

**BY ORDER OF THE COMMANDER  
KADENA AIR BASE**

**KADENA AIR BASE INSTRUCTION  
32-9003**



**20 JULY 2023**

**Civil Engineering**

**TENANT FARMING ON  
18TH WING INSTALLATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 718CES/CEI

Certified by: 718CES/CC  
(Lt Col Loren N. Jones-Harris)

Supersedes: KADENAABI32-9003, 3 December 2014

Pages: 22

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This publication implements Department of the Air Force Policy Directive (DAFPD) 32-90, *Real Property Management*. It is established to: (1) define procedures for granting access to property within 18th Wing (18 WG) installations for tenant farming; (2) assist tenant farmers in gaining access; (3) outline the requirements that tenant farmers must adhere to in order to maintain access; and (4) establish tenant farming oversight processes. The guidelines within this instruction are developed to comply with military mission requirements, installation security, environmental and safety requirements. This instruction is applicable to all 18 WG and partner units, and all tenant farmers requiring access to private property within 18 WG installations. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with (IAW) the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. This revision updates the tenant farmer access approval process.

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## 1. Background.

1.1. Kadena Air Base and other installations operated by 18 WG on Okinawa, Japan, reside on property owned, occupied, and farmed by individual landowners prior to the establishment of military installations by American military forces during World War II. Since World War II, permission to use installation property used by the US Government has been granted by the Government of Japan in support of activities under the Treaty of Mutual Cooperation and Security. As mission requirements allow and when requested by municipal offices for land parcels located within its municipal boundaries, access has historically been granted by 18 WG to tenants for the purpose of crop farming. For the purposes of this instruction, a tenant farmer is defined as a farmer sponsored by the applicable municipality and approved by 18 WG who engages in or desires to engage in crop farming within installations on Okinawa that are administered by 18 WG.

1.2. When Ryukyus Command existed, municipalities were given a role with regard to farming on base. The 18 WG continues to coordinate farming issues for land falling with a municipality's borders with the Okinawa Defense Bureau and that municipality.

1.3. There are various security, fire, environmental, and safety concerns associated with granting tenant farmers access to 18 WG installations. Lack of past oversight of the tenant farming operations has led to issues such as fires, illegal dumping, construction of unauthorized structures, and expansion of farming plots. This instruction defines the roles and responsibilities of tenant farmers and 18 WG consistent with the authority of the US Government under Article III of the United States-Japan Status of Forces Agreement (SOFA) to mitigation and eliminate past concerns while authorizing farming consistent with the needs of the US Government.

## 2. Tenant Farmer Access Approval Process.

2.1. The process for approving tenant farmer access to 18 WG installations is depicted graphically on [Attachment 2](#) of this instruction and detailed in the following paragraphs.

2.2. Individuals farming property under the control of 18 WG who have not previously registered as a tenant farmer may request approval as a tenant farmer. The farmer must submit a map of the land parcel currently being farmed, what kind of farming, their name, address and phone number. The information must be delivered to Kadena's Pass and Identification Center located at Kadena Gate 1 and routed to the 718th Civil Engineer Squadron, Installation Management Flight (718 CES/CEI).

2.2.1. The information will be reviewed by 718 CES/CEI. The 718 CES/CEI will inform the farmer if this initial request is tentatively approved or disapproved.

2.2.2. If tentatively approved, the farmer can proceed with the approval steps in paragraphs [2.3 through 2.8](#).

2.2.3. If disapproved, the farmer must discontinue activities on the land parcel or will be considered to be trespassing on 18 WG installation.

2.3. The tenant farmer must provide the municipality within which the land parcel lies with the following items in order to request access to property under the control of 18 WG.

