



**DEPARTMENT OF THE AIR FORCE  
PACIFIC AIR FORCES**

16 September 2024

MEMORANDUM FOR 18TH WING ASSIGNED PERSONNEL

FROM: 18 WG/CC

SUBJECT: 18th Wing Commander Pass Guidance

1. This memorandum serves as a local supplement to DAFI 36-3003, Military Leave Program, incorporates AFGM2023-03 (30 March 2023), and supersedes 18th Wing Commander Pass Guidance Memorandum, signed 22 May 2024.
2. All military members assigned to the 18th Wing, including deployed rotational forces, are eligible to receive an authorized pass for up to 96 hours when traveling within the Prefecture of Okinawa, Mainland Japan, or the countries outlined below and in accordance with squadron-level policies. The Prefecture of Okinawa includes the Okinawa Islands, (Ie-jima, Kume-jima, Okinawa Island, Kerama Islands), Miyako Islands (Miyako-jima), and Yaeyama Islands (Iriomote-jima, Ishigaki Island, Yonaguni). It does not include the Senkaku Islands or Daito Islands. If Airmen desire to go to these islands, they must be on leave. Mainland Japan includes the islands of Kyushu, Shikoku, Honshu, and Hokkaido. While the pass may extend up to 96 hours, if regular duty hours are going to be missed then Airmen must be on leave for the entirety.
3. Squadron Commanders are responsible for ensuring sufficient personnel remain on-island to manage the unit's operational requirements, to include rapid dispersal and/or TCCOR preparations. Squadron Commanders will develop and maintain a Group Commander-approved plan to track their unit's accountability and will keep their Group Commanders informed of any degradation in unit readiness.
4. Airmen will adhere to the following additional stipulations when using the 96-hour pass to visit any of the following countries/locations: Republic of Korea, Cambodia, Indonesia, Laos, Malaysia, the Philippines, Singapore, Taiwan, Thailand, Palau, or Vietnam:
  - a. Members must complete all requirements according to the Foreign Clearance Guide and comply with Republic of Korea/United States Forces Korea laws, policies, and guidance. The most up-to-date regulations may be found on the United States Forces Korea website ([usfk.mil](http://usfk.mil)) to include Law Enforcement Procedures in Korea (Reg 190-50), the United States Forces Korea Travel Clearance Guide (Reg 1-40), US Personnel Entering and Departing the Republic of Korea (Reg 1-46), and Off-Limits Areas and Establishments (Reg 190-2). Per USFK Reg 27-5 8-2.c. the drinking age for military personnel and civilians in the Republic of Korea is 21.
  - b. For all other listed countries, members must complete all requirements according to the Foreign Clearance Guide and comply with country specific laws, policies, and guidance. The most up-to-date regulations may be found in the Electronic Foreign Clearance Guide at

<https://www.fcg.pentagon.mil/fcg.cfm>. Airmen with security clearances must comply with 18th Wing policy.

c. When leaving the country of Japan, Airmen will travel with authorized leave paperwork completed through LeaveWeb – this ensures Airmen can pass through immigration in both countries. The leave may be canceled upon uneventful and timely return so that leave is not charged. Personnel should not rely on space available travel using Air Mobility Command flights and must have current immunizations including those required for the country they intend to visit.

5. Violation of this lawful order shall be punishable under Article 92 of the Uniform Code of Military Justice. If you have any questions, please contact your supervisor or Squadron Commander.

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Commander, 18th Wing