

BY ORDER OF THE
COMMANDER

HEADQUARTERS, UNITED STATES FORCES, JAPAN
USFJ INSTRUCTION 36-2605



22 February 2018

Personnel

JOINT SERVICES USE OF THE NEW SANNO U.S. FORCES CENTER

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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PURPOSE: To prescribe policy for joint service use of the New Sanno U. S. Forces Center (U. S. Naval Joint Service Activity) and associated conference rooms. Added procedures for making reservations in the New Sanno Conference Rooms.

SUMMARY OF CHANGES: Updated format, reservation points of contact, available conference rooms, scheduling procedures, and incorporates and rescinds USFJ HOI 36-2603.

1. Scope. This instruction applies to all service component commands in Japan to include civilian personnel assigned, employed or attached to Headquarters, United States Forces, Japan.

2. General: The New Sanno U.S. Forces Center is operated by the U.S. Navy as Executive Agent following the Joint Agreement dated 11 July 1996, to provide:

2.1. A suitable meeting place for conferences and other official functions of U.S. Forces and Government of Japan Officials and the preliminary meetings by U.S. Forces personnel normally associated therewith. Official meeting and functions of a single service, multiple services, the Commander U.S. Forces Japan (COMUSJAPAN) and United Nations Command (Rear), as well as other users authorized by the Status of Forces Agreement (SOFA).

2.2. A transient billeting facility for accompanied and unaccompanied Department of Defense (DoD) personnel on official duty in Japan.

2.3. A U.S. Forces-operated morale, welfare and recreation facility with English-language assistance, where U.S. armed forces stationed in Japan, visiting on leave or liberty, and their dependents, can be provided hotel type accommodations, related services, and American style food and beverages at a reasonable cost. Civilian personnel and their dependents must be on official orders in Japan and have SOFA status.

2.4. Operating policy, as specified in the Joint Agreement for the operation of the New Sanno Hotel, is developed and prescribed by the Navy as Executive Agent. The purpose of this directive is to prescribe utilization policy.

3. Definitions.

3.1. Distinguished Visitors: Active duty, retired flag officers and general officers and other government officials accorded the equivalent rank and privileges.

3.2. Civilian Employees: All U.S. civilian employees of U.S. Forces in Japan under SOFA and other U.S. civilian employees of the U.S. Government traveling in Japan on official DoD orders.

3.3. Accommodations: General term referring not only to hotel rooms but also dining rooms, bar and cocktail lounge, special function rooms, conference rooms, game room, shopping concessions, etc., operated within the New Sanno U.S. Forces Center.

4. Utilization Policy and Procedures.

4.1. Authorized Users: The New Sanno provided accommodations for eligible military members and civilian employees of the U.S. Armed Forces and their dependents and, in certain instances, other U.S. citizens eligible under the SOFA.

4.2. Hotel Rooms Assignment Priority: For the four protocol Suites, priority and assignment will be coordinated by New Sanno U.S. Forces Center Management with the designated representative of the sponsoring commands as follows:

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4.2.1. In order to maximize utilization and revenue, the New Sanno U.S. Forces Center may accommodate non-protocol sponsored guests in these suites after the suites have been released by the appropriate protocol representative.

4.2.2. For all other hotel rooms and suites, assignment will be on a first come, first served basis. Guaranteed reservations may be made by complying with advance deposit requirements prescribed by the Management of the New Sanno; other reservations will be held until 6pm on the day of arrival.

4.3. Use of the New Sanno Conference Rooms:

4.3.1. The following conference rooms are designated for the primary use of the HQ USFJ staff members who have priority and the right of preemption when necessary. Authorized agencies with official requirements that are Joint or Bilateral in nature will be accommodated on a space available basis.

4.3.2. Joint Services Conference Room (Seats 28) 3rd Floor – no fee incurred

4.3.3. Oval Room (Seats 12), 3rd Floor – available for a nominal fee

4.3.4. Octagon Room (Seats 8), 3rd Floor – available for a nominal fee

4.3.5. Garden Dining Room (Seats 12), 3rd Floor – available for a nominal fee

4.4. Reservations for all conference rooms are made by contacting the New Sanno Catering Director, 229-7120.

4.4.1. The following information is required when making a reservation:

4.4.2. Date(s)/Time(s) required.

4.4.3. Name of requester.

4.4.4. Number of people scheduled to attend.

4.4.5. Sponsoring organization and project officer.

4.4.6. Title of conference or event.

4.4.7. Advance reservations in excess of one month should be made only if the schedule and attendance are firm. Frequent cancellations are discouraged since they tend to inconvenience other users.

4.4.8. Unavoidable cancellations should be made known to the appropriate representative as soon as possible to permit fulfilling other users' requirements.

4.4.9. Requests to schedule briefings or conferences on a recurring basis will be considered insofar as practicable.

4.5. Using agencies and project officers are responsible for making reservations in accordance with paragraphs 4.4. through 4.4.9. above.

4.5.1. Ensure necessary room security in accordance with DOD Manual 5200.01-V3 when classified meetings and/or briefings are being planned.

4.5.2. Arrange physical set-up of the conference room to satisfy individual user requirements.

4.5.3. Furniture materials, visual aids, or other necessary equipment. Cost of the Joint Conference room is no charge; however, other services such as refreshments will incur a cost that the reserving organization is responsible to pay.

4.5.4. Maintain positive control of all participants to avoid noise in the hallway and congestion near conference room entrances.

4.5.5. Remove all materials brought into the conference room upon adjournment of the session. Rearrange the conference room back to its original layout. Furniture at the New Sanno cannot be added to the meeting room except by New Sanno staff.

4.5.6. Report all damages and discrepancies to the conference room manager.

5. Advisory Board:

5.1. Pursuant to the Joint Agreement for Operation of the New Sanno Hotel, dated 11 Jul 1996, a New Sanno Advisory Board, comprised of appropriate officer, enlisted and civilian representatives appointed by each of the Service Component Commanders in Japan and chaired by an officer appointed by COMUSJAPAN will meet as required for the purpose of recommending policy and operating procedural changes and to provide user feedback to the New Sanno Hotel Director.

6. References:

- 6.1. Status of Forces Agreement (SOFA)
- 6.2. Joint Agreement for the Operation of the New Sanno Hotel.
- 6.3. New Sanno Instruction 11103.3M



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