

BY ORDER OF THE
COMMANDER

HEADQUARTERS, UNITED STATES FORCES, JAPAN
USFJ INSTRUCTION 36-501



20 May 2016

Personnel

**ADMISSION OF PERSONS NOT COVERED BY THE
STATUS OF FORCES AGREEMENT (SOFA) TO USFJ
COLLEGE EDUCATION PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANADATORY

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PURPOSE: To establish college-level education program admission policy for Non-Status of Forces Agreement (i.e., persons not covered by the SOFA) to United States Forces, Japan college-level education programs.

SUMMARY OF CHANGES: Clarifies existing policy, updates the contact Office of Primary Responsibility (OPR) and Regional Points of Contacts (POCs), and adds the USPACOM Instruction reference.

1. **Scope.** This instruction applies to all Service components of U.S. Forces, Japan, offering college-level education programs.
2. **General.** This instruction implements a 1989 Joint Committee agreement to allow residents of Japan not covered by the SOFA to be admitted to college-level education programs offered through USFJ Service components. These programs benefit various non-SOFA status persons, including Japanese citizens. Persons admitted to educational programs do not acquire SOFA status but may have access to specific facilities as specified in this instruction. By initiating this program, USFJ made no commitment to maintaining, continuing, or expanding it. It may be terminated or suspended for any reason by USFJ component commanders or, if authority is delegated, by installation commanders.
3. **Procedures.**
 - 3.1. Non-SOFA status applicants are to be admitted to offered college-level programs on a space-available basis. However, non-SOFA applicants whose primary languages are not English will not exceed 25% of any class. This restriction does not apply to English or English as a Second Language classes.
 - 3.2. The civilian community in the locality of each participating school, usually under the auspices of the Prefectural Government, will form a committee to facilitate the admission of non-

SOFA status applicants whose primary language is not English and/or who are not U.S. citizens. The committee will:

3.2.1. Serve as the primary conduit for Service components to communicate with Japanese officials on matters pertaining to program publicity and to the screening, selection, and attendance of non-SOFA-status applicants who are not U.S. citizens.

3.2.2. Ensure that each applicant meets or exceeds the following criteria:

3.2.2.1. Japanese university-admission standards.

3.2.2.2. Scores at least 450 on the Test of English as a Foreign Language (TOEFL) or an equivalent score on an equivalent foreign language test. An applicant who scores at least 450 on the TOEFL or an equivalent score on an equivalent foreign language test may enroll in an English-language enhancement class if the school in which the applicant desires to enroll requires a higher score for admission.

3.2.2.3. Receives a favorable committee recommendation, following an interview.

3.2.2.4. Committee standards for personal history and census registration requirements.

3.2.3. Forward academic credentials of qualifying applicants to the applicable college-level education program manager for review.

3.2.4. Recommend to each applicable college-level education program no more than twice the number of non-SOFA status applicants who are not U.S. citizens than can be accepted (see para. 3.1 restrictions). Those applicants qualifying, but not admitted, because of space or English-language percentage limitations, will be placed on a standby roster. The option of admitting qualifying applicants from standby rosters will be exercised term-by-term (i.e., by quarter or semester, as applicable).

3.2.5. Coordinate with the local installation representatives to ensure qualifying non-SOFA status applicants who are not U.S. citizens understand and comply with U.S. facility and area access requirements. Advise applicants that violation of USFJ rules or academic regulations may lead to dismissal from the program and subsequent revocation of their facility and area access.

3.3. The Service component commanders will designate a senior representative for each of their military installations with a college-level education program. Each installation representative, normally an installation commander or an installation education officer, shall serve as the principal point of contact (POC) for the local Committee. POCs will individually ensure their respective installation education or learning center programs will:

3.3.1. Establish procedures for and coordinate non-SOFA status applicant admission and subsequent attendance in college-level education programs. U.S. citizen non-SOFA status applicants shall not be subject to Committee screening.

3.3.2. Make alternate arrangements with the local civilian community, subject to approval by the Deputy Commander, USFJ, to undertake Committee action when circumstances hinder the formation of or action by a Committee under the auspices of the Prefectural Government. Attachment 1 lists the Committees and the principal POCs.

