

**ONE TIME/MULTIPLE ACCESS ROSTER**

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DATE OF REQUEST

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Title 10 U.S.C., Code, Section 3013.

**PRINCIPAL PURPOSE:** To provide information to officials of the Army responsible for monitoring/controlling visitor's status.

**ROUTINE USES:** Information is used to record and assign authorized pass numbers to allow authorized visitors onto U.S. Army installations.

**DISCLOSURE:** Voluntary. Failure to disclose the required information will result in authorized pass numbers not being issued; therefore, causing the applicants to have to meet and escort on and off the installation their visitors.

**1. INSTRUCTION**

- a. A "One Time/Multiple Access Roster" is valid for a single group visit for a specific date and time. It is the sole responsibility of the individual sponsor to include all information listed. Processing time can be reduced if each sponsor will take the time to legibly list the required information in both English and Kanji. This roster must be submitted to the Pass office at Camp Zama, SHA or SGD or HB four (4) working days might no be processed in time. Any request that is submitted or the same day will not be processed. Sponsor must sign guest in at the gate.
- b. The sponsor's signature services as an acknowledgment the sponsor is aware of his/her individual responsibilities as the sponsor and to exercise total control over his/her non-SOFA guests in accordance with the provisions contained in USAGJ Regulation 190-13.

**2. SPONSOR INFORMATION & ACCESS DESCRIPTION**

|                                   |                                    |                           |                        |   |
|-----------------------------------|------------------------------------|---------------------------|------------------------|---|
| a. TYPED NAME (Last, First MI)    |                                    | b. RANK                   | c. DUTY TELEPHONE NO.  | d. TELEPHONE NO.  |
| e. DESTINATION/INSTALLATION       |                                    | f. PURPOSE                |                        | g. TYPE OF REQUEST<br><input type="checkbox"/> ONE TIME <input type="checkbox"/> MULTIPLE |
| h. MULTIPLE ACCESS EFFECTIVE DATE | i. MULTIPLE ACCESS EXPIRATION DATE | j. SPONSOR'S ORGANIZATION | k. SPONSOR'S SIGNATURE |   |

**3. VISITORS INFORMATION**

|   |                       |                          |              |                      |                    |                   |
|---|-----------------------|--------------------------|--------------|----------------------|--------------------|-------------------|
| a. VISIT DAY  |                       | b. VISIT TIME<br>FROM TO |              | c. TOTAL (PERSONNEL) | d. TOTAL (VEHICLE) |                   |
| e. AREA(S) TO BE AUTHORIZED <input type="checkbox"/> ZAMA <input type="checkbox"/> SGD <input type="checkbox"/> SHA <input type="checkbox"/> YND <input type="checkbox"/> APC <input type="checkbox"/> PIER6 <input type="checkbox"/> TORII |                       |                          |              |                      |                    |                   |
| NATIONALITY   | NAME (Last, First MI) |                          | ADDRESS      |                      | TEL                | VEHICLE PLATE NO. |
| GATE NO.  | DRIVER'S LICENSE NO.  |                          | PASSPORT NO. |                      |                    |                   |
| SEX   | DATE OF BIRTH         | EYE COLOR                | HAIR COLOR   | HEIGHT               | WEIGHT             |                   |
| NATIONALITY   | NAME (Last, First MI) |                          | ADDRESS      |                      | TEL                | VEHICLE PLATE NO. |
| GATE NO.  | DRIVER'S LICENSE NO.  |                          | PASSPORT NO. |                      |                    |                   |
| SEX   | DATE OF BIRTH         | EYE COLOR                | HAIR COLOR   | HEIGHT               | WEIGHT             |                   |
| NATIONALITY   | NAME (Last, First MI) |                          | ADDRESS      |                      | TEL                | VEHICLE PLATE NO. |
| GATE NO.  | DRIVER'S LICENSE NO.  |                          | PASSPORT NO. |                      |                    |                   |
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