received a favorable fitness determination or established an acceptable purpose for access and presence on the site. Controlling units are responsible for access control into respective restricted areas and will ensure that all non-SOFA, uncleared individuals are properly recorded and escorted by authorized individuals and that all parties understand rules unique to the flight line area. When specified below, PMO will control and monitor access into and within restricted areas and will maintain Appendix C or Appendix D for access verification.

4. Emergency Response. PMO is responsible to monitor alarms and provide first responder(s) per reference (g). MCAS Iwakuni PMO, fire, and medical personnel may enter any restricted area onboard MCAS Iwakuni when responding to emergency calls for service as dispatched by the Emergency Dispatch Center (EDC). PMO personnel

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in the execution of official duties may pursue a fleeing subject(s) into any restricted area onboard MCAS Iwakuni.

5. Access into MCAS Iwakuni Port Facilities and Restricted Waters. Access into MCAS Iwakuni Port Facilities and Restricted waters shall be controlled by the MCAS Iwakuni Logistics Department (Harbor Operations), with support provided by the PM and local authorities per reference (p). Authorized individuals accessing the Port Facility must enter through the manual vehicle gate. Authorized motorists, motorcyclists, and bicyclists are authorized to use the South Sea Road (Port Access Road). Individuals walking, jogging, or conducting physical training are prohibited from using the South Sea Road (Port Access Road). Photography in these areas is strictly prohibited unless specifically authorized by the CO, MCAS Iwakuni per reference (c).

6. Access into the Flight Line Area. Access into the flight line area which includes all aprons, taxiways, hangar areas, and the runway shall be strictly controlled by PMO and tenant units per reference (f). PMO will strictly enforce the requirements of reference (f). Photography in these areas is strictly prohibited unless specifically authorized by the CO, MCAS Iwakuni per reference (c).

7. JMSDF Iwakuni. JMSDF Iwakuni will provide the PM with up-to-date lists of personnel required to perform official duties in the restricted areas. Personnel on the approved Appendix D shall be considered cleared individuals and may be approved for unescorted access in the designated restricted area upon positive identification.

8. Deployed Organizations. Tenant commands and organizations deployed or attached to MCAS Iwakuni may request personnel access into the flight line area by submitting an Appendix D signed by the respective unit CO, XO, Sergeant Major / Command Master Chief Petty Officer, or the civilian equivalent of the sponsoring command. PMO Physical Security Section will review all restricted area access requests for verification and provide restricted area access, instructions, and CAC encoding by entering individuals into the access control system, as the mission requires. PMO Physical Security Section will have final discretion for approving access control into restricted areas and can deny access if deemed necessary. Prior to receiving CAC encoding, individuals must acknowledge the instructions for access into restricted areas in writing. PMO Physical Security

Section will maintain original copies of Flight Line Access Requests for three years.

9. Restricted Area Access Request Procedures. The following personnel who require access to restricted areas for the performance of their assigned duties must submit the following documentation (Appendix C or Appendix D) to the Physical Security Section at least ten business days in advance.

a. DoD Active-Duty / Reserve / Retired Personnel. Complete MCAS Iwakuni Unescorted Restricted Area Access Request (Appendix D) with the following documents:

(1) Valid Airfield Vehicle Operator's Course (AVOC) Certificate if applicable.

(2) License (if vehicle gate access is required to the flight line)

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

(b) Valid U.S. Garrison Mobile Equipment (GME) License

b. U.S. Civilian Personnel

(1) Complete MCAS Iwakuni DBIDS Credential Request (Appendix B) (if applicable)

(2) Copy of the Letter of Authorization or orders

(3) Complete MCAS Iwakuni Unescorted Restricted Area Access Request (Appendix D) with the following information in the justification section:

(a) Valid AVOC Certificate

(b) License (if vehicle gate access is required to the flight line)

1. Valid U.S. or Japanese Driver's License

2. Valid U.S. GME License

c. U.S Government Officials. Complete MCAS Iwakuni Unescorted Restricted Area Access Request (Appendix D) with the following documents:

- (1) Copy of Letter of Authorization or orders
- (2) Valid AVOC Certificate if applicable
- (3) License (if vehicle gate access is required to the flight line)
 - (a) Valid U.S. Driver's License
 - (b) Valid U.S. GME License if applicable

d. U.S. Contractors

- (1) Complete MCAS Iwakuni DBIDS Credential Request (Appendix B) (if applicable)
- (2) Copy of the Letter of Authorization, orders, or SPOT LOA
- (3) Complete MCAS Iwakuni Unescorted Restricted Area Access Request (Appendix D) with the following documents:
 - (4) Valid AVOC Certificate (if applicable)
 - (5) Licenses (if vehicle gate access is required to the flight line)
 - (a) Valid U.S. or Japanese Driver's License
 - (b) Valid U.S. GME License

e. MLC/IHA/MOD Civil Service Employee

- (1) Complete MCAS Iwakuni DBIDS Credential Request (Appendix B) (if applicable)
- (2) Copy of the Letter of Authorization or orders
- (3) Complete MCAS Iwakuni Unescorted Restricted Area Access Request (Appendix D) with the following documents:

