

**BY ORDER OF THE
COMMANDER**

**HEADQUARTERS, UNITED STATES FORCES, JAPAN
USFJ INSTRUCTION 33-360
15 June 2005**



Communications & Information

COMUSJAPAN JOINT PUBLICATIONS POLICY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: USFJ/J1 (SMSgt William R. Andersen)
Supersedes USFJ OI 36-1603, 10 June 2002

Certified by: USFJ/J1 (COL David J. Scarchilli)

Pages: 3

Distribution: All USFJ Directorates & Components

PURPOSE: Establishes policies for publications that pertain to more than one service, relationships with the Government of Japan (GOJ), and publications that implement or supplement USFJ directives and instructions.

SUMMARY OF CHANGES: Streamlines policy coordinating USFJ publications. Updates USFJ's postal address. Reviews types of authorized publications. Provides general update of publications procedures and eliminates distribution lists. Adds a new requirement to coordinate with the Secretary, Joint Committee for instructions referencing that entity or its information.

1. Scope. This publication applies to DOD organizations that have dealings with the GOJ (i.e., service components, exchanges (AAFES/NEX), Commissary (DECA), DSRJ, DODDS, U.S. Coast Guard, etc.) This instruction also applies to all joint publications which are issued under the heading and authority of service commands, publications that implement and supplement USFJ directives, and publications that involve DOD and service component relationships with the GOJ.

2. General. Commander, U.S. Forces, Japan (COMUSJAPAN) has a direct interest in the activities of the service commands and DOD organizations that are not under the service components but deal with the GOJ and which affect the relationship of U.S. Forces with the GOJ.

3. Responsibilities:

3.1. As the senior U.S. military commander in Japan, COMUSJAPAN is responsible for formulation and publication of policy, relating to U.S. Forces Japan, as required.

3.2. Service commanders, and other DOD organizations dealing with the GOJ, are responsible for implementing COMUSJAPAN policies.

3.3. To ensure compliance with COMUSJAPAN policies, one copy of each implementing directive/instruction issued by the component/service commanders addressing COMUSJAPAN policy will be forwarded to COMUSJAPAN, Attn: Directorate of Manpower, Personnel, & Support (J1), Unit 5068 APO AP 96328-5068. If the service commander issues publications electronically, identify the location of their publications or policy electronically by providing the web address to

COMUSJAPAN/J1. Commanders are also responsible for distributing USFJ policy publications to subordinate organizations and other units for which they provide administrative support. Service commands are authorized to make additional copies of publications to meet requirements. However, the primary means of access for USFJ publications is via the USFJ command publications website.

4. Procedures. COMUSJAPAN will coordinate on any new service or DOD organization publication implementing or referencing agreements with the GOJ. Multi-service publications will not be changed, superseded or rescinded except by mutual agreement of the services or organizations involved. Publications implementing agreements with the GOJ and of concern to more than one U.S. military service will not be implemented, changed, or terminated except after coordination with the services concerned and with COMUSJAPAN. Documents affecting intelligence will be coordinated with all U.S. agencies concerned. Publications referencing Joint Committee documents, meetings, or other memoranda must be coordinated with the Secretary, Joint Committee (COMUSJAPAN/J03) for accuracy and currency.

5. Publication Formats:

5.1. Within USFJ, it is COMUSJAPAN's policy to publish accurate, current, and complete information in authorized publications and make them available electronically to staff members and service components. When publications are obsolete, no longer needed, or contain dated information, directorates will rescind or updated them immediately using electronic format.

5.2. Certain types of documents are not considered publications. These include guides, plans, programs, histories, staff summaries, statistical summaries, reports, training materials, digests, mission documents, white papers, strategic plans, policy memoranda, directories, organizational charts, or other similar documents.

5.2.1 Directive Publications: USFJ Instruction or Manual – Announces policies, assigns responsibilities, directs actions, and prescribes procedures. Policy Letters (PLs) are designated as instructions when revised.

5.2.2. Miscellaneous Publications: Previous Headquarters, USFJ Directives (Far East Command (FEC) Directives), will remain in effect until superseded by a policy directive or instructions when revised.

5.2.3 Informative Publication: Pamphlets - Written in a more informal style than policy directive or instruction.

6. Forms Prescribed. USFJ publications prescribing a form will contain an example, instructions for completion, and information on filing, retaining, or disposing of the form. If the form is accountable, the publication will prescribe adequate procedures for protecting and issuing the form. Service commanders should consult with the COMUSJAPAN OPR to coordinate all proposals for forms. Presently, COMUSJAPAN's agent for forms management is the 374th Communications Squadron Forms Management Office on Yokota Air Base.

7. Distribution: The primary distribution method of USFJ publications is via the COMUSJAPAN publications website. If a publication is not available on the website because it is dated or the OPR has restricted distribution, the COMUSJAPAN OPR makes distribution as required. Service commanders or agencies needing USFJ publications not available on the web may contact

COMUSJAPAN/J1 or the OPR for the publication required. Contact COMUSJAPAN/J1 to clarify the status of a COMUSJAPAN/USFJ publication.

//////SIGNED//////

T. R. LARSEN
Major General, U.S. Marine Corps
Deputy Commander