This instruction implements AFPD 34-1, Air Force Services. This instruction clarifies approval authorities, further defines the procedures for granting special memberships and protocol tee times, and establishes tee times by priority at Tama Hills Golf Course. It applies to all individuals using Tama Hills Golf Course. This instruction applies to all assigned, attached, and tenant units at Yokota Air Base (AB), Japan. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and dispose of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at https://www.my.af.mil/afrims/afrims/afrims/rims.cfm. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through their appropriate functional chain of command.

SUMMARY OF CHANGES

This document has had changes to paragraphs 3.1. and 3.2., with the addition of the requirement for sponsors to physically be with their guests at all times. Added paragraph 3.3.1., The Tama Hills Golf Course Special Events Office will coordinate a quarterly Non-SOFA visitor pass request as defined in YOKOTA ABI 31-101, Integrated Defense, Chapter 7. The pass will include those Non-SOFA members worthy of unescorted access and requested by the Tama Hills Manager and approved by the 374 FSS/CC. Non-SOFA visitors on the list are not authorized to escort.
1. **Tee Time Policy.** The Tee Time Policy is effective on **Saturdays, Sundays, and US holidays specifically between the hours of 0600-1200.** All Saturday, Sunday, and US Holiday tee times are allocated according to the following three categories:

1.1. **Category A:** All Air Force and other active duty personnel and their families assigned to Yokota AB.

1.2. **Category B:** All active duty and families not assigned to Yokota AB. All military retirees and their families. All US Department of Defense (DoD) government employees and their families assigned to Yokota AB and US Embassy personnel and their families in Tokyo.

1.3. **Category C:** All US government employees and their families not assigned to Yokota AB. Military personnel of foreign nations (except Japan) and their family members assigned to Yokota AB. All SOFA contractors assigned to Yokota AB.

1.4. **Category D:** Local National base employees (Master Labor Contract [MLC] & Indirect Hire Agreement [IHA]), Japan Air Self-Defense Force (JASDF) assigned to Yokota AB, and currently approved Friends of Yokota Association (FoYA) members (second shift tee times only on weekends/US holidays).

2. **Tee Time Request Policy and Procedures:**

2.1. **Tama Hills Golf Course:**

2.1.1. Weekend and holiday tee times are assigned using a lottery drawing system. Weekend tee time drawings are held on Wednesdays at 1200 in the Golf Course Administrative Office.

2.1.2. Reserved tee times will only be given to threesomes and foursomes.

2.1.3. Non-holiday weekday tee times for SOFA status personnel are available either in person or by calling the Pro Shop up to two weeks prior.

2.1.3.1. Non-holiday weekday tee times for non-SOFA status personnel assigned to Yokota AB (MLC employees, IHA employees, JASDF, non-SOFA contractors, and United Nations Command-Rear personnel) are available either in person or by calling the Pro Shop up to ten days prior.

2.1.3.2. Non-holiday weekday tee times for FoYA members are available either in person or by calling the Pro Shop up to seven days prior.

2.1.3.3. Non-holiday weekday tee times less than seven days away will be open to all authorized users on a first-come, first-served basis.

2.1.4. Tee time requests for lottery drawings are accepted at the Tama Hills Golf Course or Par 3 Golf Course. Submission deadline for the weekend and holidays falling on Monday and Tuesday is 1200 the Wednesday prior. Submission for holidays falling on Wednesday through Friday is two days prior to the holiday at 1200.

2.1.5. All tee time requests are screened for authenticity and separated by category immediately after the submission deadline.

2.1.6. After each drawing, tee times are allocated as follows:
2.1.6.1. The first 20 Category A tee times (ten for the front nine and ten for the back nine) are filled via the lottery drawing with groups having four Category A players. If the Category A list is exhausted, the remaining tee times will be filled with Category B players.

2.1.6.2. Once the first 20 Category A tee times are filled, the remaining times will be allocated to the remaining eligible players. During this portion of the drawing, Category A and Category B groups will have equal status for tee time assignment.

2.1.6.3. When the pool for tee time requests for Category A and B groups is exhausted, groups from Category C will be drawn and once the Category C group is exhausted, groups from Category D will be drawn for the remaining tee times.

