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# WELCOME ABOARD

2015-2016 COMMANDER FLEET ACTIVITIES YOKOSUKA

[HTTP://WWW.CNIC.NAVY.MIL/REGIONS/CNRJ/INSTALLATIONS/CFA\\_YOKOSUKA.HTML](http://www.cnic.navy.mil/regions/cnrj/installations/cfa_yokosuka.html)



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Congratulations on your orders to the Yokosuka, Japan area!

While the idea of moving to a new location can be overwhelming, this Welcome Aboard Package contains a wealth of information to help your relocation. This package is designed to answer many of your questions to ensure a smooth transition to your new Duty Station. Browse the provided material and suggested websites to help familiarize yourself (and your family) with your new home. Using all your resources can reduce culture shock, stress, and keep your morale high during the first few weeks of your arrival and throughout your time in Yokosuka.

If you have not already done so, please visit your local Fleet and Family Support Center (FFSC). They'll be able to provide you with information on travel pay, entitlements, and allowances, arranging a successful move as well as vacating your government quarters. We are all here to help with every aspect of your relocation so please do not hesitate to contact us if you have additional questions regarding your new assignment to Yokosuka. We look forward to meeting you!

Those with families are encouraged to check with the Navy Lodge or Navy Gateway Inns & Suites prior to arrival to ensure room availability. We highly encourage making reservations far in advance using the phrase "PCS Move." On day two, it is important to check into your command and their respective admin departments. Once there, your command can provide guidance and escort to the various locations on base that you must visit. A checklist is provided to help you with tasks in order to ease your move and smooth your transition to Yokosuka, Japan.

Below are items that each member should try to complete within the first 72 hours.

- Confirm seat reservation for Area Orientation Brief / Intercultural Relations (AOB/ICR)
- Confirm reservations with the CDC and SAC for children, if applies
- Enroll in a Housing Office Brief (not to be attended during your AOB/ICR Training)
- Visit Personal Property Office
- Visit Tricare Benefits Coordinator

Again, congratulations and we will see you soon!

Safe travels!



## Information Websites

### Commander Fleet Activities, Yokosuka (CFAY):

CNIC CFAY: <http://www.cnic.navy.mil/Yokosuka>  
*Official website of Commander Fleet Activities, Yokosuka*

Military INSTALLATIONS: <http://www.militaryinstallations.dod.mil>  
*Search for Commander Fleet Activities, Yokosuka for installation details and a personalized booklet*

AFN Yokosuka Facebook: <https://www.facebook.com/pages/AFN-Yokosuka/108779326522>  
*Explore local events and stories for Yokosuka*

Duty in Japan YouTube Channel: <http://www.youtube.com/user/DutyInJapan>  
*Videos about things to see, housing options, and many other useful topics*

Fleet and Family Support Center (FFSC):  
[http://cnic.navy.mil/regions/cnrj/installations/cfa\\_yokosuka/ffr/supprot\\_services.html](http://cnic.navy.mil/regions/cnrj/installations/cfa_yokosuka/ffr/supprot_services.html)  
*Monthly schedules, class handouts, and more*

Yokosuka Enhanced Spouse Sponsorship (YESS) Program: <http://yessyokosuka.wordpress.com>  
*Sponsorship program for spouses, by spouses*

Morale, Welfare, and Recreation (MWR) Information: <http://mwryokosuka.wordpress.com>  
*Latest information about MWR services in Yokosuka*

### Pet Information

PAWS (Pets Are Worth Saving) Yokosuka: <http://sitesgoogle.com/site/pawsyokosukajapan>  
*Non-profit animal shelter on CFAY with links and information to help those relocating with pets.*

Public Health Command District – Japan: <http://www.usarj.army.mil/organization/vet/>  
*Visit for availability, recommendations and checklists regarding pets in Japan*

Yokosuka Veterinary Treatment Facility: Email: [NHyokosuka-vetclinic@med.navy.mil](mailto:NHyokosuka-vetclinic@med.navy.mil)  
*VTF offers veterinary care by appointment only and assists with obtaining proper quarantine documents.*

### Yokosuka and Japan Sites:

*Yokosuka is located in the Kanagawa prefecture, located on Honshu Island*

Yokosuka City Official Home: <http://www.city.yokosuka.kanagawa.jp/0140/english/>  
*Discover Yokosuka City's history and attractions*

Japan National Tourism Organization:  
<http://www.jnto.go.jp/eng/location/regional/kanagawa/index.html>  
*Cultural and tourist information about Kanagawa and all of Japan*

Kids Web Japan: <http://web-japan.org/kidsweb/>  
*Fun content to learn about Japan: language and traditions*

HyperDia: <http://www.hyperdia.com/en/>  
*Timetables of railways in Japan*

Jorudan Co., Ltd.: <http://jorudan.co.jp/english/>  
*Timetables of railways in Japan*

## **Fleet and Family Support Center Resources**

Below is a brief list of topics for individual consultations as well as classes, workshops, orientations and trainings provided from FFSC Yokosuka. For information about a specific class, the monthly schedule, or to register, please call 243-FFSC (3372), option 3.

### ***Work and Family Life Programs Services***

#### **Deployment Readiness**

- Family Readiness Group (FRG) Training
- Individual Augmentee (IA) Support
- Ombudsman Training
- Pre-Deployment & Mid-Deployment
- Return and Reunion

#### **Family Employment Readiness Program (FERP)**

- 10 Steps to Federal Employment
- Effective Resume Writing
- Employment Overview
- Interview Techniques

#### **Life Skills Education**

- Communication, Anger & Stress Management (CASA)
- Getting Started Teaching English
- English as a Second Language
- Modeling in Japan
- Pre-Marital Workshop

#### **Personal Finance Management (PFM)**

- Command Financial Specialist (CFS) Training
- Million Dollar Sailor
- Home Buying Basics
- Credit Management
- Thrift Savings Plan (TSP) Guidance

#### **Relocation Assistance Program (RAP)**

- Area Orientation Brief/Intercultural Relations (AOB/ICR) Training
- Loaner Locker & Hospitality Kits
- New Spouse Orientation
- Smooth Move (PCS) Workshop
- Sponsorship Orientation Training

#### **Transition Assistance Program (TAP)**

- Pre-Separation Brief
- VA Benefit Information

### ***Crisis Response***

Family Advocacy Program (FAP) for victims of abuse: 243-7878 or 046-816-7878  
 Domestic Abuse Victim Advocacy (DAVA): 243-7878 or 046-816-7878  
 Sexual Assault Prevention and Response (SAPR): 243-7878 or 046-816-7878  
*Emergency 24 Hour SAPR Hotline: 080-9355-8555/6 (Yokosuka local number)*

### ***Clinical Advocacy Program Counseling***

#### **Couples Counseling**

- Blended Families
- Deployments and Reunification
- Divorce
- Global Transitions
- Intercultural Relationships
- Pre-Marital & Marital Counseling
- Parenting

#### **Family Therapy**

- Child Behavioral Problems
- Divorce or Separation
- Global Transition
- Military Family Life Style and Challenges
- Teen Issues

#### **Individual Counseling**

- Divorce
- Grief
- LGBT
- Military Lifestyle
- Parenting
- Personal Self Development
- Self Esteem
- Stress

### ***Exceptional Family Member Program***

- Enrollment Assistance
- Networking & Support
- Education & Awareness

### ***New Parent Support***

- Baby Basics & Basic Breastfeeding
- Boot Camp for New Dads
- Infant Massage
- Labor & You / Relaxation in Birth
- Play Morning

## Area Orientation Brief & Intercultural Relations (AOB/ICR) Training

This five day training is **mandatory** for all SOFA sponsored personnel (military service members, civilian employees, and adult family members) within 30 days of reporting to Yokosuka in accordance with COMNAVFORJAPANINST 1740.5, even if you have previously served in Japan. It is designed to reduce stress and frustration of moving to Yokosuka by ensuring newly reporting personnel are introduced to current CFAY policies, programs, services, responsibilities and facilities in accordance with COMFLEACTINST 1740.3C. Additionally, certified attendance is required for anyone who intends to obtain a U.S. Forces Japan driver's license during their stay.

