

BY ORDER OF THE
COMMANDER

HEADQUARTERS, UNITED STATES FORCES, JAPAN
USFJ INSTRUCTION 36-2807



8 May 2015

Personnel

AUTHORIZED IDENTIFICATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: USFJ/J1
Supersedes USFJ HOI 36-2807, 1 April 2003

Certified by: USFJ/J1 (COL Christopher Crate)
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PURPOSE: To prescribe the required identification cards for personnel authorized individual benefits and privileges from organizations and activities of United States Forces, Japan. (USFJ).

SUMMARY OF CHANGES: Updated the American Embassy Tokyo and Consulates identification card, and added information on the DOD Common Access Card.

1. Scope. Applicable to personnel identified in Articles I and XIV of the Status of Forces Agreement (SOFA) and the Agreed Minutes of the SOFA.

2. General. The Department of Defense (DOD) provides members of the uniformed services with a distinct identification (ID) card identifying them as Active, Reserve, or Retired members and authorizing them to receive uniformed services' benefits. The DoD also issues member's dependents and eligible individuals a distinct ID card authorizing them to receive uniformed services' benefits and privileges.

2.1. Types of ID Cards and who can carry them:

2.1.1. Department of Defense Common Access Card (CAC). Members of the United States Armed Forces and Selected Reserves military personnel, civilian employees (appropriated and nonappropriated funds), Master Labor Contract/Indirect Hire Agreement/Mariners' Contract employees, and contractors who are members of the civilian component carry this card.

2.1.2. DD Form 2(Retired), dated Oct 93, United States Uniformed Services Identification Card. Retired members of the United States Armed Forces carry this card.

2.1.3. UNC Form 4, dated 1 May 91, United Nations Command Armed Forces personnel. Armed Forces Military Personnel of member nations of the United Nations Command carry this card. Presenting other satisfactory identification indicating they are members of the UNC, e.g., TDY travel orders and military ID card may also identify these personnel.

2.1.4. DD Form 1173, dated Oct 93, Uniformed Services Identification and Privilege Card. This card is carried by, eligible family members of military personnel, members of the civilian component, and certified Article XIV contractor personnel (as defined in paragraph 1, Article XIV, SOFA).

2.1.5. DD Form 1173, dated Mar 61, United States Uniformed Services Identification and Privilege Card. This card is carried by, eligible family members of military personnel, members of the civilian component, and certified Article XIV contractor personnel (as defined in paragraph 1, Article XIV, SOFA). NOTE: Upon expiration, these ID cards will be replaced by the DD Form 1173, dated Oct 93 listed in paragraph 2.1.4 above.

2.1.6. DD Form 2765, dated Apr 98, Department of Defense/Uniformed Services Identification and Privilege Card. This card is carried by members of the civilian component, their family members, and certified Article XIV contractor personnel (as defined in paragraph 1, Article XIV, SOFA).

2.2. Contractor personnel, except family members, who come to Japan solely for the benefit of the US Armed Forces for intermittent periods of less than 30 days may be identified and extended authorized privileges based upon presentation of a Letter of Identification issued by the Contracting Officer or Contracting Officer's Representative with a passport or other government issued photo identification.

2.3. Officers and employees of the US Embassy and US Governmental agencies administratively attached to the Embassy, and their family members, may be identified by an Embassy of the United States of America Identification Card (authorized for use until July 2017) or a U.S. Mission Japan Identification and Privilege Card.

2.4. Service component commanders may authorize the issuance and presentation of exchange, commissary, and other sales control identity cards when required by appropriate service regulations or command directives.

3. Procedures:

3.1. The application for a Uniformed Services Identification Card (DD Form 1172) will be prepared, processed and filed according to instructions published by service components. Instructions will include the following:

3.1.1. DD Form 1172 from certified Article XIV contractor personnel will be filed with the contract records by the certifying activity to insure all identity cards are surrendered at the time the certification is withdrawn.

3.1.2. DD Form 1172 from members of the civilian component not administered through a civilian personnel office will be maintained on file by the activity responsible for administering such individuals to ensure the card is surrendered when the individual changes status or departs the command.

3.1.3. Disposition of DD Form 1172 files will be according to applicable service regulations.

3.2. Service Commanders who administratively withdraw certain purchase privileges from personnel who have engaged in the illegal disposition of goods in violation of command or service regulations, or for other reasons, will establish procedures to ensure the appropriate withdrawal of privileges on the ID Card (DD Form 1173).