(a) Valid AVOC Certificate

(b) License (if vehicle gate access is required to the flight line)

1. Valid U.S. or Japanese Driver's License

2. Valid U.S. GME License

10. Contractors Restricted Area Access Request

a. Non-SOFA Contractor Personnel

(1) Complete MCAS Iwakuni DBIDS Credential Request (Appendix B) (if applicable)

(2) Complete MCAS Iwakuni Escorted Restricted Area Access Request (Appendix C) with the following documents:

(a) Copy of the Letter of Authorization or orders

(b) Valid AVOC Certificate

(c) License (if vehicle gate access is required to the flight line)

1. Valid U.S. or Japanese Driver's License

2. Valid U.S. GME License

b. DTCN Contractor Personnel

(1) Approved MCAS Iwakuni Appendix I

(2) Approved MCAS Iwakuni DBIDS Credential Request (Appendix B or Appendix H).

(3) Copy of the Letter of Authorization or orders

(4) Complete MCAS Iwakuni Escorted Restricted Area Access Request (Appendix C) with the following documents:

(a) Valid AVOC Certificate

(b) License (if vehicle gate access is required to the flight line)

1. Valid U.S. or Japanese Driver's License

2. Valid U.S. GME License

11. Restricted Area Escort Privilege Request Procedures. The following personnel who require escort privileges to restricted areas for the performance of their assigned duties must submit the following documentation to the Physical Security Section.

a. DoD Active-Duty / Activated Reservist Personnel.
Complete MCAS Iwakuni Unescorted Restricted Area Access Request (Appendix D) with the following documents:

(1) Complete MCAS Iwakuni Escort Privileges Request (Appendix E) with signature authorized by Appendix M.

(2) Valid AVOC Certificate

(3) License (if vehicle gate access is required to the flight line)

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

(b) Valid U.S. GME License

b. SOFA Contractor Personnel

(1) Complete MCAS Iwakuni DBIDS Credential Request (Appendix B) (if applicable)

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

(a) Completed MCAS Iwakuni Escort Privileges Request (Appendix E) with signature authorized by Appendix M.

(b) Valid AVOC Certificate

(c) License (if vehicle gate access is required to the flight line)

1. Valid U.S. or Japanese Driver's License

2. Valid U.S. GME License

c. JMSDF Iwakuni Active Duty Personnel

(1) Complete MCAS Iwakuni DBIDS Credential Request (Appendix B) (if applicable)

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

(a) Complete MCAS Iwakuni Escort Privileges Request (Appendix E) with signature authorized by Appendix M.

(b) Valid AVOC Certificate

(c) License (if vehicle gate access is required to the flight line)

1. Valid U.S. or Japanese Driver's License

2. Valid U.S. GME License

d. MLC/IHA/MOD Civil Service Employees

(1) Complete MCAS Iwakuni DBIDS Credential Request (Appendix B) (if applicable)

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

(a) Complete MCAS Iwakuni Escort Privileges Request (Appendix E) with signature authorized by Appendix M.

(b) Valid AVOC Certificate

(c) License (if vehicle gate access is required to the flight line)

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1. Valid U.S. or Japanese Driver's License

2. Valid U.S. GME License

12. Violations and Restricted Area Access Revocation.

Personnel found to be in violation of the provisions of this order are subject to immediate revocation of restricted area access and AVOC credentials and may be issued a Minor Offense Report or other stipulations as deemed necessary by the PM. In all instances of flight line driving offenses, the offender's AVOC credentials shall be revoked. The offender must retake the AVOC course prior to re-issuance of flight line driving privileges. Instances of offense will escalate as follows:

a. First Instance. The Alarm Monitoring Station will revoke restricted area access. Offenders must report to the PMO Physical Security Section, where they will review restricted area acknowledgments with the offender and, upon verification by the issuing official, re-issue restricted area access.

b. Second Instance. The offender must re-submit a completed Restricted Area Access Request (Appendix C/D) with an endorsement for re-issuance of restricted area access from their respective Commander, Director, or Department Head. Personnel who lose restricted area access two times may forfeit their restricted area access privileges for up to one month from the date the incident was reported to PMO.

c. Third Instance. Offenders who lose restricted area access three times forfeit restricted area access privileges for up to 3 months from the date the incident was reported to PMO. The applicant must submit a formal letter of request through the chain of command and forward it to the CO, MCAS Iwakuni for adjudication.