2.3.1. A signed "Tenant Farming Access Agreement" (see [Attachment 3](#)).

- 2.3.2. The tenant farmer must submit a map of the property showing the boundaries of the parcel being farmed to the municipality.
- 2.4. The municipality must route in information specified in **paragraph 2.3** to 718CES/CEI.
- 2.5. Requests for base access that are not coordinated through the local municipality will be denied.
- 2.6. Approved tenant farmers may request access for helpers for specific actions, such as harvest season. If the farmer requests access for helpers to farm or harvest plots within the Munitions Storage Area (MSA), these requests shall be submitted as Requests for Issuance of Unescorted Base Pass using the Entry Authorization List request form (see **Attachment 6**). The municipality must route the required information to 718 CES/CEI.
- 2.7. Renewals of farmer base passes or unescorted entry authorization listings should be started not later than 30 days before a base pass expires to avoid gaps in base access. Renewals are accomplished IAW the steps specified in paragraphs **2.3 through 2.6**.
- 2.8. Upon receipt of a base access submittal from the local municipality, 18 WG will review the access request sequentially among the following three units: (1) 718 CES/CEI; (2) 18th Munitions Squadron, Systems Flight (18 MUNS/MXW), if the request is within the munitions storage area; and (3) 18th Security Forces Squadron, Pass and Registration (18 SFS/S5B).
- 2.8.1. The 718 CES/CEI will ensure that current and planned land use at the site is compatible with farming, that current operations at the farming parcel are IAW real estate and environmental quality requirements, and update 18 WG's geographic information system to ensure tracking of parcel boundaries. The 718 CES/CEI will maintain the signed access agreements and all documentation of parcel boundaries provided by local municipality.
- 2.8.2. The 18 MUNS will ensure requested farming does not interfere with munitions operations and maintain accurate Entry Authorization Lists (EAL).
- 2.8.3. The 18 SFS/S5B will verify that the individual requesting access is not prohibited from entering 18 WG installations, enter the individual into Defense Biometric Identification System (DBIDS) for Kadena Air Base access and approve an access pass for a period of no more than one (1) year. The 18 SFS must receive an approved Unescorted Base Pass request packet from the applicable municipality to issue access passes.
- 2.9. If at any point in the review process an organization denies the access request, they will inform 718 CES/CEI and other units that have previously approved the request of why the request is being denied. For disapproval, 718 CES/CEI will provide advanced notice to the 18th Mission Support Group Commander (18 MSG/CC) and the 18th Wing Public Affairs Office (18 WG/PA) and then notify the appropriate local municipality. Otherwise, upon being informed of approval, 718 CES/CEI will notify the local municipality that the request has been approved and a DBIDS card will be issued at the Gate 1 Pass and Registration Office. EAL will be distributed to Farmers' Gate.

2.10. If a tenant farmer is found to be in violation of the requirements of this agreement, 718 CES/CEI will provide written notification detailing the items that must be corrected. The farmer will be granted ten (10) days from written notification to correct the deficiencies. Under certain circumstances and on a case-by-case basis, 18 MSG/CC may grant the tenant farmer more than ten (10) days to correct the deficiencies. If a violation is not corrected within the 10-day period, the farmer will be notified that all items must be removed from the property within 5 days. At the end of that 5-day period, the farmer's pass will be revoked and the individual will lose Tenant Farmer status. The 18 WG may consider the property abandoned and seek to dispose of all personal property at the farmer's expense. The individual must discontinue use of the land parcel or they will be considered as trespassing on 18 WG installation. Nothing in this paragraph limits 18 WG personnel from immediately revoking a tenant farmer's access if security or safety warrants such revocation. The appropriate municipality is to collect DBIDS card and return it to Pass and Registration Office for termination.

### 3. Tenant Farmer Requirements.

3.1. The requirements that all tenant farmers must comply with in order to maintain access to 18 WG installations are detailed within this section. Additionally, these requirements are provided in English and Japanese on [Attachment 3](#) of this instruction. [Attachment 3](#) is a "Tenant Farming Access Agreement" that must be signed by all tenant farmers desiring access to 18 WG installations. The procedures for submitting [Attachment 3](#) are detailed in Section 2. Periodic inspections of tenant farming operations by security forces, real property, fire, safety and environmental personnel may occur. Failure to comply with the provisions of the "Tenant Farming Access Agreement" will result in revoking access for any tenant farmer(s) found in violation of the agreement as detailed in [paragraph 2.9](#).

3.2. **General Requirements.** The following requirements and restrictions apply to all tenant farming operations on 18 WG installations:

3.2.1. The 18 WG reserves the right to temporarily or permanently terminate the tenant farmer's use of the parcel when necessary for official purposes.

3.2.2. Farmers will proceed directly to their farm to perform their farming then immediately depart the installation.

3.2.3. Farmers will not expand their allocated parcel in any direction.

3.2.4. Permanent construction of any type will not be allowed. The only structures permitted are temporary structures that serve only for shade and protection from rain. Construction must be approved by 718 CES/CEI prior to work beginning.

3.2.5. Farmers will not remain on the parcel overnight.

3.2.6. Nothing will be planted within 10 meters of perimeter fences and major roadways.

3.2.7. Each tenant farmer will post a bilingual sign at the entrance to his or her planted area stating name and telephone number, if available.