Reservations are required and suggested at least four weeks prior to arrival in the Yokosuka area. Your sponsor can make reservations or you can register yourself. Emails can be sent with **subject line** "AOB/ICR" to [FFSCInfo@fe.navy.mil](mailto:FFSCInfo@fe.navy.mil). Include the service member's name, the name of the gaining command, and your expected date you are reporting to the Yokosuka area. Reservations can also be made by calling 243-FFSC (3372) option 3, or in person by stopping by the Fleet and Family Support Center (located on the fourth floor of the Community Readiness Center, Bldg. 3365).

Child care reservations must be made prior to attending AOB/ICR and as far in advance as possible. To pre-register for childcare please click on [mwryokosuka.wordpress.com/cy/](http://mwryokosuka.wordpress.com/cy/). Age limits and contact numbers for each of the centers are outlined in Childcare Information sheet after the schedule is described.

### Schedule

Monday – Area Orientation Brief (AOB) Topics include:

- Policies and procedures associated with Commander Fleet Activities, Yokosuka
- Guest speakers include representatives from Fleet and Family Support Center, US Naval Hospital, Navy College.

Tuesday – Area Orientation Brief (AOB) Topics include:

- Guest speakers include representatives from Personnel Support Detachment, Religious Ministries, USO, the Navy-Marine Corp Relief Society.

Wednesday – Intercultural Relations (ICR) Topics include:

- Money, phones and food
- Japanese language, history and holidays
- Discuss Culture Shock and cultural awareness
- Modes of transportation (trains, buses, taxies, and subways)

Thursday – Field Trip

- Explore tourist attractions
- Visit historical sites
- Experience local cuisine

Friday – Driver's Indoctrination Class

- Presentation on driving in Japan
- Written test on signs and traffic laws
- Road test (*Attendance is mandatory for those changing U.S. Forces Japan driver's license issued by another base in Japan to CFAY.*)



## Childcare Information

Children ages 17 and under are not permitted to attend AOB/ICR Training. Parents with nursing infants who are unable to attend CDC may request a waiver through the Fleet and Family Support Center prior to the start of AOB/ICR class week. Please allow at least 10 business days for processing of the waiver. New arrivals with children should make childcare arrangements early, as there are a limited amount of spots available. Reservations are NOT made automatically. For CYP childcare options on base are FREE to attendees through vouchers that are distributed following each day's training. Additionally at least one parent must attend a CYP orientation prior to the child's first attendance at a Child and Youth Program (CYP) facility. Couples may choose to attend AOB/ICR during alternate weeks in order to mitigate childcare concerns. Below is information to help families.

*Child Development Center-Annex for ages 6 weeks-2yr (After school care also available for Kinder)*

DSN: 315-241-4101 International: 011-81-46-896-4101

[mwryokosuka.wordpress.com/cy/](http://mwryokosuka.wordpress.com/cy/)

*Main Base Child Development Center (CDC) for ages 6 weeks-5yrs*

DSN: 315-243-3219 International: 011-81-46-816-3219

[mwryokosuka.wordpress.com/cy/](http://mwryokosuka.wordpress.com/cy/)

*Main Base School Age Care for grades K-6yrs*

DSN: 315-243-5492 International: 011-81-46-816-5492

[mwryokosuka.wordpress.com/cy/](http://mwryokosuka.wordpress.com/cy/)

*Ikego Child Development Center (CDC) for ages 6 weeks-5 yrs*

DSN: 315-246-8060 International: 011-81-46-816-8060

[mwryokosuka.wordpress.com/cy/](http://mwryokosuka.wordpress.com/cy/)

*Child Development Home (CDH)-Ages vary per provider*

DSN: 315-243-5478 International: 011-81-46-816-5478

[mwryokosuka.wordpress.com/cy/](http://mwryokosuka.wordpress.com/cy/)

## Central Enrollment and Waiting List Management (CEWL)

The CEWL ensures that all child and youth program vacancies are tracked, monitored closely and filled quickly. It provides convenient and efficient customer service to patrons. It maintains Navy-wide standardized waiting list system that provides fast, efficient and fair service to all patrons.

- 3 Tier Waiting List System
- Centralized placement within each local program
- Single placement list for ages 6 weeks-12 years
- Help patrons secure the care they want in a specific CDH, SAC, CDH or housing area
- Preferred Care Waiting list is to offer parents preferred care options

For additional information please visit <https://qol.navyaims.net/cypweb>

\* For children 6 weeks – 12 months, parents are to provide the following: diapers, wipes, and 2 changes of clothes. Please contact the CDC regarding food preparation policies.

\*\* If 5 year old is already enrolled in school, child should go to School Age Care Center or CDC Annex (after school).

\*\*\*Additional services offered by CYP include: Give Parents a Break:

Military families are subject to unique stressors associated with military life, including deployments, remote tours of duty, and extended working hours. The "Give Parents a Break (GPAB)" program is designed to give family members a short break from parenting in order to help them deal with these types of stressful situations, and enjoy a night out with friends. For more information, please contact the Child and Youth Programs Office at 243-4079 or visit us at <https://www.facebook.com/yokosukacyp>

**FFSC offers youth AOB/ICR Trainings for Elementary, Middle and High School students (recommended but not required). To reserve a seat for your child please call:**  
DSN: 315-243-FFSC International: 011-81-46-816-FFSC [FFSCInfo@fe.navy.mil](mailto:FFSCInfo@fe.navy.mil)



## What To Do At The Airport

### **Yokota Air Force Base (arriving via an Air Mobility Command (AMC) flight):**

AMC flights from the U.S. arrive often in Yokota Air Force Base (AFB). Navy buses are assigned to transport passengers to Commander Fleet Activities Yokosuka (CFAY).

Scheduled AMC flights typically arrive at Yokota AFB about 0700, with the actual time always subject to change. Navy buses usually depart Yokota AFB for CFAY about two hours after flight arrival and will be adjusted according to the actual arrival time if different than scheduled.

Priority will be given first to service members (and families) traveling on PCS Orders. The bus ride averages between 2-3 hours, but may vary due to traffic. At the present time there is no Navy Liaison Office in the Yokota AFB AMC passenger terminal. The Army/Air Force Liaison or the Terminal Information Counter can provide information and assistance

### **Narita International/New Tokyo International Airport (via commercial airlines):**

These directions are based on arrival at Terminal One, because that is the terminal from which the Yokosuka-bound buses depart. If you arrive at Terminal Two, take the free Airport Shuttle Bus to Terminal One from either bus stop 8 or 18 outside the terminal. For information regarding lost luggage, please read the Lost Luggage section below.

**From Terminal One:** Follow the signs inside the terminal to the Arriving Passenger area. Walk past the Medical/Quarantine desk (if you have pets, stop here and ask for assistance). Continue around to the immigration desk. Stand behind one of the lines marked Foreign Passports (you may have to wait in a single line; if so, an agent will tell you which passport window to approach.) Be sure to complete both sides of the immigration paperwork that was given to you on the plane before getting into the passport line.

Present your passport and/or ID card, a copy of your orders, and your completed paperwork to the Immigration Officer behind the desk. Make sure the Officer stamps your passport (and each of your family members' passports) with the CORRECT entry stamp. The small square stamp clearly states:

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Under Status of Forces Agreement  
Entered Japan: Date:  
Port:  
Immigration Inspector:  
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This mark is then over-stamped with the immigration officer's date stamp.

With your stamped paperwork, proceed through the gate and down the stairs to the baggage claim area. Pick up your luggage and proceed to one of the long counters marked "Non-Resident" for Customs inspection.