13. Restricted Area Access or Privilege Renewal or Update. In the following situations listed below documentation noted in paragraph 9 of this chapter must be submitted to the Physical Security Section for a renewal or update of Restricted Area Access or escort privileges.

a. Transferring units, companies, or commands

b. New CAC or DBIDS

c. Contract renewal or extension

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14. Special Events within Restricted Areas. Units planning a special event within a restricted area that involves approving access to uncleared individuals, including events such as, but not limited to, a promotion ceremony, change of command ceremony, family day, or holiday celebration, must first coordinate with Airfield Operations, PMO Operations, and PMO Physical Security Section at least ten business days in advance. The documents that must be routed include:

a. LOA signed by the respective unit's CO that includes a detailed description of the event, the reasoning for the event, the use of the restricted area, and the dates and times the event will take place. The LOA will also be routed to Airfield Operations and PM for approval.

b. An Appendix C for all attendees including the uncleared personnel attending the event and escorts that must remain with the uncleared personnel at all times. Escorts will maintain an escort ratio of 1:8.

c. If it is not practical to maintain an escort ratio of 1:8 an ETP requesting a larger ratio may be routed to and may be approved at the discretion of the PM.

d. A roster of designated escorts.

e. Routing the Documents. The above-mentioned documents shall be routed to Airfield Operations for approval/endorsement, then sent to PMO Operations for review to provide access control support. PMO Physical Security Section will review the restricted area mitigation measures and send them to the PMO Administration Office for final approval by the PM.

Chapter 10

Local National Emergency Services

1. General. This chapter specifies the access procedures for the local national emergency services personnel who do not possess valid MCAS Iwakuni DBIDS credentials but require emergency access to MCAS Iwakuni. Privileges such as escort of visitors are not authorized for local national emergency services personnel. All local emergency services personnel accessing MCAS Iwakuni shall be escorted by authorized personnel.

2. Humanitarian Access Policy. MCAS Iwakuni maintains limited humanitarian access agreements with host-nation officials. Access to MCAS Iwakuni may be approved to ensure the preservation of life and property as part of these limited humanitarian access agreements if authorized by the CO, MCAS Iwakuni.

3. Local National Emergency Vehicle Access Procedures

a. Per local agreements, PMO will approve escorted access to Iwakuni Regional Firefighting Organization for emergency services; fire, rescue, and ambulatory on MCAS Iwakuni when requested by the CO, MCAS Iwakuni or his designee, such as: MCAS Iwakuni Fire Department, PMO, Navy Medicine Readiness and Training Unit, Aircraft Rescue Firefighting, and JMSDF emergency services. PMO EDC is responsible for notifying and coordinating entries per the most recent version of the EDC Standard Operating Procedure.

b. Per the five-year Local Implementing Agreement, effective 1 March 2021, notification from EDC dispatch will prompt Military Police (MP) patrol personnel to proceed to Atago North Gate to unlock and open the gate for the local emergency medical and fire services for unescorted access from Atago North Gate to Atago South Gate and vice versa. When operational commitments permit, an MP patrol vehicle will meet the local emergency vehicles at either Atago North Gate or South Gate for the escort to the other gate. MPs will confirm the information provided by the petitioner regarding vehicle type, color, license number, and number of people in the vehicle(s) for security reasons.

Chapter 11

Denial of Access Criteria

1. General. This chapter covers the denial of access to individuals deemed a threat to MCAS Iwakuni or the country of Japan. MPs shall deny access to individuals found to be involved in or suspected of any of the following activities:

- a. Illegally present within Japan
- b. Identified as possessing wants/warrants or Be-On-the-Lookout lists
- c. Have been issued a debarment order, or currently banned from military installations
- d. Currently on parole in any jurisdiction.
- e. Registered / convicted sex offenders.
- f. Gang or organized crime affiliations.
- g. MPs reserve the right to deny access to individuals found to be involved in or suspected of any of the following activities:

(1) Knowingly submitting false or fraudulent information about themselves or the requirements for access to MCAS Iwakuni and its facilities.

(2) Has a criminal history. Immediate disqualifiers for base access may include such activities as larceny, violent crime, or the use of narcotics/controlled substances.

2. Final Determination. The CO, MCAS Iwakuni retains the right to make the final determination in any case of denied access to MCAS Iwakuni.