3.2.8. Vehicles will not be left on-site when the farmer leaves the parcel.

3.2.9. Flammable liquids will not be stored in glass or plastic containers; only metal cans designed for such storage will be used and the quantity will be limited to 40 liters.

3.2.10. All farm vehicles and equipment will be maintained in a serviceable condition (lights, safety devices, etc.). All inoperative vehicles and equipment will be removed from the area.

3.2.11. All litter and dead vegetation will be removed daily and disposed of off the installation.

3.2.12. Fires of any kind are strictly prohibited.

3.2.13. Animals are not permitted.

3.2.14. Farmers will remove or secure any loose objects from their plot whenever Tropical Cyclone Condition of Readiness (TCCOR) 3 is announced.

3.2.15. All persons are prohibited from entering areas determined to be dangerous or hazardous during typhoons or other contingencies.

3.2.16. In case of increased security requirements because of terrorist or local threat conditions, personnel may be denied entry until the threat has diminished.

3.2.17. Farmers are expected to cooperate fully with the Air Force in investigating and addressing violations of this instruction. The Air Force reserves the right to take action against any person who violates the terms and conditions of this instruction or other Department of Defense (DoD), Air Force, or installation instructions.

3.2.18. Farmers should immediately report incidents of unauthorized access or violations of these requirements to the 18 SFS/S5B at 098-938-1111 (634-2604), by calling 718 CES/CEI at 098-938-1111 (632-6844), or by calling the local municipality.

**3.3. Munitions Storage Area Requirements.** In addition to the general requirements and restrictions listed above, the following requirements and restrictions apply to all tenant farming operations within or adjacent to the munitions storage area.

3.3.1. **Notification of Risk.** Tenant farmers are continuously exposed to various hazards at less than the required separation distance for public exposure to a potential explosive site. These risks shall include, but not be limited to, injury, death or damage to property or persons resulting from blast, overpressure, airborne fragmentation and burning, and the condition of the premises in their natural state or as they are used by the government in the course of its activities.

3.3.2. All farmers requiring access to the munitions storage area are responsible for directly adhering to the security and safety policies of 18 MUNS.

3.3.3. Persons entitled access must use Gate 26 (Farmers' Gate) to enter the munitions storage area. This gate will be manned by security forces personnel, and opened daily from 0600-1800. All personnel will be required to sign in and out on AF Form 1109, *Visitor Register Log*, and receive a Farmer Badge.

3.3.4. Personnel will depart the munitions storage area before 1800. Under no conditions will overnight stays occur.

3.3.5. Farmers will have a class 5 BC-type fire extinguisher while in the munitions storage area.

3.3.6. When Tropical Cyclone Condition of Readiness 2 (TCCOR 2) has been declared, or at the installation commander's discretion, the Farmers' Gate will be closed. This gate will remain closed until the "ALL CLEAR" has been given and the damage assessment (if any) is completed.

**4. Access of Tenant Farming Plots by the 18 WG Personnel.**

4.1. The 18 WG personnel in the performance of their official duties may access tenant farming plots at any time as required by those official duties.

NICHOLAS B. EVANS, Colonel, USAF  
Commander

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

DAFPD32-90, *Real Property Management*, 20 April 2021

USFJI 31-204, *Restrictions on Designated Third Country Nationals to USFJ Installations and Areas*, 1 December 2020

AFI 33-322, *Records Management and Information Governance Program*, 10 March 2020

