

BY ORDER OF THE
COMMANDER

HEADQUARTERS, UNITED STATES FORCES, JAPAN
USFJ INSTRUCTION 36-2601

13 November 2015

Personnel



USFJ COMMISSARY/EXCHANGE ADVISORY COUNCIL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: USFJ/J10 (Mr. Lang)
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Certified by: USFJ/J1 (COL Alexander)

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PURPOSE: To establish the USFJ Commissary/Exchange Advisory Council.

SUMMARY OF CHANGES: This is an updated USFJ Instruction which revises the sample agenda and membership roster.

1. **Scope.** This instruction applies to all service component commands and management of the Defense Commissary Agency (DeCA) and Exchanges serving USFJ units.
2. **General.** The USFJ Commissary/Exchange Advisory Council (CEAC) is established by this USFJ Instruction to advise the USFJ Deputy Commander (J01) on exchange and commissary-related matters of interest to USFJ as well as issues of broader interest to USPACOM and its components. The USFJ/J01 chairs the CEAC, and serves, in turn, as a member of the Pacific Commissary Board of Advisors (PCBOA). The PCBOA advises CDR USPACOM on matters of command interest related to exchanges and commissaries.
3. **Commissary-Exchange Council Functions.** The USFJ CEAC performs the following functions:
 - 3.1. Centralizes efforts to focus USFJ policies on commissary and exchange programs within Japan.
 - 3.2. Serves as a forum to exchange ideas on how to improve exchange/commissary programs in Japan.
 - 3.3. Provides a mechanism for exchange and commissary representatives to disseminate information.
 - 3.4. Prepares the J01 for meetings of the PCBOA which are usually held via telephone or video teleconferences.
4. **Membership.** The CEAC is composed of the following:

4.1. Chair: Deputy Commander, USFJ (J01)

4.2. Vice Chair: Director, Manpower, Personnel & Support (HQ USFJ/J1)

4.3. Recorder/Scheduler: Deputy J1 or designee

4.4. Component Representatives: One representative from each service component staff, appointed by the Component Commander.

4.5. Advisors: Commissary and Exchange Regional Managers, and others as designated by the J01 and Service Component Commanders.

5. Procedures:

5.1. Administration. The J01 chairs the Council. The J1 serves as vice chair, and the Deputy J1 as recorder/scheduler. The Deputy J1 may designate an assistant to take notes in meetings and assist with whatever other functions may be required. Administrative support is provided by the J1's office. Scheduling is coordinated with the J01's office.

5.2. Meeting Schedule. One of the specific responsibilities of the CEAC is to prepare the J01 for the PCBOA's teleconferences (Para. 3.4, above). The Council will meet four to six weeks before each scheduled meeting of the PCBOA. The Council may also meet at other times, as the J01 determines necessary.

5.3. Meeting preparation. The recorder/scheduler (Deputy J1) places tentative meeting dates on the J01's calendar, based on advice from the PCBOA regarding its anticipated meeting dates, and prepares correspondence to the members.

5.4. Voting members. The voting members of the CEAC include the Chair (J01, or J1 when the Vice Chair is chairing the meeting in the absence of the J01) and the designated Service Component Commander Representatives. The other members of the Council serve as non-voting advisors.

6. Responsibilities:

6.1. Deputy Commander, US Forces, Japan

6.1.1. Chairs the CEAC.

6.1.2. Serves as Command Representative to the PCBOA.

6.2. Director, Manpower, Personnel & Support (HQ USFJ/J1)

6.2.1. Vice Chair of the CEAC.

6.2.2. Advises the J01 on matters relating to the PCBOA and Council agendas.

6.2.3. Provides administrative support to the CEAC.

6.3. Deputy Director, Manpower, Personnel & Support:

- 6.3.1. Serves as scheduler and recorder for CEAC meetings, or designates a scheduler/recorder for each meeting.
- 6.3.2. Advises the J01/Council Chair on matters relating to the PCBOA and Council agendas.
- 6.3.3. Prepares the agenda for each Council meeting and advises the Vice Chair on the matters relating to the agenda, and manages correspondence relating to Council business.
- 6.3.4. Coordinates preparation of the J01 for PCBOA meetings, to include scheduling of room, and administrative and logistical support.
- 6.3.5. Maintains a CEAC Membership/POC list (sample at Attachment 2), updating it as required.
- 6.4. Service Component Commanders:
 - 6.4.1. Appoints an appropriate senior staff member as command representative to the CEAC.
- 6.5. Service Component Command Representatives:
 - 6.5.1. Advise Component Commander on CEAC and PCBOA issues.
 - 6.5.2. Represent component command as voting member of the Council.
 - 6.5.3. Coordinate component command support of the Council and PCBOA.
 - 6.5.4. Serves as command point of contact for coordinating Council and PCBOA business with HQ USFJ.
- 6.6. Advisory Members of CEAC.
 - 6.6.1. Advise applicable command representative on Council and PCBOA issues.
 - 6.6.2. Attend Council meetings as requested and provides expert advice to the Council on matters relating to his/her area of responsibility.



MARK R. WISE
Brigadier General, USMC
Deputy Commander

Attachments:

- 1. Sample agenda
- 2. Sample Commissary-Exchange
Council membership list

Attachment 1

SAMPLE AGENDA

Agenda
USFJ Commissary and Exchange Advisory Council
HQ, USFJ MacArthur Conference Room
20 October 2009
1430

1430 - Welcome by chair (J01)

1435 – Introduction of attendees

1440 – Discussion Items

a. Old Business

- Minutes from Last Meeting
- Produce Quarantine
- Private Vehicle Inspections

b. New Business

c. NEX Issues Update

d. AAFES Issues Update

e. DeCA Issues Update

f. Service Component Issues

- USARJ/I Corps (Fwd)
- CNFJ
- MARFORJ
- USAFJ/5 AF

g. Open floor for any items attendees wish to discuss (All)

1525 - Closing remarks (J01)

1530 - Conclusion

Attachment 2

SAMPLE COMMISSARY & EXCHANGE ADVISORY COUNCIL MEMBERSHIP/POC LIST

UNIT	NAME	CEAC POSITION	DUTY TITLE	EMAIL	DSN
USFJ		Chair	Deputy Commander, USFJ		
USFJ		Vice Chair	Director, J1		
USFJ		Legal Advisor	Deputy SJA		
USFJ		J5 Advisor	J54, Int Relations Officer		
USFJ		Recorder	Deputy Director, J1		
USARJ		USARJ Rep	Chief, Community & Family Support Div.		
NEX		Advisor	District Manager (Japan)		
MARFORJ		MARFORJ REP	Asst Chief of Staff, MCCS		
MARFORJ		Advisor	Exec Admin Officer		
DeCA		Advisor	Zone 34 Manager		
DeCA		Advisor	Zone 35 Manager		
DeCA		Advisor	Commissary Director (Sagamihara)		
CNFJ		CNFJ Rep	CNFJ, Chaplain		
AAFES		Advisor	AAFES Japan Area Manager		
AAFES		Advisor	General Manager (Yokota/Zama)		
5AF		5AF Rep	JAE Superintendent 5AF		