3.3.3. Manage the college-level education program so that the number of non-SOFA status applicants entering the program annually does not displace enrolled non-SOFA status students from courses of study.

3.3.4. Coordinate the process and issue of installation access documents consistent with base and service component guidance, which permit students to attend installation education facilities, libraries, laboratories, and school offices. Access to other not authorized areas should be restricted. Passes will be retrieved and returned to installation authorities when they expire, when withdrawn for cause, or when the student does not enroll in the next academic term. The final authority to deny issuance or cancel a pass remains with U.S. authorities.

3.4. The college-level education program managers will:

3.4.1. Provide their local Committees current course catalogs and admissions criteria publicizing admissions and graduation requirements, programs, and fees.

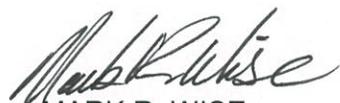
3.4.1.1. An administrative surcharge fee to reimburse the U.S. for support of non-SOFA status applicants attending classes on-base is \$5.00 per credit hour. The fee is waived for non-SOFA status applicants enrolling in Distance Learning classes where students do not participate in a traditional classroom setting within a United States facility or area. The amount of the administrative surcharge fee will be annually reviewed.

3.4.1.2. At the time of registration, the installation education or learning center, with each college-level education program, shall collect the administrative surcharge fee from each non-SOFA status applicant. At the end of the registration period, the installation education or learning center will transfer all administrative surcharge fees (i.e., gross amount) to the installation or activity financial manager (e.g., comptroller) for disposition.

3.4.2. Inform their local Committees of courses and spaces available.

3.4.3. Review academic credentials of applicants recommended by their local Committee.

4. Reference: USPACOM Instruction, 0235.1, Support of Adult Voluntary Education Programs, dated 11 Nov 2010.



MARK R. WISE
Brigadier General, USMC
Deputy Commander

1 Attachment:
Regional Points of Contact (POCs)

Attachment 1

REGIONAL POINTS OF CONTACT (POCS)

| <u>JAPANESE COMMITTEE</u> | <u>U.S. REPRESENTATIVE</u> |
|--|--|
| <p>ATSUGI NAVAL AIR STATION No standing committee (case-by-case consideration)</p> | <p>Education Services Officer Tel: 264-3280</p> |
| <p>MISAWA AIR BASE Mr. Shigeo Suzuki (35MSS/MSE) Senior Chief, Aomori Foundation for Advancing International Relations 1-40, Yasukata-1 Chome Aomori City, Aomori Prefecture, Japan 030 Tel: 0177-35-2221/FAX: 0177-35-2252</p> | <p>Education Services Officer Tel: 226-3904</p> |
| <p>OKINAWA (All installations) Mr. Tomoyoshi Tsukayama Executive Director Okinawa International Exchange & Human Resources Development Foundation (OIHF) Tel: 098-941-6788</p> | <p>AF Education Services Officer Tel: 634-1500 Army Education Services Officer Tel: 644-4463 Navy Education Services Officer Tel: 632-4194 Marine Education Services Officer Tel: 645-3486</p> |
| <p>SASEBO NAVAL BASE Mr. Yoritoshi Urushio Director of Base Affairs Yahata-chou 1-10, Sasebo-shi Tel: 0956-24-1111</p> | <p>Naval Campus Education Officer Tel: 252-3511</p> |
| <p>YOKOSUKA NAVAL BASE No standing committee (case-by-case consideration)</p> | <p>Naval Campus Area Coordinator Tel: 243-7578</p> |
| <p>YOKOTA AIR BASE Mr. Yoshiharu Inagaki V-Pres, Fussa/Yokota Goodwill Exchange Club 2269-4 Fussa, Fussa City, Tokyo Tel: 0425-30-2506</p> | <p>Education Services Officer (374FSS/FSDE) Tel: 225-7337</p> |
| <p>CAMP ZAMA No standing committee (case-by-case consideration)</p> | <p>Education Services Officer Tel: 263-3015</p> |
| <p>MCAS Iwakuni No standing committee (case-by-case consideration)</p> | <p>Education Services Officer Tel: 253-3855</p> |