#### *Adopted Forms*

DAF Form 847, *Recommendation for Change of Publication*

AF Form 1109, *Visitor Register Log*

#### *Abbreviations and Acronyms*

**AFI**—Air Force Instruction

**DAFDP**—Department of the Air Force Policy Directive

**DoD**—Department of Defense

**DBIDS**—Defense Biometric Identification System

**EAL**—Entry Authorization List

**MSA**—Munitions Storage Area

**OPR**—Office of Primary Responsibility

**SOFA**—Status of Forces Agreement

**TCCOR**—Tropical Cyclone Condition of Readiness

**18 MSG/CC**—18th Mission Support Group Commander

**18 MUNS/MXW**—18th Munitions Squadron, Systems Flight

**18 SFS/S5B**—18th Security Forces Squadron, Pass and Registration

**18 WG**—18th Wing

**18 WG/PA**—18th Wing Public Affairs Office

**718 CES/CEI**—718th Civil Engineer Squadron, Installation Management Flight

#### *Terms*

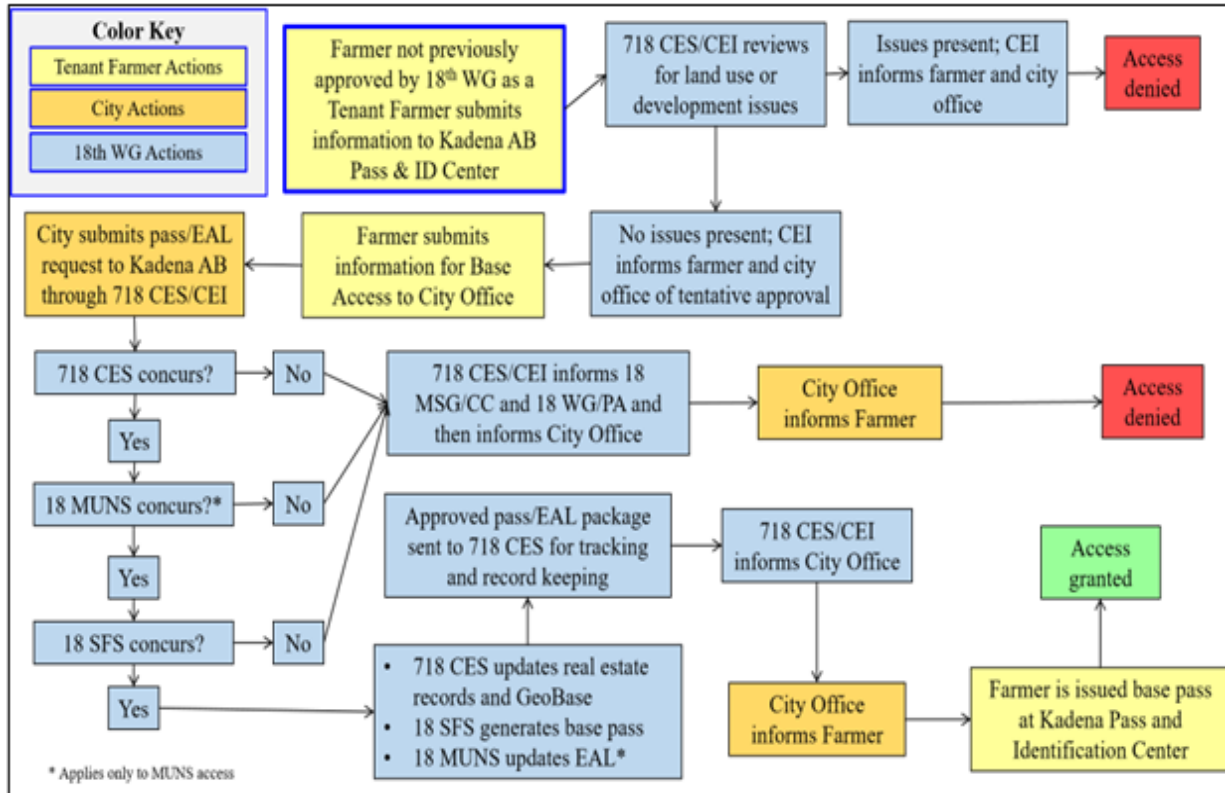
**Tenant Farmer**—For the purposes of this instruction a tenant farmer is defined as a farmer sponsored by the applicable municipality and approved by 18 WG who engages in or desires to engage in crop farming within installations on Okinawa, Japan, that are administered 18 WG.



Attachment 2

TENANT FARMER ACCESS APPROVAL PROCESS

Figure A2.1. Tenant Farmer Access Approval Process.



### Attachment 3

## TENANT FARMING ACCESS AGREEMENT

### Figure A3.1. Tenant Farming Access Agreement Part 1 of 2.

This agreement must be signed in order to farm land on 18 WG installations. Periodic inspections of tenant farming operations by 18 WG personnel may occur.

#### **General Requirements and Restrictions.**

The 18 WG reserves the right to temporarily or permanently terminate the tenant farmer's use of the parcel when necessary for official purposes. Tenant farmers must comply with 18 WG needs and cannot claim any right for continued land use.

Farmers will not expand their allocated parcel in any direction.

Permanent construction of any type will not be allowed. The only structures permitted are temporary structures that serve only for shade and protection from rain.

The 18 WG may seek to dispose of all personal property at the farmer's expense when the property is considered as abandoned.

