



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

IN REPLY REFER TO:
5800
SJA/ILAW
22 Aug 13

MEMORANDUM FOR CONTRACTORS AND SERVICE MEMBERS

From: Installation Law Officer, Marine Corps Installations Pacific

Subj: REQUIRED SUPPORTING DOCUMENTS FOR SOFA STATUS CANCELLATION

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

1. Contractors and service members are required to provide supporting documents to the Installation Law Officer in order to verify that the requestor (and their dependents) no longer rate SOFA status in accordance with the reference.

2. **Contractor's required supporting documents:**

a. Valid passports for all contractors and their dependents.

b. A resignation letter, or letter of dismissal, or copy of the contract.

3. **Service Member's required supporting documents:**

a. Service Member's Department of Defense (DoD) Identification (ID) card.

b. Valid passports for all dependents.

c. Military Orders.

4. **Passports:**

a. Each copy of the passport must include a picture of the individual requesting SOFA Status cancellation, along with any prior SOFA or Tourist Visa stamps occurring in Japan.

b. Additionally, a copy of a Marriage Certificate is required if the last name of a dependent spouse or child does not match the last name of the contractor or service member.

4. **Resignation Letter or Letter of Dismissal:** The letter must include the name of the employer, information identifying the employee (name, date of birth, and passport number), period of work performance, contract number, and dependent's information, if applicable.

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5. **Contract**: A copy of the entire contract is not required; only those pages which indicate the contractor's name, contract number, and the most current period of performance.

6. **Military Orders**: The orders must state the name of the service member, the service member's rotation date, and the service member's next duty station.

7. Point of contact in this matter is First Lieutenant Ericka A. Hansen at 645-7461/2 or ericka.hansen@usmc.mil.

A handwritten signature in black ink, appearing to read 'E. A. Hansen', with a stylized flourish extending to the right.

E. A. HANSEN