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Services

AIR FORCE GOLF COURSE PROGRAM

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OPR: 374 SPTG/SV (Mr. R. E. Ferrebee)

Certified by: 374 SPTG/CC (Col C. L. Zadlo)

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This instruction applies to all assigned, attached, and tenant units at Yokota Air Base (AB), Japan.

1. References. AFI34-262, *Services Programs and Use Eligibility*. USFJPL34-5, *Use of USFJ Golf Courses by Non-SOFA Japanese Citizens*.

2. Scope. This instruction clarifies approval authorities and further defines the procedures for granting Honorary Memberships and protocol tee times, and establishes tee times by priority, at Tama Hills Golf Course (THGC). It applies to all individuals using THGC.

3. Honorary Memberships. This instruction allows selected Japanese citizens, not covered by the Status of Forces Agreement (SOFA), to utilize THGC. Persons admitted under the provisions of this instruction do not require SOFA status, but may access THGC under the terms of this instruction.

3.1. Policy:

3.1.1. The 374th Airlift Wing Commander (374 AW/CC) will develop policies and procedures for the selection of non-SOFA Japanese citizens for honorary memberships. The 374 AW/CC will monitor use by honorary members.

3.1.2. In addition to the list of honorary members designated by United States Forces, Japan, Commander (USFJ/CC), the 374 AW/CC will develop, approve, and maintain a list of honorary members.

3.1.3. Honorary members will be prominent citizens who are involved in contributing 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, and this membership is subject to annual review by the 374 AW/CC. Honorary membership at THGC may not exceed a number equal to 3% of the established US military member patronage for THGC.

3.1.4. Honorary members will be allowed access to THGC, purchases of expendable items in the pro shop, and purchases at the golf course food facility for consumption on the premises.

3.1.5. 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 or the benefit of another, any money, gift, or thing of value as a condition of sponsorship. This prohibition includes money, gifts, or other things of value offered by third parties in exchange for, or as a condition of, sponsorship.

4. Protocol Tee Time Policy. THGC protocol tee time policy is established to enhance working relationships and promote camaraderie between Yokota AB leadership and their Japanese counterparts. It deals primarily with tee times on Saturday and Sunday.

4.1. Weekend protocol tee times will be reserved for the following:

4.1.1. One tee time for each weekend day will normally be sent to THGC 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 THGC the list of players for all tee times no later than (NLT) close of business each Tuesday. Requests for additional tee times require 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 hours on the Friday one full week before the desired tee time. The letter must include name and duty title of all players. Tee times marked with an asterisk (*) will normally be scheduled after 1200 hours.

United States Forces, Japan, Chief of Protocol (USFJ/J022)

Fifth Air Force Commander (5 AF/CC)	(1)
5 AF Vice Commander (5 AF/CV)	(1)
USFJ Deputy Commander (USFJ/J01)	(1)
J-Heads/5 AF Directors	(2)
Selected Government of Japan (GOJ) Agencies	(4)*

374 AW Protocol (374 AW/CCP)

374 AW/CC	(1)
374 AW Vice Commander (374 AW/CV)	(1)
374 AW Selected 0-6	(1)
374 AW Command Chief Master Sergeant	(1)
Department of Defense Special Representative, Japan (DSRJ)	(1)
Selected GOJ Agency	(1)*

4.1.2. One tee time per unit each weekend day requested directly to THGC. There will be times when the 374 AW/CCP will need these tee times for other protocol use. The 374 AW/CCP will give as much notice as possible for the tee times that will be needed. Remaining tee times will be rotated between 374th Security Forces Squadron (374 SFS) and Air Force Office of Special Investigations (AFOSI), starting with SFS.

Yokota AB Units

374 SFS	(1)*
AFOSI Detachment 621/622	(1)*

5. Reduced Green Fee Policy. Requests for reduced fees will be routed through either USFJ/J022 or 374 AW/CCP and must be submitted 2 weeks prior to use date. Reduced green fees further the ability of officers ranking 0-6 and above to enhance working relationships by allowing them to sponsor their Japanese counterparts for a round of golf.

5.1. Officers ranking 0-6 and above, who have a legitimate need for building and maintaining working relationships with their Japanese counterparts shall be able to sponsor guests using reduced fees. One sponsor is required for each foursome.

5.2. Authorized sponsors will pay the reduced fees for their honorary guests. Reduced fees will not be authorized for the same recipient individuals 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. One sponsor is required for each foursome.

5.3. Reduced fee requests are for reduced green fees only. It remains the requester's responsibility for scheduling tee times through their respective protocol office for weekends or directly with THGC for weekdays. In either case, each J-Head, deputy chief staff, or unit CC will sponsor no more than three guests and will have one US sponsor from the organization as appropriate.

5.4. Reduced fees do not apply for honorary members of THGC, except when playing as a special guest sponsored by 5 AF/CC, 5AF/CV, USFJ/J01, USFJ Chief of Staff (USFJ/J02), USFJ J-Heads, 374 AW/CC, 374 AW/CV, or DSRJ.

6. Tee Time Priority Policy. Tee times will be given out in accordance with the following categories:

- 6.1. Category 1. - All active duty military, and their dependents, assigned to Yokota AB.
 - All DoD government employees, and their dependents, assigned to Yokota AB.
- 6.2. Category 2. - Other active duty military, and their dependents, not assigned to Yokota AB.
- 6.3. Category 3. - All military retirees and their dependents.
- 6.4. Category 4. - All DoD government employees, and their dependents, not assigned to Yokota AB.
- 6.5. Category 5. - All US employees of firms under contract to the DoD working on, or assigned to, Yokota AB.
- 6.6. Category 6. - All active duty military, and their dependents, assigned to Yokota AB, playing with non-SOFA personnel.
 - All DoD government employees, and their dependents, assigned to Yokota AB, playing with non-SOFA personnel.
- 6.7. Category 7. - Other active duty military, and their dependents, not assigned to Yokota AB, playing with non-SOFA personnel.

- 6.8. Category 8. - All military retirees, and their dependents, playing with non-SOFA personnel.
- 6.9. Category 9. - All DoD government employees, and their dependents, not assigned to
Yokota AB, playing with non-SOFA personnel.
- 6.10. Category 10. - All non-DoD government employees and their dependents.
 - All other eligible non-SOFA personnel.

MARK A. VOLCHEFF, Col, USAF
Commander