Farmers will not remain on the parcel overnight.

Nothing will be planted within 10 meters of perimeter fences and major roadways.

Each tenant farmer will post a bilingual sign at the entrance to his or her planted area stating name and telephone number, if available.

No farm vehicles or equipment will be left on site when the farmer leaves the parcel.

Flammable liquids will not be stored in glass or plastic containers; only metal cans designed for such storage will be used and the quantity will be limited to 40 liters.

All farm vehicles and equipment will be maintained in a serviceable condition (lights, safety devices, etc.). All inoperative vehicles and equipment will be removed from the area.

All litter and dead vegetation will be removed and disposed of off the installation.

Fires of any kind are strictly prohibited.

Animals are not permitted.

Farmers will remove or secure any loose objects from their plot whenever Tropical Cyclone Condition of Readiness 3 (TCCOR 3) is announced.

All persons are prohibited from entering areas determined to be dangerous or hazardous during typhoons or other peacetime emergencies.

In case of increased security requirements because of terrorist or local threat conditions, personnel may be denied entry until the threat has diminished.

Farmers are expected to cooperate fully with the Air Force in investigating and addressing violations of this instruction. The Air Force reserves the right to take action against any person who violates the terms and conditions of this instruction or other DoD, Air Force, or installation instructions.

Farmers should immediately report incidents of unauthorized access or violations of these requirements to the 18th Security Forces (18 SFS/S5B) at 098-938-1111 (634-1556) or Installation Management Flight (CEI) 098-938-1111 (632-6844) or by calling the local municipality.

**Munitions Storage Area Requirements and Restrictions.** In addition to the general requirements and restrictions listed above, the following requirements and restrictions apply to all tenant farming operations within or adjacent to the Munitions Storage Area:

**Notification of Risk.** Tenant Farmers are continuously exposed to various hazards at less than the required separation distance for public exposure to a potential explosive site. These risks shall include, but not be limited to, injury or damage to property or persons resulting from blast, overpressure, airborne fragmentation and burning, and the condition of the premises in their natural state or as they are used by the government in the course of its activities.

All farmers requiring access to the munitions storage area are responsible for directly adhering to the security and safety policies of the 18th Munitions Squadron.

Persons granted access must use Gate 26 (Farmers' Gate) to enter the munitions storage area. This gate will be manned by security forces personnel, and opened daily from 0600-1800. All personnel will be required to sign in and out on the AF Form 1109, *Visitor Register Log*, and receive a farmer's pass.

Personnel will depart the munitions storage area before 1800 hours (1900 during February – March and October – November harvest seasons). Under no conditions will overnight stays occur.

Farmers will have a class 5 BC-type fire extinguisher while in the munitions storage area.

Farmers will immediately stop operations and evacuate Munitions Storage Area when notified by the overhead loud speakers of lightning within 5 nautical miles. Farmers may re-enter when notified of lightning within 5 NM has been terminated via the loud speakers.

When Tropical Cyclone Condition of Readiness 2 (TCCOR 2) has been declared, or at the Installation Commander's discretion, the Farmers' Gate will be closed. This gate will remain closed until the "ALL CLEAR" has been given and the damage assessment (if any) is completed.

**Failure to comply with the provisions of this agreement will result in revoking access for any tenant farmer(s) found in violation of the agreement.**

**Tenant Farmer's Name:** \_\_\_\_\_

**Tenant Farmer's Signature/Inkan:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Figure A3.2. Tenant Farming Access Agreement Part 2 of 2.

## 別紙 3

## 借用農地への入域同意書

18 航空団施設への入域にはこの同意書への署名が求められる。借用農地においては 18 航空団人員による定期検査の可能性がある。

**一般的要件及び制約**

第 18 航空団は、公用のため必要があると認める場合は、借用農地農耕者による農地使用を一時的または永久に差し止める権限を留保する。借用農地農耕者は、第 18 航空団の要求に常に従うものとし、土地の継続使用に関して、第 18 航空団に対し如何なる権利も主張することができない。

農耕者は割り当てられた土地を、いかなる方向にも拡張してはならない。

永久的工作物については、いかなるものも建築することはできない。但し、雨、日光をさえぎる目的の仮設工作物に限っては許可することができる。

第 18 航空団は、所有物が放棄されたときみなされた場合、農耕者の費用負担ですべての個人所有物を処分することを求める場合がある。

農耕者は割り当てられた土地に夜通し留まってはならない。

フェンスや車道から 10メートル以内に、いかなる物も植えてはならない。

農耕者は各人の農地の入口に、氏名及び電話番号(所有する場合)を記載した日英両文の標識を設置すること。

農耕者が農地を離れる場合には農業用車両または装備類を放置してはならない。

可燃性液体をガラスやプラスチック容器に保管してはならない。可燃性液体を保管する目的で設計された金属製の容器のみを用いる事とし、その容量は 40リットルを上限とする。

