

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

**YOKOTA AIR BASE INSTRUCTION  
34-116**



**29 NOVEMBER 2022**

*Services*

**YOKOTA AIR BASE  
(AB) GOLF PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Col Ryan Vetter)

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This instruction implements Department of the Air Force Instruction (DAFI) 34-101 dated 7 March 2022 and clarifies approval authorities and further defines the procedures for granting special memberships and protocol tee times. This instruction applies to all assigned, attached, and tenant units at Yokota AB, Japan. It applies to all individuals using Tama Hills Golf Course. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and dispose of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rim.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through their appropriate functional chain of command.

**SUMMARY OF CHANGES**

This document is substantially revised and must be completely reviewed. This YOKOTA ABI 34-116 was established in accordance with DAFI 34-101, 7 March 2022, *Department of the Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, and USFJ INSTRUCTION 34-202, 20 MAY 2016, *Use of USFJ Golf Course by Japanese Citizens not Covered under the Status of Forces Agreement (SOFA)*.

## 1. Authorized Users.

1.1. 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, US Embassy Tokyo personnel and families, Japanese military personnel, military personnel of foreign nations and their family members assigned to Yokota, and all contractors assigned to Yokota AB. All guests not affiliated with Yokota AB will pay the guest local national rate.

1.2. Honorary Members: This instruction allows selected individuals, as referenced in USFJ INST 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.

1.2.1. The 374th Airlift Wing Commander (374 AW/CC) or designated representative will approve a list of Japanese citizens who shall be granted Honorary Membership via coordination through the 374th Mission Support Group (MSG) office. This list will include those Honorary Members approved by the United States Forces, Japan Commander (USFJ/CC).

1.2.2. Honorary membership will be renewed annually and reviewed quarterly by the 374th MSG/CC or designee.

## 2. Tomodachi Rate.

2.1. The Tomodachi Rate is a reduced rate to promote bilateral relations between host nation individuals and the Yokota AB golf community.

2.2. Tomodachi Rate can be utilized by Advanced Greens Fee (AGF) golfers for a maximum of three times per calendar year with up to three non-SOFA guests for each golf outing (or) a total of nine guests if the group has less than three guests per outing. This reduced rate can be applied when sponsoring three different individual guests during the calendar year.

2.3. Tomodachi Rate can be utilized by the USFJ/5th AF General Officers, USFJ/5AF/CCC, 374 AW/CC, 374 AW/CV, 374 AW/CCC, and the CC/DD/CD/CCC for AMOG/CPTS/MDG/MSG/MXG/OG/OSI, for an unlimited number of times per year. Tomodachi fees must be coordinated with Tama Hills Golf Course management at the time of booking.

**3. Sponsorship Prohibitions.** Applicable to all individual sponsors. All authorized users of Tama Hills Golf Course are prohibited from receiving monetary payment in exchange for the sponsorship of guests. In addition, sponsors 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 Tama Hills Golf Course, and/or disbarred from Yokota AB.

**4. Non-Facility Sponsored Events.** Special tournaments and events will not be authorized on Saturdays, Sundays, family days, or US and Japanese National holidays unless waived by the 374 AW/CC. This restriction does not apply to facility sponsored programs and events conducted by course management with the advance approval of 374 AW/CC.

**5. Protocol and Distinguished Visitors (DV) Weekend Tee Times.** Protocol officers or Commanders/Deputies will submit their weekend and holiday requests to Tama Hills Pro Shop. Each protocol office will send the list of players and corresponding tee times no later than 1200 on the Wednesday prior for weekend play. If the request is for Wednesday through Friday holidays, requests should be submitted the Wednesday a week prior. Requests for additional tee times will be coordinated by the chief of the requesting protocol office. Offices requesting protocol tee times must submit letters to their respective protocol office NLT 1200 on Friday, one week before the desired tee time. The letter must include the name and duty title of all players.

**Figure 1. Protocol and Distinguished Visitors (DV).**

**United States Forces Japan, Chief of Protocol (USEJ)**

5 AF/CC (1)

5 AF/CV (1)

5 AF/CCC USFJ/101 (1)

**374 AW Protocol (374 AW/CCP)**

374AW/CC (1)

374AW/CV/CCC (1)

374 MSG/CC/CCC (1)

374 MDG/CC/CCC (1)

374 OG/CC/CCC (1)

374 MXG/CC/CCC (1)

374 AW Staff Agencies (WSA) (1)

ANDREW L. RODDAN, Col, USAF  
Commander, 374th Airlift Wing

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

DAFI 34-101, *Department of the Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, 7 March 2022

USFJINST 34-202, *Use of USFJ Golf Course by Japanese Citizens not Covered under the Status of Forces Agreement (SOFA)*, 20 May 2016

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AB**—Air Base

**ABI**—Air Base Instruction

**AFMAN**—Air Force Manual

**AFRIMS**—Air Force Records Information Management System

**AGF**—Advanced Green Fee

**CC**—Commander

**CCC**—Command Chief Master Sergeant or Group Superintendent

**CCP**—Chief Ceremonies Protocol

**CV**—Vice Commander

**DoD**—Department of Defense

**DV**—Distinguished Visitors

**IAW**—In Accordance with

**IHA**—Indirect Hire Agreement

**JSDF**—Japan Self-Defense Force

**MSG**—Mission Support Group

**MWR**—Military Wellness and Recreation

**NLT**—No Later Than

**OPR**—Office of Primary Responsibility

**PACAF**—Pacific Air Forces

**RDS**—Records Disposition Schedule

**SOFA**—Status of Forces Agreement

**TCN**—Third Country Nationals

**THGC**—Tama Hills Golf Course

**USFJ/CC**—United States Forces, Japan