

SOFA ID CANCELLATION IN JAPAN

Dear Employees:

This is to inform you what should be done upon termination of employment while possessing a SOFA ID, Dependent IDs, and/or SOFA plated POV and SOFA Driver's License. It is the responsibility of the IMMEDIATE SUPERVISOR to assure that ALL SOFA IDs, Dependent IDs, SOFA Plates for their POVs and USFK SOFA Driver's License have been returned to the appropriate departments.

SOFA and Dependent IDs must be returned to the originating ID Office where you must provide a completed Transmittal Record (DA Form 200) for signature of the ID Office personnel to validate the SOFA and Dependent IDs were returned.

SOFA Plates for POVs must be returned to the originating SOFA Vehicle Registration Office and receive a "Notice of Cancellation" that validates the SOFA Plate was returned. If the employee does not bring back the "Notice of Cancellation" to you, call the SOFA Vehicle Registration Office to verify if they are still registered with SOFA plates. If they are still registered with SOFA plates, contact your Associate Dean and/or Logistical Support Specialist ASAP!

USFK SOFA Drivers License must be returned to the SOFA Driver's Testing Office where you must provide a completed Transmittal Record (DA Form 200) for signature of Driver's Testing Office personnel that validates the return of the SOFA Driver's License.

If the employee states that they lost any of the above items the supervisor must assure that the lost SOFA ID or Dependent IDs, Ration Control Cards and SOFA Vehicle Plates are reported to the Provost Marshall's Office. The employee must be present to provide a statement declaring how and when they were lost. The Provost Marshall's Office will provide you with a completed EAPB Form 3. The lost USFK SOFA Driver's License must be reported to the SOFA Driver's Testing Office.

Summary, make a copy for your files and send the SOFA Plate Notice of Cancellation, all Transmittal Records (DA Form 200) and all copies of completed and signed EPBA Form 3s to Floyd E. Sandoval, Logistical Support Specialist, info.pfec@ctcd.edu, DSN 722-3814, Fax 722-3009. Feel free to call if you have any questions regarding the above requirements.

Best wishes,

Floyd E. Sandoval
Logistical Support Specialist