全ての農耕用車両及び装備類(電灯、安全装置等)は、使用可能な状態に維持されなければならない。使用出来ない車両及び装備類は全て農地から撤去しなければならない。

ゴミや腐敗物又は枯れた農作物は農地から撤去され、施設外で処分されなければならない。

あらゆる類の火気を厳禁とする。

動物は許可されない。

TC-3（熱帯性低気圧状態のレベル3）が発令された場合、農耕者は農地における飛ばされそうな物を固定若しくは撤去しなければならない。

何人たりとも台風来襲時あるいは平時の緊急時に危険又は有害とされる地域へ立ち入ってはならない。

テロリスト又はその他の脅威に対する治安維持要件が強化された場合、その状態が解除されるまで入域が許可されない可能性がある。

農耕者は、この規則に対する違反の調査や違反の発生報告に関し、空軍へ全面的に協力する事を期待される。本規則、あるいは国防省、空軍、または施設の規則に反したいかなる個人に対し、空軍は措置を取る権利を有するものとする。

農耕者は不法侵入、ゴミの不法投棄やその他の規則違反を、第十八憲兵中隊（18 SFS/S5B）電話番号 098-938-1111(634-1556)、もしくは施設管理部（718 CES/CEI）電話番号 098-938-1111(632-6844)又は最寄の自治体(市役所、役場)へと速やかに報告しなければならない。

**弾薬庫における要件及び制約** 上記の一般的要件及び制約に加え、以下の要件と制約が弾薬庫近接地における借用農耕地における農作業へと適用される。

**危険性の告知**（弾薬庫内にある）潜在的に爆発の可能性のある箇所から一定の距離を置くことを求められている範囲内に借用農耕者が立ち入っている場合、借用農耕者は継続的に様々な危機性にさらされている。この場合の危険性とは爆風、強い風圧、破裂片の飛散、火傷などがあるが、これだけに限定されない。また、土地が自然の状態で、あるいは米国政府の運用活動のため使用されている状況下においての危険性を借用農耕者は受け入れている。

弾薬庫に入域する必要がある全ての農耕者は、第十八弾薬中隊の治安と安全に関する方針を遵守する責任を負う。

許可された者が弾薬庫へと入域する際には、第26ゲート(農耕者用ゲート)を利用しなければならない。このゲートは憲兵隊により人員が配置され、毎日午前6時から午後6時まで開門される。全ての者は入域者リストに出入域を記録し、農耕者パスを受領する。

農耕者は弾薬庫から午後6時までに出域しなければならない。収穫期（2月から3月及び10月から11月）は午後7時までとする。いかなる場合にも夜通し留まる事は認められない。

弾薬庫内で農作業を行う際、すべての農耕者は5BC型消火器（油・ガソリン・電気火災用の小型消火器）を携帯しなければならない。

5海里（約9キロ）以内での雷注意及び勧告を伝える放送があった場合、農耕者はただちに作業を中断し、弾薬庫地区から避難すること。ただし、雷注意及び勧告が解除の放送があった場合は、立ち入りを許可します。

TC-2（熱帯性低気圧状態のレベル2）が発令された場合や施設司令官の裁量により、農耕者用ゲートは閉門される。同ゲートは「オール・クリヤー（全面解除）」が宣言され、被害の査定が終了するまで開門されない。

この合意書に記載される事柄の遵守違反が発覚し、その事実が明らかになった場合いかなる借用農耕者もその入域許可が取り消される。

借用農地農耕者氏名：

借用農地農耕者署名／印鑑

日付：

## Attachment 4

**GUIDE FOR REQUESTING FOR TENANT FARMING BASE PASS****Figure A4.1. Guide For Requesting for Tenant Farming Base Pass.****FIRST TIME REQUEST TO UTILIZE FARM:**

Farmers who not previously registered as a Kadena Tenant Farmer may submit a map of the farm they wish to utilize, along with their name, address and phone number. The documents can be submitted at Kadena's Pass and ID Office located at Kadena Gate 1.

