



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
CAMP SMEDLEY D. BUTLER, OKINAWA  
UNIT 35001  
FPO AP 96379-5001

IN REPLY REFER TO:  
5800  
SJA/ILAW

MEMORANDUM FOR SOFA MEMBERS

From: Office of the Staff Judge Advocate

Subj: REQUIRED DOCUMENTS FOR A SOFA STATUS VERIFICATION LETTER

1) All Contractors must bring a Letter of Identification (LOI) or Letter of Authorization (LOA) to the Installation Law section of the Office of the Staff Judge Advocate (OSJA). The LOI/LOA should contain the following information:

- A. Name of employer;
- B. Information identifying employee (Name, Dob, Passport number);
- C. Date employee's visit to Japan is expected to end;
- D. The contract number under which employee will work;
- E. Accompanying dependents' information, if applicable.

2) A copy of the contract referenced in the LOI/LOA. The entire contract is not necessary. The minimum pages necessary are those which indicate the contract number, and the most current period of performance. The Installation Law section of the OSJA will keep a copy of these pages for their records and future reference.

3) Each contractor must present their valid passport and a valid passport for each dependent family member whose name will appear on the SOFA status verification letter.

4) Once the Installation Law section of the OSJA has received the documents listed in paragraphs (1)-(3), above, the letter will take approximately 3-5 days to be completed. On the letter's completion someone from the OSJA will contact the employee to let them know the letter can be picked up.

5) Any questions regarding SOFA status verification letters may be directed to the Installation Law section of the OSJA at 645-7462/7461, or sent via e-mail to [eric.langland@usmc.mil](mailto:eric.langland@usmc.mil).

E. J. LANGLAND  
Installation Law Officer