### ***Lost Luggage***

If you cannot find your luggage in the baggage claim area, immediately contact one of the Baggage Claim Customer Service Representatives. Generally, at least one of the Representatives on duty will speak English. Provide your flight information and your baggage claim ticket stubs. Use the following as a local address for delivery of your luggage to the base at no charge to you:

238-0001  
Kanagawa-ken Yokosuka-shi Honcho 1-Banchi  
Yokosuka US Navy Base (in Japanese: Bei Kaigun Yokosuka Kichi)  
Phone number: 046-816-1110 (Base Operator)

You will also need to identify a point of delivery and phone number within the base. This might be the name of your initial lodging or your duty station, but it should be a place that is accessible 24 hours a day. Some examples are:

- Navy Lodge (Bldg. J-200; base phone 243-6708; local 046-816-6708)
- NGIS (
- USS <name of your ship> (\*only if you know your ship is in port!)

After providing the required information (above) to the Customer Service Representative, you will be given a receipt or card with contact phone numbers. The receipt/card will have instructions for you to call to check on your luggage after a specified time.

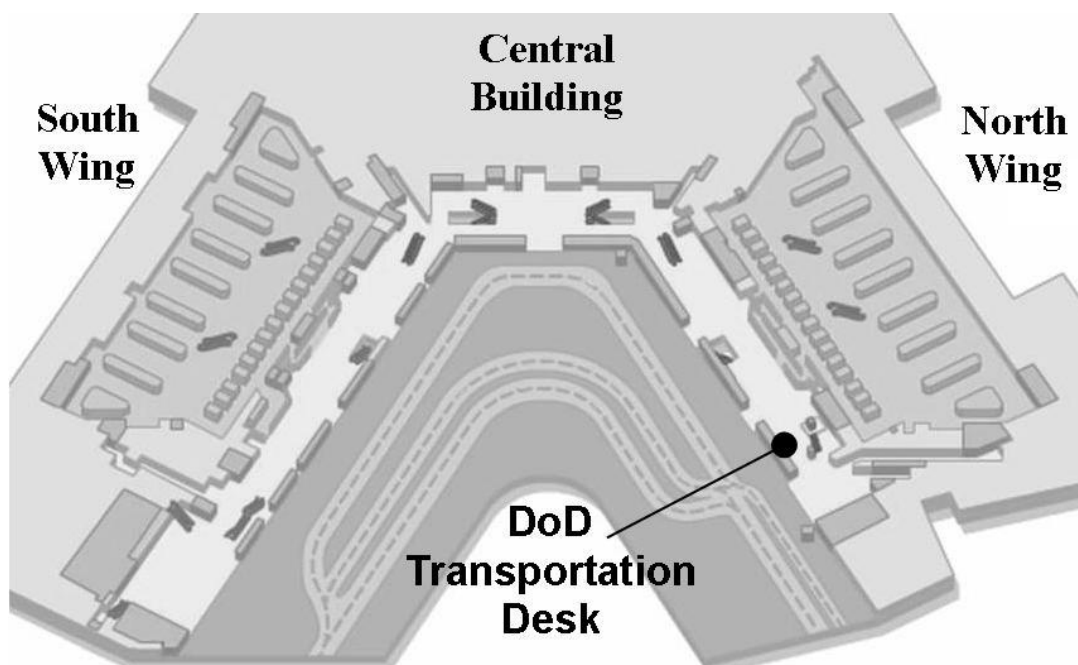
There is little else you can do except to continue with the arrival process: get to the base, relax, and take stock of what you have on hand. When found, your luggage should arrive at the place you designated within a day or two. Most who have gone through this experience report luggage delivery well in advance of the suggested call-back time on the receipt/card.

HERE'S A TIP: To prepare for the unlikely situation described above, pack a carry-on bag for yourself (and each family member, if necessary) with at least one change of clothes, and two changes of socks and underwear. Basic toiletries can be obtained on base at the main NEX Mini-Mart (near billeting) or Auto Port Mini-Mart (near the Navy Lodge.) You might also consider a light sweater, wind breaker, or jacket, depending on the season. Packing a lightweight travel umbrella might not be a bad idea either.

\*\*\*\*\*

After completing Japanese Immigration and Customs formalities, exit into the arrival lobby.

- **South Wing** Arrivals of Terminal One (on United Airlines or other Star Alliance carrier): follow directional signs (or ask for directions) through the Central Wing and into the North Wing. The Official DoD Transportation Liaison Desk is at the far end of the North Wing next to a coffee/snack stand.
- **North Wing** Arrivals of Terminal One: the Official DoD Transportation Liaison Desk is almost directly across from the LEFT-most exit into the arrival lobby.
- If you have arrived at **Terminal Two**, take the free Airport Shuttle Bus to Terminal One from bus stops number 8 or 18 in front of the terminal. Enter Terminal One and follow the directions above to the DoD Transportation Liaison Desk in the North Wing.

***DOD Transportation Liaison Counter/Desk***

A **small** sign identifies the DOD Transportation Liaison Counter/Desk, which is very small, not very well marked, and may be moved by the Narita Airport Authority at any time without notice. It has been set up this way for good reasons: OPSEC and personnel safety. Keep your eyes open and concentrate on finding it as you can look around the airport later. Please note that regardless of what might be written in your orders, the military transportation liaison IS NOT located at the Northwest Airlines information counter.

The Transportation Liaison on duty periodically escorts groups to the military buses in the parking area, so don't worry if no one is there when you arrive. Signs at the desk will explain departure times to the various bases and the location of the parking area. A phone is available to contact your duty station or SPONSOR. A phone number list for each base/operator is also available.

If you have made arrangements to be met at the airport (**STRONGLY RECOMMENDED**), either by your SPONSOR or a command representative, the DoD Transportation Liaison Counter is a convenient place to meet. Exit doors to the street and buses are nearby. If no one is meeting you, make arrangements with the DOD Transportation Liaison (usually a US civilian) for bus transportation to Commander, Fleet Activities, Yokosuka (CFAY). The Transportation Liaison will escort all passengers to the correct bus prior to departure. The liaison on duty represents all branches of the military services.

Ikego Home To Work Shuttle Bus

AREA	BUS STOP LOCATION	TIME	
		MONDAY-FRIDAY ONLY	
IKEGO HOUSING	IMATSUMI	0520	0620
IKEGO HOUSING	SASAGO-YATO	0521	0621
IKEGO HOUSING	SHISAGI	0522	0622
IKEGO HOUSING	#678 PLAYGROUND	0524	0624
IKEGO HOUSING	ASUKA TOWER	0527	0627
MAIN BASE	HRO, MAIN GATE, SRF HQ, HARBOR MASTER PIER, BERTH 6&7, BERTH 8&9, REC CENTER, NEX/COMMISSARY, AND HOSPITAL.  <i>(Due to evening traffic congestion, evening pick-up times may vary)</i>	1600	1800

Narita Airport Shuttle Bus departs Terminal One at 1530, 1730 and 1900 daily. These are coach buses run 365 days a year with a maximum seating capacity of 41 passengers. In the event that Yokosuka Base is placed in a HEIGHTENED FORCE PROTECTION status, government transportation to Yokosuka MAY BE LIMITED TO MILITARY PERSONNEL AND FAMILY MEMBERS OF MILITARY PERSONNEL ONLY, with approximately the same departure times.

Reservations are strongly encouraged (visit [www.cnmc.navy.mil/yokosuka](http://www.cnmc.navy.mil/yokosuka) or email [cfay\\_bus@fe.navy.mil](mailto:cfay_bus@fe.navy.mil)). However, if there were no reservations listed on the driver's manifest, seats would be given on a first-come-first-served basis. Passengers need to provide two types of photo ID, one of which **MUST** be a Military Identification Card.