**BASE PASS REQUEST OR RENEWAL:****(1) Letters of Request (one original)**

Must be typed in the proper format. See **Attachment 5** for a sample letter.

**(1) Copy of Identification**

Driver's license, my number card or passport.

**(1) Koseki-Shohon**

Requester is required to obtain a certified copy of family register. Not applied to Munitions Storage Area access.

**(1) Individual Information Sheet****LOST PASSES:****(1) Letter of Request (one original)**

Must state circumstances regarding the loss of the pass.

Must be signed by authorized sponsor (718CES/CEI).

All requesters for re-issued passes must have in their possession some form of identification.  
(i.e., driver's license, my number card or passport)

**HELPFUL NUMBERS:**

18 SFS/S5B – Pass and Registration

098-938-1111, wait for dial tone, dial 634-2604

18 SFS/S5B – NCOIC

098 938-1111, wait for dial tone, dial 634-1556

## 別紙 4

### 借用農耕地パス申請の手引き

#### 農地を使用するための初回申請時

過去において嘉手納基地借用農地農耕者として登録されたことのない者は、氏名、住所及び住所とともに、使用する農地の図面を提出する。当該書類は嘉手納基地第1ゲートの嘉手納基地パス登録事務所に提出することができる。

#### 基地立入パス申請又は更新

申請書 1 部 (原本)

適切な書式にて作成される事とする。見本については別紙 5 を参照。

身分証明書の写し 1 部

運転免許証、マイナンバーカード、またはパスポート

戸籍抄本の写し 1 部

申請者は戸籍抄本 1 部を入手する事が求められる。弾薬庫地区に関しては不要。

インディビジュアルインフォメーションシート

#### パスの紛失

申請書 1 部 (原本)

パス紛失のいきさつを記述。

認可された 718CES/CEI により調印される事とする。



全てのパス再発行申請者は何らかの身分証明書を持参する事。 (例 運転免許証、マイナンバーカード、パスポート)

(憲兵隊) 電話番号

18 SFS/S5B パス登録事務所 098-938-1111(634-2604)

18 SFS/S5B 先任下士官 098-938-1111(634-1556)

## Attachment 5

## SAMPLE REQUEST LETTER FOR TENANT FARMING BASE PASS

Figure A5.1. Sample Request Letter for Tenant Farming Base Pass.

MEMORANDUM FOR 18 SFS/S5B  FROM: 718 CES/CEIA  SUBJECT: Request for Issuance of Unescorted Base Pass  1. Request access to Kadena AB for the below individuals. Purpose for access is farming.  a. Municipality: <i>(Name of municipality)</i>  b. Duration: 01 June 2022 – 31 May 2023  c. Hours: 0600-1800 hours (1900 during February-March and October-November harvest seasons).  d. Access Gate: Gate 1, 2 and 3  2. I am aware of the rules and regulation as stated in USFJINST 31-204 and KABPLAN 31-101 concerning unescorted base access to the installation. If you have any questions, please feel free to contact <i>(POC Name)</i> at <i>(Phone)</i> or e-mail <i>(E-mail)</i> .     <div style="text-align: right; padding-right: 50px;"> <i>(NAME)</i>              Chief, Asset Accountability           </div>	DATE																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">#</th> <th style="width: 30%;">Name (Last, First/A-Z order)</th> <th style="width: 10%;">Gender</th> <th style="width: 20%;">Date of Birth</th> <th style="width: 15%;">Citizenship</th> <th style="width: 20%;">ID Number</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td><i>Arakaki, Taro</i></td> <td style="text-align: center;"><i>M</i></td> <td><i>31 January 1945</i></td> <td style="text-align: center;"><i>Japan</i></td> <td><i>9792xxxx0000</i></td> </tr> <tr> <td style="text-align: center;">2</td> <td><i>Arakaki, Hanako</i></td> <td style="text-align: center;"><i>F</i></td> <td><i>31 January 1956</i></td> <td style="text-align: center;"><i>Japan</i></td> <td><i>9792xxxx0022</i></td> </tr> <tr> <td style="text-align: center;">3</td> <td><i>Yamashiro, Jiro</i></td> <td style="text-align: center;"><i>M</i></td> <td><i>31 January 1952</i></td> <td style="text-align: center;"><i>Japan</i></td> <td><i>9297xxxx0303</i></td> </tr> </tbody> </table>	#	Name (Last, First/A-Z order)	Gender	Date of Birth	Citizenship	ID Number	1	<i>Arakaki, Taro</i>	<i>M</i>	<i>31 January 1945</i>	<i>Japan</i>	<i>9792xxxx0000</i>	2	<i>Arakaki, Hanako</i>	<i>F</i>	<i>31 January 1956</i>	<i>Japan</i>	<i>9792xxxx0022</i>	3	<i>Yamashiro, Jiro</i>	<i>M</i>	<i>31 January 1952</i>	<i>Japan</i>	<i>9297xxxx0303</i>	
#	Name (Last, First/A-Z order)	Gender	Date of Birth	Citizenship	ID Number																				
1	<i>Arakaki, Taro</i>	<i>M</i>	<i>31 January 1945</i>	<i>Japan</i>	<i>9792xxxx0000</i>																				
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3	<i>Yamashiro, Jiro</i>	<i>M</i>	<i>31 January 1952</i>	<i>Japan</i>	<i>9297xxxx0303</i>																				
1st Ind, 18 SFS/S5B MEMORANDUM FOR 18MSG/CD There is/there is no known derogatory information on file.     <div style="text-align: center; padding: 20px 0;"> <i>NAME, Rank, USAF</i>              Pass and Registration, 18th Security Forces Squadron           </div>     2d Ind, 18 MSG/CD MEMORANDUM FOR 18 SFS/S5B Approved/Disapproved.     <div style="text-align: right; padding-right: 50px;"> <i>NAME, Rank, USAF</i>              Deputy Commander, 18th Mission Support Group           </div>																									