2.1.6.4. Category A groups must be made up of four players from that category. Threesomes are not eligible for the first 20 starting times. Substitutions within Category A groups must be another Category A player.

2.1.6.5. Category B groups must be made up of a minimum of three persons from the Category B eligibility group or a combination of Category A and B players. No more than one Category C player may be included in a Category B group.

2.1.6.6. Substitutions and changes within Category A and B groups may be made as long as the group makeup meets the minimum requirements stated above.

2.1.6.7. Category D players may not be substituted into any of the Category A, B, or C groups for a morning tee time on weekends/US holidays.

2.1.6.7.1. A waiting list for players without a tee time will be maintained by the Starter and/or Pro Shop staff. The Starter and/or Pro Shop staff will assign tee times to golfers on the list with SOFA status personnel having priority. A golfer must sign up in person and be ready to play. Sign-ups (in person) for the waiting list are taken on a first-come, first-served basis. Sign-ups for the waiting list will not be taken by phone.

2.1.6.7.2. Names will be dropped from the list after being announced twice without response. Non-SOFA golfers will be assigned a tee time from the waiting list 15 minutes prior to the starting time if there are no SOFA status personnel waiting at that time.

2.1.6.7.3. SOFA and non-SOFA golfers will be paired from the waiting list to allow all patrons the opportunity to play golf. SOFA customers do have priority on the waiting list, however this does not mean SOFA and non-SOFA will not be paired off the waiting list to make up threesomes or foursomes. This is to speed up play, as well as to accommodate all patrons as soon as possible. Single players are not allowed on weekends and holidays without the approval of the manager.

2.1.6.7.4. Name changes to reserved tee times may be made by calling 225-2223/224-3426 or in person. When a group does not maintain the status declared at the time of the original tee time request, they may lose their starting time and the time vacated will be filled from the waiting list. It is mandatory that a person whose name has been submitted as a “change” presents his or her ID card when checking in with the starter to play. This is to ensure proper priority and to
properly identify the golfer’s name on the reservation sheet.

2.2. Par 3 Golf Course:

2.2.1. Tee times (SOFA Status personnel) are available either in person or by calling the Pro Shop (225-8815) up to one week prior. Two or more SOFA Status personnel are required to reserve a tee time. Singles will not be allowed to reserve a tee time.

2.2.2. All other Categories of authorized players (two or more) may make a tee time either in person or by calling the Pro Shop (225-8815) six days or less prior to the desired date.

3. Authorized Users:

3.1. Authorized users of the Tama Hills Golf Course include all military and civilian SOFA status personnel and families, military retirees and families, US DoD government employees and families as well as US Embassy Tokyo personnel and families, military personnel of foreign nations and their family members assigned to Yokota, and all SOFA contractors assigned to Yokota. These individuals are authorized to sponsor up to three guests each. Sponsors must physically be on property with their guests at all times.

3.2. In addition, the following non-SOFA personnel are authorized to play at Tama Hills Golf Course at the posted fee structure and sponsor up to three non-SOFA status guests per day: Japanese whose primary employment location is Yokota AB (i.e., MLC employees, IHA employees, JASDF, Yokota Defense Office [YDO] employees, North Kanto Defense Bureau [NKDB] employees), United Nations Command-Rear personnel, contract employees with approved logistical support, FoYA members, and other foreign military personnel with access to Yokota AB. All local national guests not affiliated with the base will pay the premium local national rate. Sponsors must physically be on property with their guests at all times.

3.2.1. Non-SOFA personnel authorized under this instruction may play at the Tama Hills Golf Course on Saturdays, Sundays, US holidays, down days, and certain other days (e.g., Pacific Air Forces [PACAF] Family Days) specifically after 1000 hrs and/or earlier as determined by course management after all morning tee time players (i.e., SOFA and Protocol tee time players) have completed their first nine holes and have made the turn for their final nine holes. Non-SOFA personnel authorized under this instruction may also play on weekdays.

3.2.2. Non-SOFA personnel allowed access to Tama Hills Golf Course are only authorized to purchase expendable items in the Pro Shop and purchase food and beverages for consumption on the premises.

