

BY ORDER OF THE
COMMANDER

UNITED STATES FORCES, JAPAN
INSTRUCTION 36-2808



15 September 2016

Personnel

USFJ QUARTERLY STRENGTH REPORT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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PURPOSE: To provide Commander, U.S. Forces, Japan, and designated staff personnel with authorized and assigned strength of all U.S. military forces and civilian component personnel in Japan for use in reporting to the Government of Japan and higher headquarters.

SUMMARY OF CHANGES: This change clarifies reporting Components and Agencies; clarifies categories / definitions for strength reporting.

1. Scope. Applicable to Service Components in Japan; U.S. Coast Guard Activities Far East; other DoD and Joint organizations with permanent party personnel stationed in Japan; and service or contract organizations with personnel whose presence in Japan is solely for official purposes in connection with the United States Armed Forces, to include (but not limited to): Military banking facilities, Department of Defense Dependents Education Activity (DoDEA) Pacific Area Office; United Service Organization (USO) – Japan, American Red Cross (ARC) – Japan; Boy & Girl Scouts of America, and Boys & Girls Club of America.

2. Procedures. Component and agency quarterly reports shall be submitted to USFJ using the MS Excel spreadsheet provided by USFJ/J1 and contain the following:

2.1. Installation name and units at each installation, categorized and identified as mainland Japan or Okinawa, units should be identified as ashore, afloat, or rotational. Count all personnel assigned on orders, even if they are performing temporary duty outside of Japan. Do not count rotational members if they are assigned to another installation within Japan.

2.1.1. Officers authorized/assigned. This breakdown must be by grade.

2.1.2. Enlisted authorized/assigned. This breakdown must be by grade.

2.1.3. Civilians, authorized/assigned; no grade breakdown. Include U.S. Civil Service and full-time Non-Appropriated (NAF) employees.

2.1.4. Contracted employees. Include all contracted employees with Article I or Article XIV status under the Status of Forces Agreement (SOFA) as defined and outlined in Joint Committee (JC) agreements. This includes both direct hire contractors working directly for the United States Armed

Forces, as well as contractors working for U.S. companies who are in Japan solely to support the U.S. Forces in Japan, and hence gain certain SOFA privileges. Do not include part-time or temporary contract employees performing short term work.

2.1.5. Command Sponsored Family Members of sponsors covered under SOFA in paragraphs 2.1.1, 2.1.2, 2.1.3 and 2.1.4; both on and off base.

2.1.5.1. Command sponsored family members are defined as those dependents accompanying sponsors serving the accompanied-by-dependents tour length (as defined in the Service regulations) who were authorized travel to Japan from the sponsor's previous duty assignment. For these dependents the sponsor receives entitlements and compensation for the family members. Command sponsored dependents also include dependents acquired during the tour in Japan providing the sponsor serves the accompanied-by-dependents tour length.

2.1.6. Non-Command Sponsored Family Members of sponsors covered under SOFA in paragraphs 2.1.1, 2.1.2, 2.1.3 and 2.1.4; both on and off base.

2.1.6.1. Non-command sponsored family members are defined as those dependents accompanying sponsors serving the unaccompanied-by-dependents tour length, regardless of whether the dependents were part of the family prior to the start of the tour in Japan or acquired during the tour. For these dependents the sponsor DOES NOT receive entitlements and compensation for the family members.

2.2. Category Counting. While every effort should be made not to double count, it may be difficult to avoid. The intent of the Quarterly Strength Report is to give authorized recipients, to include the Government of Japan, the most accurate information possible.

2.2.1 An example of double counting that can be avoided is dual military couples and their dependents. Count each military member in the family as military (2), but do not count either as the dependent spouse of the other. Also, do not count any children twice, count them only under the individual who claims them for entitlements purposes.

2.2.2. Examples of double counting that may be difficult to avoid is for dependents residing with the sponsor who are also civilian employees (APF or NAF) or contractor personnel. These individuals may likely be counted twice, both as dependents and as employees due to competing reporting organizations. However, efforts should be made to reduce or eliminate such double counting.

3. Submission:

3.1. Components and agencies compiling this report must ensure the accuracy of the numbers submitted. Care must be taken to ensure all personnel are identified, including personnel who are assigned to joint or tenant units on other installations.

3.2. The spreadsheet format will be provided by USFJ/J1 when the suspense reminder is sent out as necessary. If the format has not changed, use the previous quarters' format. Be cautious to ensure last quarters' numbers are updated when using a previously submitted spreadsheet.

3.3. Component inputs will be submitted via e-mail to pacom.yokota.usfj.mbx.j11@mail.mil by the 20th calendar day following the end of the quarter, or the next duty day thereafter. The data will be as of the last day of the quarter being reported. Provide an explanation of any significant changes

in authorized or assigned strength, such as addition/deletion/move of units or variations of reported numbers of more than 5% in any category from the previous quarterly report. Reportable quarters are Jan – Mar, Apr – Jun, Jul – Sep, and Oct – Dec.

3.4. Contracting organizations/commands must assist the N1/G1/A1 with accountability of contract employees. Close coordination is required to ensure as accurate a count as possible is provided to the report recipients, primarily the Government of Japan. Contract employees are part of the definition of “civilian component” as defined in Article I of the SOFA, para (b) and therefore must be accounted for as we account for our civil service employees.

4. USFJ Logistics Directorate (J4) Annual Housing Report:

4.1. Annually, early in the calendar year, the J4 solicits statistics to compile a report identifying similar strength data for purposes of assessing taxes in the various prefectures and cities where U.S. personnel reside. The J4 data originates with the housing offices. It is imperative that the housing offices coordinate with the appropriate component N1/G1/A1 to ensure accurate numbers are being reported, through both the J4 annual housing report and the J1 quarterly strength report.

5. Distribution:

5.1. USFJ will publish two versions of the final report: one version will include assigned numbers only (Unclassified - Releasable); the other version will include authorized and assigned numbers, (FOUO version – controlled distribution).

5.2. The Director, Manpower, Personnel, and Support, will approve and release the completed reports. Recipients of the reports may make further distribution within their commands in accordance with their classification in order to meet official needs. Any such downward distribution must include a notice that further distribution by the recipient is not authorized. Requests for release outside DoD official channels must be directed to USFJ/J1 for approval.



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