**PETS may not be brought aboard the Navy shuttle buses.** If you are arriving with your pet(s), you will need to coordinate with your sponsor at your gaining command for alternate transportation. For more information, email [cfay\\_bus@fe.navy.mil](mailto:cfay_bus@fe.navy.mil)

There is a charge to utilize government transportation between Narita to Yokosuka, for personnel under orders only (including TAD orders.) This charge DOES NOT come out of your pocket; it is charged against your orders. MAKE SURE you have an extra copy of your orders to give to the transportation liaison on duty. The actual amount charged against your orders is currently about \$34 per person. Space available passengers do not have to pay the transportation charge out of pocket to ride the airport bus, but neither are they guaranteed a seat.

Personnel (and family members) under PCS or other official orders have priority for seating on the buses. You or your sponsor can (and **SHOULD!**) make advance reservations for the bus by calling locally 243-7777, DSN 315-243-7777, or Commercial 011-81-46-816-7777. Provide the number of people in your party, the flight number, and the date and time of your arrival. Be prepared to fax a clear copy of the following documents to the bus reservations clerk: PCS orders; Family Entry Approval letter; Travel document showing arrival date. The DSN fax number is 315-243-9594. The commercial number is 011-81-46-816-9594.

Changing rooms and American style restrooms are available in the terminal. There is also an observation deck, a convenience store, a variety of Japanese fast food stands, and restrooms on the shopping mall levels of the Central Building in Terminal One. All shops and services in Narita Airport terminal buildings require payment in Japanese currency (Yen). There are currency exchange services on the first floor of Terminal One in the arrival lobby. There is another currency exchange in the departure area on the third floor. (Beware! If you exchange money in a U.S. airport prior to your departure, you will probably **not** get a very good exchange rate.) There is **no USO facility at Narita**.

**\*\*Note:** Upon arrival at Yokosuka Base, the bus driver is authorized to drop off passengers only at PSD (Bldg. 1555) and the Navy Lodge. Arriving passengers who do not have Navy Lodge reservations in advance should get off the bus at PSD. If your SPONSOR cannot meet you at the airport, PSD is a very convenient place to be met.

## **Pet Importation Requirements for Japan**

Owners are responsible for the shipment of pets arriving, departing, and within Japan. This includes all matters associated with travel arrangements, shipping requirements, and costs for their pets.

Japanese Animal Quarantine Service Regulations require that all animals entering Japan be examined to determine if they are free from communicable diseases. Animals found to be free from communicable diseases meeting entrance requirements may be released to the owner's custody, subject to the restrictions discussed below.

As of 6 June 2005, Japan began enforcing a new quarantine program for import and export of animals and pets. Active duty military members, members of the civilian component and their respective dependents enter Japan under the US-Japan Status of Forces Agreement (SOFA). The SOFA sets forth rights and responsibilities applicable to US Forces individuals who enter Japan. The US Forces, Japan (USFJ) thus negotiated with the Government of Japan (GOJ) to resolve how this new pet quarantine program would affect SOFA status personnel. This memorandum provides guidelines and recommendations for SOFA status personnel assigned to Japan who will be transporting personal pets into Japan.

There will be some differences between how the new Japanese pet quarantine program will be applied to SOFA status members and how it will apply to others. Due to these differences, the information on the new pet quarantine program published by the Government of Japan, the US State Department, the USDA, and the USFJ may differ. To minimize any inconvenience which might otherwise be experienced, we recommend following the guidelines listed below. Do not hesitate to contact the installation veterinarians in Japan if necessary. All contact information may be found on the Public Health Command District – Japan website (<http://www.usarj.army.mil/organization/vet/>).

The USFJ Veterinarian offers the following recommendations to assist SOFA status personnel in the movement of their pets to Japan. Each item listed below is important and must be accomplished as soon as the military member is aware of movement to Japan. This will ease the transition and acceptance of the pets into Japan.

Ministry of Agriculture, Forestry and Fisheries (MAFF) quarantine inspectors and US **Army Veterinary** Command veterinarians will determine the length of each pet's quarantine period when the pet arrives in Japan. The quarantine periods will range up to 180 days. All quarantine guidelines, necessary import forms, and contact information may be found on the Japan District Veterinary Command website:

USFJ has been able to champion "Home Quarantine" as a concession for US SOFA personnel. This quarantine allows service members to maintain their pets in their own custody within their assigned on-base quarters during the assessed quarantine period. Personnel who are most affected are SOFA members who are required to live in off-base housing. If a quarantine period is assessed, military members who live off-base will be required to pay for quarantine boarding expenses for their pets in on-base kenneling facilities or incur the significant expense of

quarantining their pet at the Airport Animal Quarantine Station facility.

Service members who may be required to kennel their pets for up to 180 days will incur a tremendous cost. The JFTR and the JTR provide limited reimbursement for quarantine costs for service members (\$550) and DoD civilians (\$500 to \$1,000), respectively. Unfortunately, the majority of military pet owners serving throughout the world are in pay grades E-4 and below and may be challenged to afford those types of expenses. Additional Information:

1. Japanese Animal Quarantine Service regulations require that all animals entering Japan be examined to be free from communicable diseases. Animals that are found to be disease free will be released to the owner's custody, subject to the following restrictions:
  - a. Three (3) copies of the rabies vaccination certificate (DD208, the original and two copies) must accompany the animal during transit. The rabies vaccination must have been administered more than 30 days but less than 365 days prior to the animal's entry into Japan.
  - b. An animal that is less than 90 days old does not require a rabies vaccination, but will be placed in a Japanese or U.S. Forces quarantine facility. Upon reaching 90 days of age, the animal will be given a rabies vaccination and kept in a quarantine facility for a period of 30 days. After 30 days time, the animal will be released to the owner for a required "home quarantine." (Note: Quarantine in Japanese facilities will be at the owner's expense.) **Please refer to the web site above or at the end of this section, for the latest information of pet quarantine periods.**
  - c. Three (3) copies of the health certificate (DD2209, the original and two copies) must also accompany the animal during transit. The veterinarian who examines your pet issues this certificate, which must be dated within ten days before the animal's arrival into Japan.
  - d. Important! If the rabies vaccination and/or the health certificates are obtained from an off-base or civilian veterinarian, you must take the original rabies certificate/health certificate to a Field Office of the U.S. Department of Agriculture (USDA). A USDA veterinarian must sign both certificates and place the USDA stamp on the back of each copy. The signature without the stamp is not valid for entry into Japan. Failure to have certificates stamped will result in quarantine until the stamp is obtained via U.S. Mail. GOJ authorities will not recognize an individual (state) department of agriculture stamp. The stamp must be USDA!
2. Companion animals arriving in Japan aboard commercial aircraft:
  - a. Companion animals that enter at a Japanese airport are to be picked up at the airport and processed through the Japanese Animal Quarantine Service at the airport.
  - b. Before the animal can be processed by the Animal Quarantine Service Personnel, the owner or authorized representative (via Special Power of Attorney) must fill out a Form 380EJ "Customs Free Import and Export of Cargo" or "Customs Declaration of Personal Property." This form is available at the Customs Check Point upon entry.
  - c. Upon arrival at the Animal Quarantine Counter the Japanese personnel will initiate a Pet Quarantine and Examination Certificate (Form MDJ-270). Pet owners or their authorized representative (via Special Power of Attorney) must be able to provide the following information:



- military address (duty station)
  - rank/rate
  - duty phone
  - temporary address
- d. You will be required to sign this form stating you will present your pet for quarantine examination following the required period of “Home Quarantine” at a U.S. Forces Veterinary Office. Failure to present the animal for quarantine release may result in a fine of up to 50,000 Japanese yen (at 115 yen to the U.S. dollar, this is approximately \$435.00).
  - e. Japanese Animal Quarantine Service Officials are on duty whenever flights are scheduled to arrive.
  - f. Additional information may be obtained upon arrival from the Yokosuka Veterinary Clinic, 243-6820/7081, Bldg. H-1230, F Street.
3. Pets are **NOT** allowed aboard the scheduled Navy shuttle buses. If you are arriving with your pet(s), you will need to arrange, perhaps with the assistance of your sponsor, alternate transportation to the base. For more information, email [cfay\\_bus@fe.navy.mil](mailto:cfay_bus@fe.navy.mil)
  4. Most military families will reside at Temporary Lodging (Navy Lodge) for periods of up to 60 days while seeking housing on or off base. Pets are not allowed in Temporary Lodging. All kennel boarding fees, including the official assigned quarantine period, are the owner’s responsibility.