3.3. Staff and sponsors will adhere to the following policies during tournament play and/or special functions held at Tama Hills Golf Course: Sponsors of four or more guests must receive approval from the Tama Hills Golf Course Special Events Office 15 calendar days prior to the event. Once approved, the Tama Hills Golf Course Special Events Office will coordinate with 374 SFS, Pass and Registration office as defined in YOKOTA ABI 31-101, Integrated Defense, Chapter 7.

3.3.1. The Tama Hills Golf Course Special Events Office will coordinate a quarterly Non-SOFA visitor pass request as defined in YOKOTA ABI 31-101, Integrated Defense,
Chapter 7. The pass will include those Non-SOFA members worthy of unescorted access and requested by the Tama Hills Manager and approved by the 374 FSS/CC. Non-SOFA visitors on the list are not authorized to escort.

3.4. This restriction does not apply to facility sponsored programs and events conducted by course management with the advance approval of 374th Force Support Squadron leadership.

3.5. Third country nationals as listed on USFJINST 31-204, Restrictions on Designated Third Country Nationals to Usfj Installations and Areas, are not authorized on the installation without prior approval from the 374 AW/CC or as delegated.

3.6. Family Members. Family members (i.e., mother, father, brother, sister) of SOFA status personnel may play at the sponsor’s rate as long as they are properly sponsored onto Tama Hills Golf Course. Family members of SOFA status personnel may play the course in accordance with the rate and priority of the SOFA status sponsor. Family guests must furnish an official form of identification upon check-in as requested by facility management.

3.7. All sponsors and guests are subject to the restrictions stated in this instruction as well as all other applicable security restrictions.

4. Honorary Memberships and Friends of Yokota Association (FoYa). This instruction allows selected individuals, as referenced in USFJINST 34-202, Use of USFJ Golf Course by Japanese Citizens not covered under the Status of Forces Agreement (SOFA), to utilize Tama Hills Golf Course. Members and authorized guests admitted under the provisions of this section do not require SOFA status, but may access Tama Hills Golf Course under the terms of this section.

4.1. Honorary Members. 374 AW/CC will develop, approve and maintain a list of Japanese citizens who shall be granted Honorary membership. This list will include those Honorary members designated by the United States Forces, Japan Commander (USFJ/CC).

4.1.1. Honorary members will be individuals in prominent positions (i.e., Fussa Mayor, Chief of Japan Self-Defense Force) and/or citizens who are now, or have previously contributed to the support of the US-Japan Mutual Security Treaty, and of US Forces in Japan. These citizens will be presented an Honorary membership card good for one year. This membership is subject to annual review and renewal by the 374 AW/CC or designee.

4.2. FoYA. Membership in FoYA is for individuals who have demonstrated a history of contributing to improving the relationship between Yokota AB and the local community.

4.2.1. The Tama Hills Events Coordinator Office will accept nominations for membership and provide all submitted applications to the 374 AW Public Affairs (374 AW/PA). The 374 AW/PA will also accept recommendations directly. The applicant should include the following information, at a minimum; name in English and Kanji, Japanese ID number, home address, birth date, occupation, country of citizenship and justification for membership.

4.2.2. Applications will be logged and evaluated for appropriate justification of membership and applicants’ information will be provided to the 374th Security Forces Squadron (SFS) and Office of Special Investigations (OSI) to initiate appropriate records.
checks. 374 AW/PA will provide recommendations to the 374 AW/CC for final approval of FoYA membership.

4.2.3. 374 AW/PA will maintain a list of Japanese citizens who are granted FoYA membership by the 374 AW/CC. Approved membership lists will be distributed by 374 AW/PA to monitoring organizations (374 FSS/374 SFS) and will be reviewed and renewed annually by the 374 AW/CC or his designee. Authorization access checks will be conducted by 374 SFS personnel assigned to the Tama facility entrance in accordance with the most current FoYA membership listing and pass provided by 374 AW/PA. A membership may be revoked by the 374 AW/CC or designee at any time.

4.3. Honorary and FoYA members will pay the green fee and golf cart rental fee equivalent to the current premium local national rate. Guests and other persons playing with FoYA members will pay appropriate fee according to their status (i.e., MLC and IHA employees, local national guests, or SOFA status personnel).

