

BY ORDER OF THE
COMMANDER

HEADQUARTERS, UNITED STATES FORCES, JAPAN
USFJ INSTRUCTION 36-2604



1 April 2003

Personnel

ROSTERS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: USFJ/J1 (Lt Col R.D. Haughian)
Supersedes USFJ HOI 36-2604 4 Jun 02

Certified by: USFJ/J02 (Col David Hampton)
Pages: 1
Distribution: All HQ USFJ Staff Directorates

PURPOSE: To provide current roster of Commanders and Key Staff; Senior Officers and Staff Advisors; USFJ Personnel; and USFJ Recall to all component commanders.

SUMMARY OF CHANGES: Expand scope of publication from HOI to USFJ Instruction and add e-mail as method of contacting J1.

1. **Scope.** Applicable to all Component Commanders/Directors of US Forces, Japan.
2. **General.** Component Commanders/Directors/Staff Advisors will review rosters semi-annually and provide changes to HQ USFJ/J1, as they occur.

3. Procedures:

3.1. Provide: Component Commanders/Directors/Staff Advisors provide to HQ USFJ/J1, information on changes in incumbent positions in Japan; under the immediate jurisdiction of commanders located outside Japan; or assigned to HQ USFJ.

3.2. Submit changes not later the 1st day of March and September:

Letter: HQ USFJ/J1, APO AP 96328-5068
Telephone: 225-4160/4378
Fax: 225-8271
E-Mail: J1@usfj.yokota.af.mil

3.3. HQ USFJ/J1 will prepare and distribute rosters semi-annually (Jan/Jul).

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

ROBERT M. SHEA
Major General, U.S. Marine Corps
Deputy Commander