**NOTE:** *Mandatory pet quarantine fees* incurred by U.S. service members in connection with the mandatory quarantine of a household pet are reimbursable, not to exceed \$550 per PCS move for pets in, or entering into, quarantine on and after 28 DEC 2001. (Ref. JFTR, par. U5805.)

- ☐ You can make reservations at the Navy Exchange Kennel by calling (DSN) 243-4530. From the U.S. call 011-81-46-816-4530.
  - ☐ The hours at the kennel are M-F 0900-1500, Sat. 1000-1100, closed on Sundays.
  - ☐ Japanese veterinarians also board animals, but the cost is high.
5. Military veterinary general and surgical care is available on a limited basis by appointment only. Surgical services are primarily for the control of animal population (spay/neuter/declaw), but other services may be available.

**NOTE:** IAW COMFLEACTINST 6200.1N, cats and dogs at Yokosuka require microchip implants.

6. Military veterinarians do not provide emergency care. You will be referred to an off-base veterinarian. Language barriers may present difficulties. The cost is also quite expensive.

The information in this section is always subject to change.

### **Family Assistance Support Team (FAST)**

Family Assistance Support Team (FAST), Yokosuka was established to provide support, limited services and assistance during underway periods to personnel and family members of the Forward Deployed Naval Forces (FDNF) permanently stationed in Yokosuka, Japan.

FAST Office is located at the Community Readiness Center (CRC), Bldg. 3365 across from the Commissary, on the 2<sup>nd</sup> floor, room 225.

#### **FAST Office Operating Hours:**

Monday, Wednesday, and Friday 0900-1630

Tuesday 0800-1630

Thursday 0800-1500

Emergencies are handled 24hrs a day by calling: FAST Duty Officer at 090-8046-5541

#### **Services Provided**

- IDs for Active Duty Personnel, Government Employees, Contractors, and Dependents
- Defense Enrollment Eligibility Reporting System (DEERS) Updates
- Defense Biometrics Identification System (DBIDS) Registration
- Transportation Requests
- House Guest Passes (when sponsor ship is underway)
- When ship is underway, Command Pass Coordinators (CPC's) may assist as a liaison between PSD and the ship's CPC to help process the following:
  - TLA and TLA Extensions
  - OHA/MIHA/OHA Advances
  - Assist in the transmission of PAGE 2 Updates

**FAST Office DSN: (315) 243-5770 / 7966 FAX: (315) 243-7671**

***\*\* NOTE: ALL PERSONNEL AND FAMILIES ASSIGNED TO THE USS RONALD REAGAN MUST UTILIZE PATRIOT'S LANDING FOR ALL PSD RELATED TRANSACTIONS, TRANSPORTATION REQUESTS, AND HOUSE GUEST PASSES\*\****

**4<sup>th</sup> Deck CFAY Base Check Out Counter DSN: (315) 243-9606**

## **How to Present a Positive Image to our Japanese Hosts**

### **When in Public**

- Please refrain from smoking on public transportation. Some long-distance trains permit smoking, but local buses and trains do not.
- Converse in a low to moderate voice when in public, Yelling or loud conversations disturbs and frightens our hosts.
- Additionally use earphones with portable stereos, and keep your car's stereo volume down when your vehicle windows are open.
- Loud and raucous behavior in public is not acceptable. The Japanese are very sedate people as a whole. Boisterous behavior is equated with hooliganism and trouble.
- While the Japanese populace has been exposed to English Language study in school, they generally are not conversationally proficient. Be patient, talk slowly and clearly, and you will eventually acquire the information you seek.
- Try to use some Japanese words or phrases in dealing with our hosts. They appreciate our effort, and respect our taking the time to try to learn their language.
- Observe how the Japanese do things. "When in Rome do as the Romans do" can very well be applied to Japan.
- Unacceptable behavior usually feels inappropriate when you're doing it. Rely on your common sense. This is just one of the ways to show respect for the Japanese culture while you are here.
- Be polite and considerate. It is the way we expect foreigners to act when they're visiting the U.S.

### **In Shops and Restaurants**

- Remember, yen is the only current acceptable in Japanese establishments. They do not accept dollars, as in the case of some foreign countries you may have visited.
- Again, while bargaining is acceptable in some countries, in Japan this is not the norm. On large purchases, you may ask if there is any discount, or one may automatically be given to you.
- Don't tip in Japan. It is not expected in restaurants or taxis, and in fact is considered an insult to most Japanese people.
- In some restaurants (and hospitals), you are expected to remove your shoes. So Always have your socks on when you intend to dine off-base. Such establishments will provide slippers for you to put on, upon removal of your footwear.

### **In a Japanese Home**

- Always remember to remove your shoes before stepping up from the genkan (entry) area of a Japanese home into the house proper.
- Always remove your house slippers when you enter a tatami room in a Japanese home- bare feet or socks only on tatami mats.
- Be sure to lather up and rinse off thoroughly outside of a Japanese bathtub. The bath water should be reheated and reused by the entire family for a number of days before being drained.

## CNIC Dress code for Yokosuka Naval Base

As ambassadors of the navy to Japan it is important to provide a positive image of our people and its' Navy. The dress code enforced by CNIC provides a guideline to understand what is deemed appropriate for wear while out in Yokosuka. The below picture provides some examples of what is adequate.

# CIVILIAN CLOTHES GUIDELINES

## APPROVED!








Clean and serviceable shirts, with or without collars are required. Shirts will be buttoned and tucked in unless square cut and designed to be worn outside your trousers or shorts.

Clean and serviceable trousers or shorts, with a belt (if belt loops are present) are the standard.

"We are ambassadors in our host nation of Japan. We must do our best to project a positive image which reflects our core values. If you are uncertain about your attire, you must ask yourself... Are the clothes I am wearing drawing negative attention to myself and my country?"

Sergeant Major  
Marine Corps Base  
Camp Smedley D. Butler

## NOT APPROVED!









Uniform undershirts, green, white, or brown, or "t" shirts designed for wear as undergarments, with or without unit logos, are not appropriate and prohibited. Also prohibited, as outer wear, are all tank top type shirts, sleeveless "muscle" shirts, see-through mesh and net shirts, halter tops, tube tops and swim suit tops.

Tops creating immodest/provocative or suggestive Appearance of exposes midriff,  
Cut-off shorts/ "short" shorts/swimming suits,  
Tank top/oversized clothing/cut-off sleeves,  
Shirts exposing abdomen

COMBAT GRAPHICS DEPT.

## Eating and Dinning In Japan

In Japan, some restaurants and private houses are equipped with low Japanese style tables and cushions on the floor, rather than with Western Style chairs and tables.



*A restaurant with traditional low tables*

**A DAMP TOWEL** Just after you sit down at the tables, you will receive a hot (or cold one in summer) damp, white towel called o-shibori. In a restaurant it is wrapped in plastic or is often served on a small oblong tray specially made for the o-shibori. Use the towel to wipe your hands. In less formal situations, Japanese men often wash their faces with the towels, but it is best not to do this. Place the towel back on the tray. The o-shibori does not stay on the table throughout the meal and often, napkins are not supplied. It is advisable to keep tissue or handkerchief with you at all times.