Attachment 6

SAMPLE LETTER FOR ENTRY AUTHORIZATION LIST REQUEST

Figure A6.1. Sample Letter for Entry Authorization List Request.

	DATE				
MEMORANDUM FOR 18 SFS/S5B					
FROM: 718 CES/CEIA					
SUBJECT: Entry Authority List for Kadena Ammunition Storage Area					
<p>1. Request access to Kadena Ammunitions Storage Area for the below individuals. Purpose for access is farming.</p> <p style="margin-left: 20px;">a. Municipality: <i>(Name of municipality)</i></p> <p style="margin-left: 20px;">b. Duration: 01 June 2022 – 31 May 2023</p> <p style="margin-left: 20px;">c. Hours: 0600-1800 hours. (1900 during February – March and October – November harvest seasons).</p> <p style="margin-left: 20px;">d. Access Gate: Farmers’ Gate</p> <p>2. Notification of Risk</p> <p>Tenant farmers are continuously exposed to various hazards at less than the required separation distance for public exposure to a potential explosive site. These risks shall include, but not be limited to, injury or damage to property or persons resulting from blast, overpressure, airborne fragmentation and burning, and the condition of the premises in their natural state or as they are used by the government in the course of its activities.</p> <p>3. I am aware of the rules and regulation as stated in USFJINST 31-204 and KABPLAN 31-101 concerning unescorted base access to the installation. If you have any questions, please feel free to contact <i>(POC Name)</i> at <i>(Phone)</i> or e-mail <i>(E-mail)</i>.</p>					
<p><i>NAME, Rank, USAF</i> Chief, Asset Accountability</p>					
#	Name (Last, First/A-Z order)	Gender	Date of Birth	Citizenship	ID Number
1	<i>Arakaki, Taro</i>	<i>M</i>	<i>31 January 1945</i>	<i>Japan</i>	<i>9792xxxx0000</i>
2	<i>Arakaki, Hanako</i>	<i>F</i>	<i>31 January 1956</i>	<i>Japan</i>	<i>9792xxxx0022</i>
3	<i>Yamashiro, Jiro</i>	<i>M</i>	<i>31 January 1952</i>	<i>Japan</i>	<i>9297xxxx0303</i>
<p>1st Ind, 18 MUNS MEMORANDUM FOR 18 SFS/S5B Recommend approval/disapproval</p> <p style="text-align: right;"> <i>NAME, Rank, USAF</i> Security Manager, 18th Munitions Squadron                 </p>					

2d Ind, 18 SFS/S5

MEMORANDUM FOR 18 MSG/CD

There is / there is no known derogatory information of file.

NAME, Rank, USAF

Pass and Registration, 18th Security Forces Squadron

3d Ind, 18 MSG/CD

MEMORANDUM FOR 18 SFS/S5B

Approved/Disapproved.

NAME, Rank, USAF

Deputy Commander, 18th Mission Support Group

**Attachment 7**  
**FARMER BADGE**

**Figure A7.1. Farmer Badge.**