4. Service Component Commander Responsibilities:

4.1. Issuing ID cards to personnel who are authorized to possess such cards as outlined in this letter.

4.1.1. Instituting and maintaining necessary controls to ensure that ID cards are withdrawn, or privilege entitlements changed, when:

4.1.1.1. An individual privilege entitlement changes.

4.1.1.2. An authorized person, other than a member of the U S Armed Forces and his/ her family members, departs Japan (e.g., new duty station, separation).

4.1.1.3. The military sponsor of a family member is reassigned to an area outside Japan and the family member remains in Japan (see paragraph 5.1, references).

4.1.2. Issuing command directives to implement the policies contained in this letter.

4.2. Personnel of activities issuing ID cards should be thoroughly familiar with the categories of personnel entitled to identification and privilege cards and the verification procedures to be used. The presentation of an expired ID card is not in itself a basis for issue of a new one.

5, References:

5.1. USFJ Instruction 36-2806, Termination of Benefits and Privileges of Dependent Family Members Remaining in Japan after Departure of Sponsor.

5.2. USFJ Instruction 36-2608, Benefits and Privileges Authorized US Embassy and Other Government Agencies.

5.3. Status of Forces Agreement (Japan).

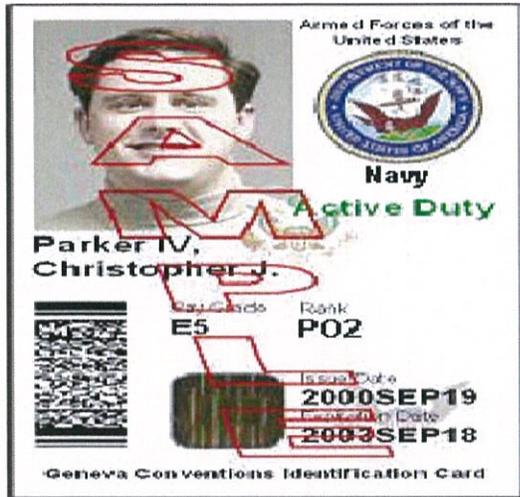
5.4. Agreement Regarding the Status of United Nations Forces in Japan.

5.5. AFI 36-3026(I)/AR 600-8-14/MC ORDER P5512.11C/BUPERS INST 1750.10B, Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel.

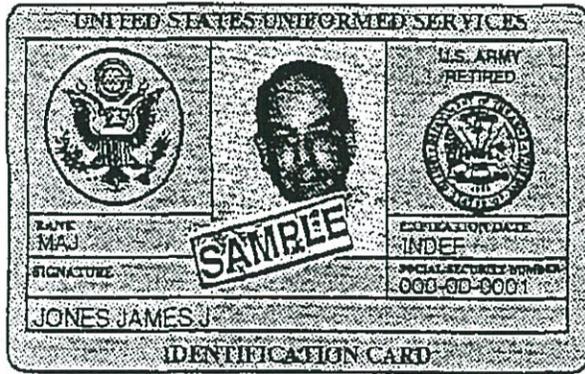

MARK R. WISE
Brigadier General, USMC
Deputy Commander

Attachment:
Sample ID Cards

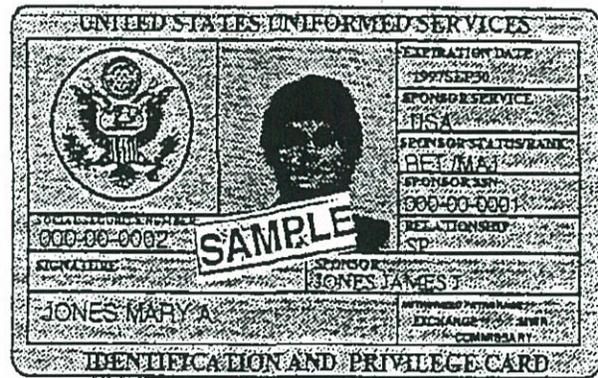
SAMPLE ID CARDS



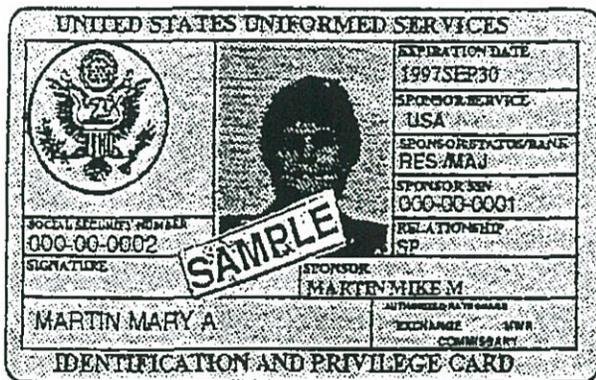
(Active Duty and Reserves)



