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COMMANDER

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Personnel

INDOCTRINATION TRAINING PROGRAMS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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PURPOSE: To establish United States Forces, Japan (USFJ) policy regarding indoctrination training programs conducted by service components for newly arrived and assigned personnel and family members aimed at promoting good order, discipline, and enhancing cultural awareness.

SUMMARY OF CHANGES: This change adds “training” to the subject line; expands the scope of publication; clarifies training population, requirements, frequency & reporting; improves readability by reordering paragraphs and deleting redundant information.

1. Scope. Applicable to Service Components in Japan; U.S. Coast Guard Activities Far East; other DoD or 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. General. DoD personnel, to include military, civilian employees, contractors (Status of Forces Agreement [SOFA] Status personnel) and their families stationed in Japan play a key role in building goodwill between the US and Japan. The respect shown by DoD affiliated personnel toward Japanese laws and customs, the courteous regard for the Japanese way of life, as well as speech and mannerisms mold the reputation of American citizens. DoD affiliated personnel and their families must be aware of their responsibilities for promoting international goodwill while stationed in Japan. To achieve these objectives, service component commanders will conduct indoctrination training programs for newly arrived and assigned personnel and their families.

2.1 The goal is an effective Indoctrination Training Program which educates SOFA Status Personnel and their families, prepares them for a successful and enjoyable tour in Japan, and reduces misconduct and violations of law. Effects of good sponsorship eases transition, reduces culture shock, increases productivity, cultivates unit cohesiveness and improves morale. The objective of an effective Indoctrination Training Program is to ensure newcomers,

as well as permanently assigned personnel and their families feel like members of the team, have a positive first impression, and ensure personnel become and remain mission ready in an efficient and effective manner. Indoctrination Training Programs should provide proactive assistance, pave the way for a smooth transition from losing to gaining installations, and facilitate long-term awareness and cultural sensitivity.

2.2 Command emphasis at all levels is essential to ensure effective implementation. Moreover, commanders must continually evaluate their programs and make adjustments as necessary to ensure training is meaningful and effective.

3. Mandatory Subject Areas:

3.1. To ensure baseline uniformity within USFJ, each service component Indoctrination Training Program will include the following five facets/subjects:

3.1.1. Sponsorship. Prior to their arrival, all incoming personnel will receive information from the gaining unit to prepare them for their tours. Information will include a welcome letter with their sponsor's name/phone number, arrival procedures, local area/base maps, available support facilities and phone numbers (e.g., child care, education, banking), and general cultural information (e.g., currency, language, history, tourist sights) in addition to mission/duty data. The goal is for all newly assigned and attached personnel and their families, if applicable, to arrive with a positive impression and basic cultural understanding of Japan and begin their new jobs with minimal distractions and prepared for what to expect.

3.1.2. Cultural Awareness. All SOFA Status personnel must have an understanding and mutual respect for Japanese culture (e.g., customs, courtesies, religion, and language). They will be taught behaviors which are acceptable in the United States may not be acceptable in Japan, and will be given examples of such behavior. Sessions should offer practical tips about transportation, food, and shopping, as well as field trips and tours to local cultural sites. People will enjoy their tours more if they learn about and get involved with local communities and activities. Japanese nationals are the most credible instructors and should be considered as instructors when available.

3.1.3. Legal Matters. Instruction will emphasize similarities and differences between Japanese criminal law (local and national) and equivalent US laws. Impact of local customs and culture on legal matters will also be emphasized. All SOFA Status personnel should have a basic understanding of the Status of Forces Agreement (SOFA) and its impact on those who violate Japanese laws. All personnel must understand that they are held accountable for their behavior, regardless of circumstances, and those who violate the UCMJ or Japanese civil law will be dealt with swiftly and appropriately. Additionally, training on the Liberty Policy is an essential aspect under this category of the program.

3.1.4. Personal Growth and Development. It is important to highlight programs and community events that encourage personal development and allow individuals to achieve maximum benefits from their overseas tours. Instruction under this category must also include the topic of substance abuse, as alcohol is the cause of many of the negative incidents involving U.S. personnel and Japanese nationals. Personnel are required to complete USFJ mandated Responsible Drinking Training.

3.1.5. Human Dignity. At a minimum, this training must emphasize: Equal Employment Opportunity, the golden rule (i.e., treating others as you would like to be treated), unique cultural

perceptions and etiquette to foster dignified conduct and host nation acceptance, one team concept among Services, and the military's role in representing the American people.

4. Tailoring Programs to the Audience:

4.1. Indoctrination training programs should be tailored to particular audiences (e.g., accompanied vs. unaccompanied, deployed sailors on port visit, etc.). Every effort should be made to reach the widest audience possible, particularly beyond the Service member, employee contractor. Family members over the age of 16 should be highly encouraged to attend scheduled sessions.

4.1.1. It is important for the various audiences to receive frank and candid information concerning the situations they may encounter as well as how best to avoid problems. Personnel must receive relevant & current information concerning specific behavior, locations, or activities which could lead to unfavorable interaction with civil and military authorities or the local community.

5. Training Implementation, Frequency & Reporting:

5.1. Initial Training: All components and agencies will fully implement their mandatory indoctrination training programs based on the following guidelines:

5.1.1. Permanently assigned military, DoD civilians (including those assigned to tenant units of installations), and SOFA Status contractors: within 72 hours of arrival

5.1.2. Active duty or reserve service members deployed or TDY/TAD to Japan: prior to arrival and review training within 24 hours of arrival. Briefing materials (e.g., written briefs, videos, teleconferences) should be provided to parent commands to facilitate training prior to arrival. It may be difficult to review training within 24 hours of arrival for personnel reporting from CONUS due to fatigue caused by distance traveled and international time differences. However, this review should be conducted as soon as possible

5.1.3. Sailors and Marines arriving on port visits: prior to debarking ship.

5.2. Sustainment Training:

5.2.1. Service components must develop sustainment training programs to maintain the level of awareness. These can include cultural exchange programs, mandatory training plans, and commanders' calls or unit musters.

5.2.2. Much of the initial culture/customs training will make more sense after individuals have been in-country for some time. Therefore, service components should consider reinforcement training six months after arrival. At a minimum, permanently assigned military, DoD civilians (including those assigned to tenant units of installations), and SOFA Status contractors must receive annual refresher (reinforcement) training at unit level on the five subject areas of the indoctrination training program and a discussion of recent incidents, if applicable.

5.3. Reporting:

5.3.1. Commanders and leaders at all levels will monitor internal indoctrination training programs and report compliance with this instruction through the appropriate Service

Component chain of command or Agency leadership to USFJ. If compliance is not possible, deviations from this policy must be requested and justified as an "exception to policy." The USFJ Chief of Staff is the approval authority.

5.3.2. A training program which combines a comprehensive indoctrination & sustainment program with command emphasis at all levels, will help to ensure all personnel enjoy their overseas tour, continue to serve as goodwill ambassadors of the U.S., and enhance community relations between the U.S. and our Japanese hosts.



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