5. Reduced Green Fee Policy. Requests for reduced fees will be routed through either USFJ Chief of Protocol (USFJ/J022) or 374 AW Protocol (374 AW/CCP) and must be submitted two weeks prior to use date. Weekends and US or Japanese National Holidays are excluded from this program. Reduced green fees further the ability of official personnel to enhance working relationships by allowing them to sponsor their Japanese counterparts for a round of golf.

5.1. Officers ranking O-6 and above, as well as Chief Master Sergeants of USFJ/5 AF and 374 AW who have a legitimate need for building and maintaining working relationships with their Japanese counterparts, shall be able to sponsor guests using the reduced fees program. One sponsor is required for each foursome of guests receiving the reduced green fees rate.

5.2. Authorized sponsors will pay the reduced fees for their guests in advance of the event. Reduced fees will not be authorized for the same individual(s) or groups on a regularly recurring basis. Units should budget Official Representation-type Funds (ORF) for recurring requirements. Sponsors will not exceed 12 requests per year for reduced green fees.

5.3. Reduced fee requests are for green fees only. Meals, cart rental and other associated fees are excluded from this program. It remains the requester’s responsibility for scheduling tee times through their respective protocol office and the Tama Hills Golf Course. Each authorized individual will sponsor no more than four guests in a single request. Individual sponsors must be present at the golf course on the date play is scheduled.

6. Protocol and Distinguished Visitors (DV): Weekend protocol tee times will be reserved as follows:

6.1. One tee time for each weekend day will be normally sent to Tama Hills Golf Course from the following units for said purpose. Tee times managed by the respective protocol offices may be used in a different manner than listed to meet mission requirements. Each protocol office will fax Tama Hills Golf Course the list of players for all tee times no later than (NLT) close of business each Tuesday. Requests for additional tee times require the approval of the chief of the respective protocol office. Offices requesting protocol tee times must submit their letters to their respective protocol office NLT 1200 on the Friday one full week before the desired tee time. The letter must include name and duty title of all players.
7. **Tomodachi Rate.** Tomodachi Rate can be utilized by SOFA status personnel assigned to Yokota AB a maximum of three different times a year. It can be used for three different individual guests during each time the SOFA status sponsor utilizes the Tomodachi Rate. The Tomodachi Rate is a reduced rate to promote bi-lateral relations between host nation and SOFA status personnel assigned to Yokota AB.

8. **Sponsorship Prohibitions - Applicable to All Individual Sponsors.** All authorized users of Yokota golf courses are prohibited from receiving monetary payment in exchange for the sponsorship of guests. In addition, they are prohibited from accepting or soliciting for their personal benefit from a guest and/or another person, any money, gift, or thing of value as a condition of sponsorship. Sponsors, regardless of category, must accompany their guests at all times and are responsible for the conduct of their guests. Sponsors not following the aforementioned requirements can lose sponsorship authorization privileges and/or themselves be disbarred from utilizing the Yokota golf courses, and/or disbarred from Yokota AB.

MARK R. AUGUST, Colonel, USAF
Commander
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References
AFMAN 33-363, Management of Records, 1 March 2008
AFPD 34-1, Air Force Services, 2 November 2012
USFJINST 34-202, Use of USFJ Golf Course by Non-SOFA Japanese, 13 September 2010

Adopted Forms
AF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms
AB—Air Base
CC—Commander
CCC—Command Chief Master Sergeant or Group Superintendent
CV—Vice Commander
DoD—Department of Defense
DSRJ—Defense Special Representative Japan
DV—Distinguished Visitors
FGO—Field Grade Officer
FoYA—Friends of Yokota Association
IAW—in Accordance With
IHA—Indirect Hire Agreement
JASDF—Japan Air Self-Defense Force
MLC—Master Labor Contract
NKDB—North Kanto Defense Bureau
NLT—No Later Than
ORF—Official Representation-type Funds
PACAF—Pacific Air Forces
RDS—Records Disposition Schedule
SNCO—Senior Non-commissioned Officer
Sofa—Status of Forces Agreement
UNC(R)—United Nations Command (Rear)
YDO—Yokota Defense Office