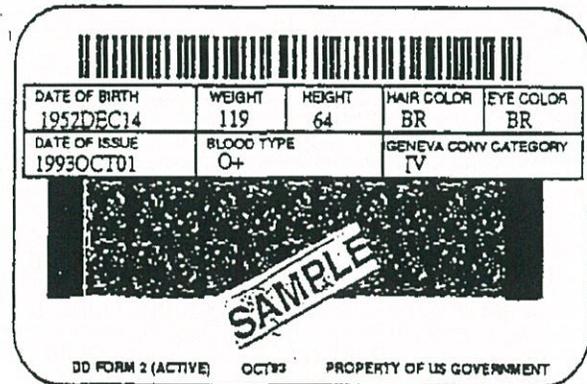
DD FORM 2 (RETIRED)



DD FORM 1173



DD FORM 1173-1



DD FORM 2 (ACTIVE)

SAMPLE ID CARDS

TEMPORARY
AF N461, 088

PHOTOGRAPH
"X 1.5"

1. NAME NUMBER
2. ISSUE DATE
3. EXPIRATION DATE
4. ISSUED TO (Typed name and organization)
5. COLOR EYES 6. COLOR HAIR 7. HEIGHT 8. WEIGHT
9. DATE OF BIRTH OF BEARER 10. GRADE AND NAME OF SPONSOR
11. SERVICE & STATUS OF SPONSOR 12. BRANCH OF SPONSOR 13. AUTHORIZED PATRONAGE
THEATER LIMITED
COMMERCIAL EXCHANGE UNLIMITED

15. MEDICAL CARE FACILITIES AUTHORIZED
A. UNIFORMED SERVICES B. CIVILIAN (If you are otherwise listed)

16. PLACE OF ISSUE
YOKOTA AB

SIGNATURE
ISSUING OFFICER
TYPED NAME AND GRADE

WARNING: USE OF THIS AUTHORIZATION BY OTHER THAN PERSON NAMED THEREON, OR ANY USE IN VIOLATION OF PROVISIONS OF DEPENDENTS' MEDICAL CARE ACT OF 1956 RENDERS USER LIABLE FOR PROSECUTION UNDER APPLICABLE FEDERAL LAWS PERTAINING TO FALSE STATEMENTS. (18 USC 1001)

IF FOUND - DROP IN ANY MAIL BOX
POSTMASTER - RETURN TO DEPARTMENT OF DEFENSE, WASHINGTON, D. C. 20301

DD FORM 1173
1 MAR 61
UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD

DD FORM 1173

UNITED NATIONS COMMAND
IDENTIFICATION CARD

PHOTO with Name Band and SSN

NAME
TITLE
RANK/POST AND ORGANIZATION
SIGNATURE
EXPIRATION DATE

PROPERTY OF UN COMMAND

DATE OF BIRTH
COLOR OF HAIR
HEIGHT
WEIGHT
COLOR OF EYES
DEPENDENT BY (if applicable)
SIGNATURE
NAME, LAST AND REGISTRATION
EARD NUMBER
DATE ISSUED

UNITED NATIONS COMMAND
IDENTIFICATION CARD

Use of the UN Command ID Card by individuals is restricted to areas in the Republic of Korea of Japan and the Peninsula, in Korea, which are common to both of those areas.

The card is non-transferable, provided the photograph part of the card is not removed or altered in any manner.

Photograph of this card by individuals is prohibited in Korea, Japan, and the Peninsula, in Korea, and the Republic of Korea.

The card is issued only to individuals who are authorized personnel, including a uniformed ID card holder, in name and service band number, included in the photograph and the card photograph.

The UN Command ID Card will be voided if it does not comply with UN Command 608-5.

UNC FORM 4



BACK

Authorized to receive uniformed services' benefits and privileges from organizations and activities of United States Forces, Japan (USFJ)

FOR USE IN JAPAN ONLY

If found, please return to:
拾われた方はアメリカ大使館にお届けください。

Embassy of the United States of America
1-10-5 Akasaka
Minato-ku, Tokyo
107-8420
Tel: (03) 3224-5000

米国大使館
〒107-8420
東京都港区赤坂
1-10-5

UNITED STATES MISSION JAPAN
AMERICAN EMBASSY TOKYO AND CONSULATES
USFJ facilities access card