**ITADAKIMASU AND GOCHISOSAMA** In Japan, you say “*itadakimasu*” (“I gratefully receive”) before starting to eat, and “*gochisaosama (deshita)*” (“Thank you for the meal”) after finishing the meal.

**INDIVIDUAL VERSUS SHARED DISHES** It is not uncommon in private households and in certain restaurants (e.g. izakaya) to share several dishes of food at the table rather than serving each person with his/her individual dish. In such a case, you are supposed to move some food from the shared plates onto your own plate by yourself, using the opposite end of your hashi, or chopsticks, (if you have used them already) or with special chopsticks that may be provided for that purpose.

**CHOPSTICKS** The proper use of the chopsticks is the most fundamental element of Japanese table manners.



**SOME OF THE MOST IMPORTANT CHOPSTICK RULES ARE:**

- Hold your chopsticks towards the end, and not in the middle or the front third.
- When you are using your chopsticks and when you are finished eating, lay them down in front of you with tip to the left.
- Do not stick chopsticks into your food, especially not into rice. Only at funerals are chopsticks stuck into the rice that is put onto the altar.
- Do not pass food with your chopsticks directly to somebody else's chopsticks. Only at funerals are the bones of the cremated body given in that way from person to person.
- Do not spear food with your chopsticks.
- Don't point with your chopsticks to something or somebody.
- Do not move your chopsticks around in the air too much, nor play with them.
- Do not move around plates or bowls with chopsticks.
- To separate a piece of food into two pieces, exert controlled pressure on the chopsticks while moving them apart from each other. This needs much exercise.
- If you have already used your chopsticks, use the opposite end of your chopsticks in order to move food from the shared plate to our own plate.

Knife and fork are used for Western food only. Spoons are sometimes used to eat Japanese dishes that are difficult to eat with chopsticks, for example some donburi dishes or Japanese style curry rice. A Chinese style ceramic spoon is sometimes used to eat soups.

**SOME TABLE RULES**

- Blowing your nose in public, and especially at the table, is considered bad manners.
- It is considered good manners to empty your dishes to the last grain of rice.
- Talking about distasteful topics during or before a meal is not appreciated by most people.
- Unlike in some other parts of East Asia, it is considered bad manners to burp.
- After finishing your food, try to place all your dishes in the same way they were at the start of the meal. This includes re-placing the lid of dish (if it comes with one) and re-placing your chopsticks on the holder or into their paper slip, if applicable.

**DRINKING RULES** When drinking alcoholic beverages, it is a Japanese custom to serve each other, rather than pour the beverage into one's own glass. You are to periodically check your friends' cups, and serve them more once their cups are about to be empty. Likewise, if someone wants to serve you more alcohol, you should quickly empty your glass and hold it towards that person.

While it is considered bad manners to become obviously drunk in some formal restaurants, for example in restaurants that serve kaiseki ryori (Japanese haute cuisine), the same is not true for other types of restaurants such as izakaya, as long as you do not bother other guests.

Do not start drinking until everybody at the table is served and the glasses are raised for a drinking salute, which usually is "kampai". Avoid using "chin chin" when drinking a toast, since these words refer to the male anatomy in Japanese. It is quite common for the Japanese to toast, usually with beer or sake. It recognizes a day's event or acknowledges good efforts. If you do not drink alcoholic beverages, it is acceptable to toast with orange juice or even green tea. The important point is that your share in the group celebration.



## **HOW TO EAT**



### **Rice:**

Take the rice bowl in one hand and the chopsticks in the other. Lift it towards your mouth while eating. Don't pour soya sauce over rice.



### **Sushi:**

Pour soya sauce into the small plate provided. It is considered bad manners to waste soya sauce; try not to pour more sauce than needed. You don't have to add wasabi into your soya sauce. The sushi pieces usually already contain wasabi, and some pieces are supposed to be eaten without wasabi. If you choose to add wasabi, nonetheless, use only a small amount in order not to offend the sushi chef. If you do not like wasabi, you can request that none is added into your sushi.

In general, you are supposed to eat a sushi piece in one bite. Hands or chopsticks can be used to eat sushi. For nigiri-zushi, dip the piece into the soya sauce upside-down with the fish part ahead. A few kinds of nigiri-zushi, for example, marinated pieces, should not be dipped into the soya sauce. For gunkan-zushi, pour a small amount of soya sauce over it, rather than dipping it into the sauce.



### **Sashimi:**

Put some soya sauce into the small plate provided. Mix some wasabi into soya sauce, but do not add too much wasabi as this would overpower the taste of the raw fish (and possibly offend the chef). Use the sauce for dipping sashimi pieces. Some types of sashimi are enjoyed with ground ginger rather than wasabi.



### **Miso Soup:**

Drink the soup out of the bowl as if it were a cup, and fish out the solid pieces with your chopsticks.



### **Noodles:**

Lead the noodles with your chopsticks step by step into your mouth, while sucking them down in with a controlled slurping sound. Try to copy the slurping sound of people around you. When eating noodle soups, keep a small distance between the bowl and your mouth to avoid splashing. If a spoon is provided, use it to drink the soup; otherwise, lift the bowl to your mouth to consume the soup.



### **Kare Raisu:** (And other dishes in which rice is mixed with sauce)

Kare Raisu (Japanese style curry rice) and other rice dishes, in which the rice is mixed with a sauce (for example), some domburi dishes) may be somewhat difficult to eat with chopsticks. Kare Raisu is often eaten with a spoon rather than chopsticks.



**Big pieces of food:**

(e.g. prawn tempura) Separate the piece with chopsticks (This takes some practice), or just bite off a piece and put the rest back onto your table.

## TABLE MANNERS

**CHOPSTICKS**

Manny restaurants use disposable wooden chopsticks that come wrapped in paper. Remove the chopsticks from the paper and separate into two sticks. Although you might see other Japanese people rub the two sticks together to remove any thin fragments of wood, it is best not to follow this practice as you might embarrass your host. Perhaps he or she has brought you to a restaurant where the quality of the chopsticks is not very good. Pick up your food with smaller pointed ends.

Lacquer or plastic chopsticks are also used in more formal situations and in the home. These are slippery and more difficult to handle, so take your time with the food. These kinds of chopsticks are placed on a special chopstick resting piece, which is where your chopsticks should always be placed when not in use.

As you would use a serving spoon in a Western setting, use the larger serving chopsticks that may accompany a dish. If there isn't one, you may use the clean top ends of your chopsticks. These ends should never go into your mouth once you have decided to use the other ends to eat with.

**SLURPING** It is the custom in Japan to make slurping noises while eating foods such as soupy noodles. It is also a sign of appreciation to your host or the cook.

