



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS PACIFIC
UNIT 35001
FPO AP 96379-5001

IN REPLY REFER TO:
5800
SJA/ILAW
12 Jul 13

MEMORANDUM FOR SOFA MEMBERS

From: Installation Law Officer, Marine Corps Installations Pacific

Subj: REQUIRED DOCUMENTS FOR SOFA STATUS CERTIFICATION

Ref: (a) Status of Forces Agreement (SOFA) between the Government of Japan and the United States of America

1. Contractors and service members must provide supporting documents to the Installation Law Officer in order to verify that the requestor and their dependents rate SOFA Status Certification in accordance with the reference.
2. In order to be most efficient, **ALL SUPPORTING DOCUMENTS MUST BE E-MAILED** to the Installation Law Administrative Assistant, Mrs. Yasuko Shiroma at yasuko.shiroma.ja@usmc.mil. No paper documents will be accepted.
3. **Required supporting documents include:**
 - a. SF 5820.2 (Contractors) or SF 5820.3 (Service Members)
 - b. Valid passports for all individuals requesting SOFA Status Certification
 - c. Letter of Authorization (LOA)/Letter of Intent (LOI) (Contractors Only)
 - d. Copy of the Contract (Contractors Only)
4. SF 5820.2 and SF 5820.3 must be filled out and e-mailed using a computer with Navy Marine Corps Intranet (NMCI) capabilities in order to allow the Installation Law Officer to digitally sign the document. Please, do not scan and email the standard form.
5. Each copy of the passport must include a picture of the individual requesting SOFA Status Certification, along with any prior SOFA or Tourist Visa stamps occurring in Japan.
6. For contractors, the LOA/LOI must include the name of the employer, information identifying the employee (Name, DOB, and Passport Number), period of work performance, contract number, and dependent's information, if applicable.

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7. Also for contractors, the copy of the contract must be the same contract referenced in the LOI/LOA. The entire contract is not necessary, only those pages which indicate the contractor's name, contract number, and the most current period of performance.

8. **SOFA Status Certification Procedure:**

- a. A requestor uses an NMCI capable computer to email the applicable standard form and supporting documents to Mrs. Shiroma.
- b. Mrs. Shiroma reviews the standard form with the supporting documents and makes any necessary changes.
- c. The Installation Law Officer reviews and digitally signs the standard form.
- d. Mrs. Shiroma emails the requestor the digitally signed standard form within three to five business days.

9. Any questions regarding SOFA Status Certification may be directed to the Installation Law Officer at 645-7462/7461, or sent via e-mail to ericka.hansen@usmc.mil.



E. A. HANSEN
Installation Law Officer