



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, JAPAN  
UNIT 45006, APO AREA PACIFIC 96343-500

REPLY TO  
ATTENTION OF

AMIM-JNW-BG

14 August 2024

STANDARD OPERATING PROCEDURE

SUBJECT: Standing Operating Procedure (SOP) for Advanced Green Fees

1. **PURPOSE:** To outline the eligibility and define the policies and procedures for Advance Green Fees.
2. **REFERENCE:** AR 215-1, Morale, Welfare and Recreation Activities and Nonappropriated Fund Instrumentalities, 24 September 2010.
3. **GENERAL:** It is the responsibility of all staff members of the Camp Zama Golf Course to comply with the procedures provided in this SOP and to inform customers of all Advance Green Fee policies and procedures. All Annual Green Fee holders should present their membership card at time of check-in.
4. **ELIGIBILITY:**
  - a. Active duty military or DoD personnel and their authorized family members assigned or attached to United States Army Japan.
  - b. Non-SOFA sponsored retired military.
  - c. Retired DoD Civilians residing in Japan.
  - d. Contractors stationed at USARJ installations.
  - e. Tama Hills and Atsugi annual green fee patrons.
  - f. Local national employees assigned to USARJ (MLC/IHA/HPT)
  - g. Honorary Golf Members
5. **FEES.** Current annual fees are as follows: (subject to change)

<b>(Cat 1)</b> \$200	E1-E5 (Active Duty Only)/Youth (17 and under)
<b>(Cat 3)</b> \$500	All other authorized patrons
<b>(LNE)</b> \$1400	Local national employees (IHA/MLC/HPT) assigned to USARJ

IMJN-MWB-G

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**(HGC)** \$2400 Honorary Golf Members (invitation only)

*Annual family green fees for SOFA patrons are available for an additional payment of 60% of the Sponsor's Rate.*

## 6. PROCEDURES:

a. Fees are good for one year from date of purchase. The individual will fill out the Annual Green Fee application located in the Pro Shop. Golf shop employees will verify all information for accuracy to include an ID check to verify the individual's rank/grade and assignment or attachment to USARJ.

b. After verifying all information required on the advance fee record, the annual fee will be charged according to rank/grade. The current employment status will be used to determine the category of fees to be charged.

c. A photograph will be taken and an annual green fee card will be issued with the Individual's name, local number and expiration date printed on the card.

d. There is no grace period upon expiration (i.e. daily or annual green fees must be paid prior to the start of the round.)

e. Prorated refunds of annual dues will be made when the patron departs Japan on a PCS move or is no longer physically capable of playing golf. Extensions of up to 90 days can be granted to PCSing patrons by paying a prorated monthly rate.

f. Medical extensions may be granted by management on a case by case determination. No medical extensions shorter than 60 days will be considered.

g. The expiration date can be extended for TDY's exceeding 30 days (unless the patron is assigned at a location that offers reciprocal golf privileges). No extensions will be granted for vacations.

h. The expiration date of the annual green fees for Tama Hills and Atsugi annual green fee patrons joining Camp Zama as a 2nd annual fee will be the same as their home course annual fee expiration. Annual green fees will not be prorated. Once the patron has renewed their home course annual green fee the Camp Zama annual fee can be extended to the full year from initial purchase.

i. Local national employees who no longer work for USARJ will have the unused portion of their annual green fee refunded.

## 6. BENEFITS:

IMJN-MWB-G

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a. Annual green fee (AGF) holders will receive 10% off all non-sale merchandise in the pro shop (excluding clubs). Annual green fee patrons must show their annual green fee card at the time of purchase to receive the discount. The discount is only for personal purchases and gift items.

b. Annual green fee holders have first priority to rent a locker. Lockers can be rented on an annual basis in the pro shop.

c. Annual green fee patrons will receive reciprocal privileges at Tama Hills golf course. Camp Zama Annual fee patrons showing their card will receive a 50% discount on green fees.

7. This policy will remain in effect until superseded or rescinded.

8. The point of contact is the undersigned at 263-3694 or email [dale.n.jorgenson.naf@army.mil](mailto:dale.n.jorgenson.naf@army.mil).

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Director of Golf