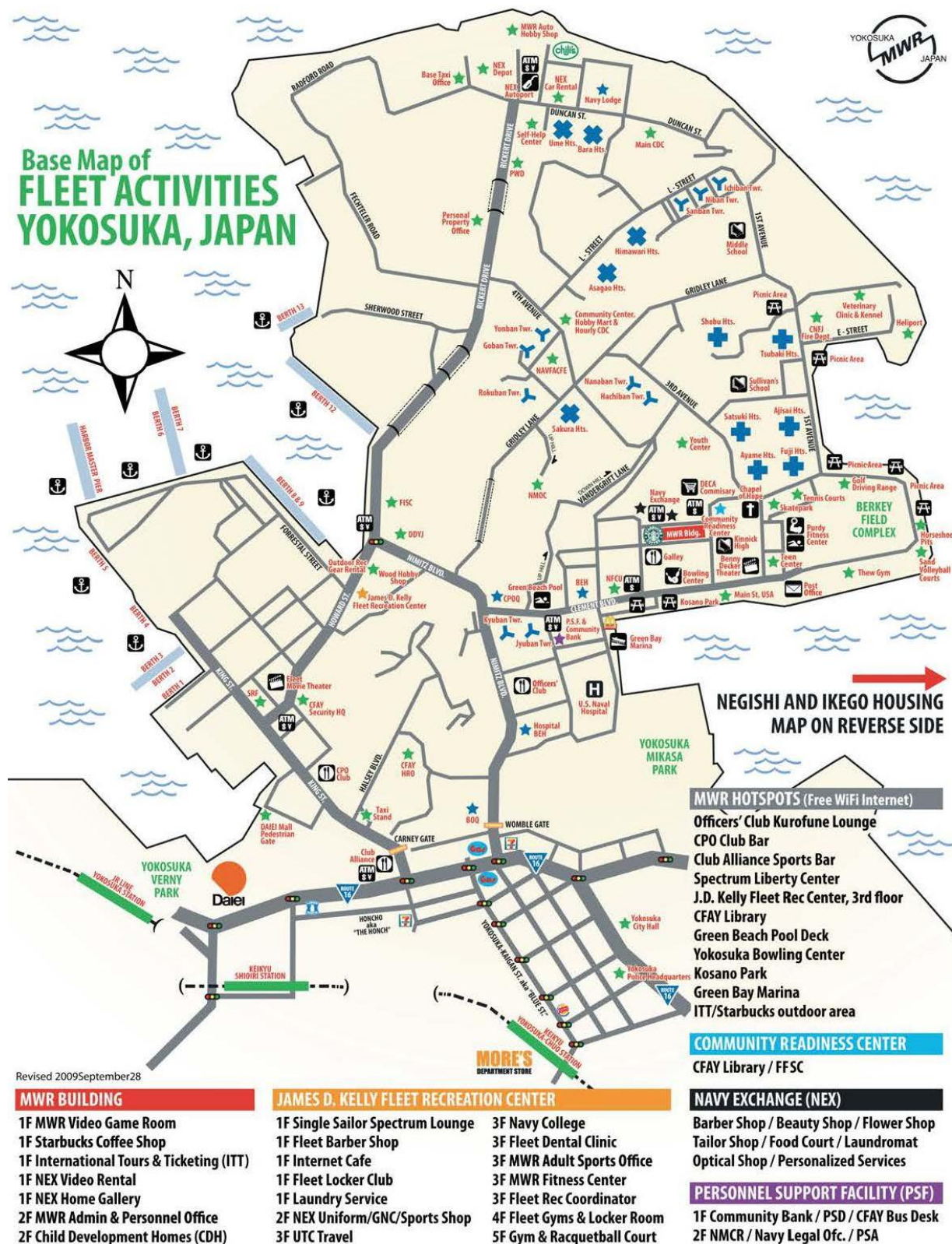
**DISHES** It is proper to lift small bowls of rice or soup to your mouth in order to eat. You would then be able to use your chopsticks to put solid food such as rice or the seaweed in miso soup into your mouth. A very small dish is used for soy sauce only, into which you may dip certain foods such as sushi or raw fish

**SMOKING** Typically, Japanese businessmen entertain during the evening hours by drinking, eating, and smoking. It is not unusual to smoke and eat at the same time. In more formal situations, smoking might be refrained at the beginning of an event. At any rate you should not be openly alarmed with the degree of smoking. Cigar smoking is uncommon.

**SOME DEFINITE “DON'TS”**

- Do not stick your chopsticks upright into your food, especially in your rice bowl as this is the way of offering rice to the dead.
- Do not grab your chopsticks in the palm of your hand as you grab a stick. This is how a sword is handled.
- Do not pour soy sauce on your rice. You will offend the chef. Other dishes are meant to flavor the rice as you eat. Rice is still considered a valued and precious food by the elders.
- Do not blow your nose at the table.
- Do not play with your food or try to figure out what's in a particular piece. The Japanese are generally sensitive about this and you would be insulting your host or your superiors by playing with the food being served to you. The way in which the food is arranged and presented is equally important as the food itself.

## Maps of Commander Fleet Activities Yokosuka









## Commander Fleet Activities – Yokosuka, Japan Housing Information

### Housing

#### Government Housing

Military Family Housing (MFH) at the Yokosuka, and Ikego Hills areas total 2,564 homes and apartments in 2015 (Negishi Heights area is no longer available for housing assignments). They all differ in age, construction, and layout. MFH includes recently constructed modern town houses and high rise apartments - kitchen and bathroom areas are small, and closet space is limited. There are no basements or usable attics in family housing but all MFH has air conditioning and heating. Although government quarters are not luxurious, they provide a comfortable living environment.

All MFH units are furnished with household appliances such as refrigerator, electric cooking stove, microwave oven, washer, dryer and dishwasher. Accordingly, it is suggested that you do not bring your own appliances with your household goods.

Married personnel are required to attend the military family housing application brief which is held Monday through Friday at 08:30 am in the Yokosuka Housing Services Center. A housing brief for all personnel (military and civilian) is held daily 09:00 - 10:00 am, Monday through Friday in the Yokosuka Housing Services Center (Note: There are no housing briefs on the first Wednesday of the month). Attendance at the Newcomer's Brief is required prior to receiving housing services at the Yokosuka Housing Services Center!

Families with dogs may not be assigned to high-rise apartment towers, except the first floor units of towers in Ikego. Small pets (e.g., no more than two cats (spayed or neutered), fish, gerbils, birds) may be allowed in high-rise units. All pets must be registered with the Base Veterinary Services, have proper inoculations, and be micro-chipped for identification. Documentation certifying registration and inoculations must be submitted to the Housing Services Center (HSC) prior to offer of assignment of Military Family Housing (MFH). Pet cats in high-rise units must be spayed or neutered. Related documentation is to be presented at the HSC prior to offer of assignment of MFH. No more than 2 pets (i.e., two cats, two dogs or one dog and one cat) are permitted in MFH.

All newly arriving eligible personnel will be provided a list of all units available for immediate assignment (if any) in their respective eligibility category. Selection of a unit must be made from the housing availability list by the close of the next business day after the list is provided. If no selection is made, the first available unit shall be assigned based upon the list of available

units. If no units are available in the respective eligibility category, applicants will be placed on a wait list and authorized to move off base with full Overseas Housing Allowance (OHA). A government funded local move is authorized for those applicants assigned a MFH unit at a later date. In this situation, even if the assignment is declined, members may continue to live off-base with OHA allowed – their housing assignment will be considered complete for purposes of the housing assignment process.

If no units are available for applicants with authorized pet dogs, they will be authorized to move off base with full OHA. For those applicants authorized OHA, acceptance of OHA and the subsequent move off-base will indicate that the housing process is complete.

#### *Available MFH by Rank*

No more than 25% of adequate MFH assets at any field activity will be designated for officers. Enlisted personnel are assigned on an equal priority basis where members compete equitably for available quarters.

Base housing is not available for non-sofa sponsored family members.

#### *Single Service Member Housing*

Unaccompanied Housing Front Desk is located in the UH building #3333 across the street from the Personnel Support Department (PSD) building #1555. All buses from the airports stop just outside the lobby door of the PSD building. The UH Front Desk can be contacted DSN 315-243-5569 or internationally 011-81-46-816-5569.

#### *Single Service Member Housing (Sea Duty personnel/Homeport Ashore program)*

##### *Background*

CNFJ and CFAY are committed to improving the quality of life for Sailors by providing Unaccompanied Housing ashore for afloat unit E4 (under four-years of service) and below Sailors through partnerships with afloat commands.

##### *Availability*

2800 berthing spaces are available for "fair share" distribution among all Afloat units. Fair share distribution is reviewed quarterly.

##### *Eligibility*

Each Afloat Command defines specific requirements and assigns their own Sailors to allotted spaces. Off-Ship berthing spaces are treated as a privilege for Outstanding Sailors. Common items include:

1. No NJP or adverse administrative actions within past 12 months.
2. Achieved minimum Shipboard Qualifications (ie. Basic DC, etc.).

