



HEADQUARTERS  
UNITED STATES FORCES, JAPAN  
APO AREA PACIFIC 96328-5068

25 May 2016

MEMORANDUM FOR CONTRACTORS WITH SOFA STATUS EMPLOYEES IN JAPAN

FROM: Commander, United States Forces, Japan

SUBJECT: Responsibilities and Effects

1. First, I want to thank you and your employees for all you have done to help the US armed forces in Japan meet the United States' obligations to defend Japan and maintain regional peace and security. You and your employees are essential enablers. Without you, we would not have been able to fulfill our mission. However, just as you and your employees are critical members of the USFJ team on the job, you are just as important off duty.
2. Please engage with your employees who have SOFA status to remind them they are ambassadors of the United States. Their continued good conduct will reflect favorably on them, on your company, on the US armed forces in Japan, and, ultimately, on the United States.
3. In the near future, your contracting officers will send to each of you forms for your SOFA status employees to complete acknowledging they understand their responsibilities as SOFA status members of our team defending Japan. I ask your assistance in ensuring they complete and return them in a timely fashion.
4. Again, thank you for your service and the faithful service of your SOFA status employees. They are part of the team defending Japan and maintaining regional peace and security. Working together, as ambassadors to Japan, we can continue to be good neighbors to our hosts.

A handwritten signature in black ink, appearing to read "John L. Dolan", is positioned above the typed name.

JOHN L. DOLAN  
Lieutenant General, US Air Force  
Commander