Chapter 12

Sponsorship

1. Sponsoring Organization. Per reference (x), a sponsoring organization for non-DoD personnel who require a DBIDS-produced Installation Access Credential are U.S. organizations assigned to, attached to, or supporting USFJ and not a specific person (except short term visitors, personal service employees, and family members).

a. For purposes of sponsorship, this includes, but is not limited to, tenant agencies such as the Exchange, DeCA, General Services Administration, and the Army Corps of Engineers Japan District. For contractors, the requiring or using activity will serve as the sponsoring and requesting organization, and all requests shall be coordinated with the contracting officer's representative who shall validate the status of the contract prior to consideration by the approving official. Contract sponsors will carefully consider contractor requests for escort privileges and ensure there is a valid need prior to submitting the pass request.

b. MCASI JMSDF tenant units will also serve as a sponsoring organization for those activities required to support their operations.

c. Any non-MCASI tenant unit intending to act as a sponsoring organization for official purposes shall coordinate with MCASI Station Operations to verify eligibility for sponsorship.

2. Sponsor. Per reference (x), a sponsor is the designated U.S. military, DoD civilian, United Nations Command (Rear), and U.S. Embassy personnel who are authorized to sponsor individuals for the issuance of DBIDS ID card within the command. The Federal agency takes responsibility for verifying and authorizing an applicant's need for a DBIDS credential. U.S. Embassy personnel may sponsor visitors for official business on MCAS Iwakuni, however a 14 day notice to MCAS Iwakuni Protocol is required.

3. Qualifying Government Official. For the purposes of this order and relevant appendices, the term Qualifying Government Official applies to personnel who are part of a sponsoring

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organization as mentioned in paragraph 1 of this chapter and billeted in the following:

a. Uniformed Service and JSDF

(1) Unit Commanding Officer (or acting)

(2) Unit Executive Officer (or billeted personnel assigned with delegation of authority from the unit commanding officer).

(3) Senior Enlisted advisor to the Unit Commanding Officer (or appropriate personnel assigned, must have delegation of authority from the unit commanding officer specific for base access request).

(4) Officer in Charge (OIC)

(a) OICs who are billeted as the senior Officer of a tenant unit (i.e. detachments) - (or senior billeted OIC who possesses resident command authority for their unit or section).

(b) If an OIC is billeted under a unit with a Commanding Officer (or appropriate billeted personnel) they must have a delegation of authority from the unit commanding officer specific to base access requests).

(5) Unit Section Chief

(a) If a Unit Section Chief is billeted under an OIC in a unit with a Commanding Officer - (or appropriate billeted personnel) they must have a delegation of authority from the unit commanding officer specific to base access requests).

(b) If unit Section Chief is billeted under an OIC with resident command authority (or appropriate billeted personnel) they must have a delegation of authority from the OIC specific to base access requests).

b. Civilian Staff

(1) This highest billeted SOFA status staff personnel who is responsible for the operation and all activity for a

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specific department or agency that is a tenant onboard MCAS Iwakuni.

(2) Deputy (or equivalent by billet / title / responsibilities) - next subordinate senior SOFA status civilian staffed personnel who reports directly to the highest billeted civilian staffed personnel and is responsible for the operation and all activity for a specific department or agency that is a tenant onboard MCAS Iwakuni.

(3) Section leader (or equivalent by billet / title / responsibilities) - Highest billeted SOFA status staff personnel who is responsible for the operation and activity for a subordinate section within a department or agency.

c. Installation Staff personnel. Uniformed Service, civilian staff personnel, or appropriately billeted personnel within the installation headquarters that reports directly to the highest billeted uniform service personnel with command authority / delegation or highest billeted civilian staffed personnel with delegation authority granted by the installation Commanding Officer or appropriate designee.

d. Others. Personnel designated by the installation, unit, organization or agency by assignment or responsibilities having a necessity to exercise the authority to act in the capacity of a department head (or represent the highest billeted uniform service, or civilian staffed personnel) for access request purposes. Such designation must include a statement of justification for consideration that the exercise of such authority is vital to the unit or agency's operations and functions onboard MCAS Iwakuni.

4. Submission of Appendix M. Individuals filling the billets listed in paragraph 3 of this chapter shall submit an Appendix M to the Station Adjutant's Office via the OSJA to be considered a Qualifying Government Official. The Station Adjutant's Office shall maintain a list of Qualifying Government Officials with an approved Appendix M and will provide this list, alongside newly approved Appendix M's, to PMO P&RO for their use. Individuals with expired Appendix M's shall be removed from the authorized list.