3. Completed Command INDOC / Financial Counseling.
4. Minimum of six months in AOR.

Unaccompanied Housing Front Desk is located in the UH building #3333 across the street from the Personnel Support Department (PSD) building #1555. All buses from the airports stop just outside the lobby door of the PSD building. The UH Front Desk can be contacted DSN 315-243-5569 or internationally 011-81-46-816-5569.

#### *Application Procedures*

For more information on the application procedures for the "Homeport Ashore" program please contact your gaining command.

#### ***Single Service Member Housing (Shore Duty personnel/Permanent Party)***

##### *Background*

CNFJ and CFAY are committed to improving the quality of life for Sailors by providing Unaccompanied Housing for shore duty unit E4 (under four-years of service) and below Sailors.

##### *Availability*

746 berthing spaces are available for Permanent Party units.

##### *Eligibility*

Each shore duty commands/personnel E4 and below with less than four-years of service (Single/not married/not receiving BAH) are entitled for Unaccompanied Housing. Copy of PCS Orders and valid Military I.D. card is required.

##### *Application Procedures*

For more information on the application procedures for the "Permanent Party" program please contact your gaining command and/or your Sponsor.

#### ***Exceptional Family Member Housing***

Priority housing is only available for categories 4 and 5 - EFMP families in these categories normally do not pass the Overseas Screening process. EFMP Categories 1-3 compete equally for MFH based on rate and family composition.

If you have specific questions please contact the Housing Services Center, DSN 315-243-4663 or internationally at 011-81-46-4663 or you may visit their [website](#).

#### ***Non-Government Housing***

As discussed in Financial Assistance section, moving into Non-Government Housing can be costly, planning and budgeting ahead of time is key when deciding to move on the Japanese Community. Any reassignment to an overseas duty station can be expensive, but with initial housing expenses ranging from \$5,000 to \$10,000 Yokosuka is near the top of the list. Military

personnel can request ADVANCED HOUSING ALLOWANCE through their command. ADVANCED HOUSING ALLOWANCE is authorized to cover the entire move-in cost, which may include:

- first month's rent
- security deposit
- agent fee (fixed, one-time, non-refundable charge)
- owner's bonus (fixed, one-time, non-refundable charge)

There are many agents ready to assist you in finding a home within your price range, whether you're an E9 with four family members or a single E5. The Housing Office has books of houses/units available along with their agents. The agents can negotiate with the owners of units you're interested in to meet your need and acceptable price range. There are many homes available but keep in mind this is Japan, many places are western style but it's not America. Some of the most common complaints are: lack of closets or storage (an average 2 bedroom apartment is about 850 square feet); small rooms; virtually no yard space; closeness to neighboring units; lack of insulation causes difficulties in heating/cooling; proclivity to mildew; and lack of parking. These complaints are often heard, but many houses suffer from either none or just a few of these perceived problems. It may take you some time to find exactly what you are looking for, sometimes you may have to compromise on your ideal home. Looking for a house ahead of time is tricking because most of the rental information is writing in Kanji (Japanese) and very difficult to read. The Housing Office is aware of this and is more than willing to lead the way.

Electrical power in Japanese off-base residences is only 30-50 amps at 100 volts/50 cycles. On-base quarters are also provided with 100-volt/50-cycle power, and the load is also about 30-50 amps, depending on the type of housing unit. On-base quarters do have 220-volt outlets to accommodate standard American-style clothes dryers and electric ranges. Do not plan on finding Japanese quarters that will have space for a dryer, or provide a 220-volt outlet. Likewise, space restrictions preclude the installation of an American-style washing machine or a large refrigerator or deep freezer in a Japanese house. The odds of finding a place with enough space are very small.

Most U.S. appliances and other electrical equipment usually list a requirement for 110-120 volts/60 cycles. The difference in the locally available electrical current does not prohibit the use of many items, but anything with a timer or clock (washer, convection oven, microwave, clocks, etc.) will lose 10 seconds each minute (10 minutes per hour) and therefore will not operate properly.

Appliances or tools with motors, such as a vacuum cleaner or blender, will operate at a slower speed, due to the 50-cycle power frequency, but will still function adequately. Use of a transformer can help to increase voltage from 100 to 110-120 volts, but IT WILL NOT boost the frequency to 60 cycles.



Many electrical appliances or home electronic devices sold in the United States are equipped with a standard 3-prong plug. Outlets for these types of plugs are almost never found in Japanese homes. 3-to-2 prong plug plug adaptors may be a handy item to bring with you, so you can use most of your appliances as soon as you find suitable quarters. These plug adaptors are also available on base.

Japanese homes cannot accommodate an American-style electric range. There is neither space nor an adequate electrical supply to support this appliance. On-base quarters are supplied with full size electric ranges and ovens. Off base homes usually have a 2 or 3 burner gas range.

The GOOD NEWS is that CFAY Housing (Self-Help) can provide you with Japanese appliances for your off-base rental quarters, if they have not already been installed by the house owner/landlord. If you are reading this information on a paper printout: do you have Internet access, or do you know someone who does? The Yokosuka CFAY Services Center has an extensive Internet Site which offers the latest, regularly updated information about housing in the Yokosuka area. It includes details on how to care for a Japanese home (they're quite different from stateside homes.)

Yokosuka has no Public Private Venture (PPV) or mobile homes available but housing does offer the Rental Partnership Program (RPP). RPP is designed to help military and DoD civilian personnel and their families find affordable, secure, quality off-base rental property. The program is available to anyone entitled to the CFAY housing referral service, which includes a wide variety of Department of Defense personnel and their families. Units meet all CFAY off-base housing acceptability criteria, including hot and cold running water, screens on all windows, sufficient electricity, parking and proximity to Commander, Fleet Activities, Yokosuka. If you are interested in RPP please contact the CFAY Housing Services Center.

Please contact the CFAY Housing Services Center for your housing questions and needs at DSN 315-243-4663 or internationally at 011-81-816-4663.

Japan has specific laws regarding SOFA sponsored service members purchasing real estate in Japan. Please contact NLSO for more information, DSN 315-243-5141, internationally at 011-81-816-5141 or [online](#).

[illegible]

**ALL BUS STOP TIMES ARE SUBJECT TO BASE TRAFFIC CONDITIONS**  
**BUSES WILL WAIT AT MAIN GATE & BLDG 1851 BUS STOPS FOR TIME SCHEDULE CORRECTIONS - IF REQUIRED**  
**CCW BUS ONLY, ON WEEKENDS & HOLIDAYS**

**Ikego Home To Work Shuttle Bus**

AREA	BUS STOP LOCATION	TIME	
		MONDAY-FRIDAY ONLY	
IKEGO HOUSING	IMATSUMI	0520	0620
IKEGO HOUSING	SASAGO-YATO	0521	0621
IKEGO HOUSING	SHISAGI	0522	0622
IKEGO HOUSING	#678 PLAYGROUND	0524	0624
IKEGO HOUSING	ASUKA TOWER	0527	0627
MAIN BASE	HRO, MAIN GATE, SRF HQ, HARBOR MASTER PIER, BERTH 6&7, BERTH 8&9, REC CENTER, NEX/COMMISSARY, AND HOSPITAL.  <i>(Due to evening traffic congestion, evening pick-up times may vary)</i>	1600	1800

**Narita Airport Shuttle Bus**

Reservations are strongly encouraged (visit [www.cnmc.navy.mil/yokosuka](http://www.cnmc.navy.mil/yokosuka) or email [cfay\\_bus@fe.navy.mil](mailto:cfay_bus@fe.navy.mil)). However, if there were no reservations listed on the driver's manifest, seats would be given on a first-come-first-served basis. Passengers need to provide two types of photo ID, one of which **MUST** be a Military Identification Card.

LOCATION	SHUTTLE 1	SHUTTLE 2	SHUTTLE 3
DEPART CFAY PSD (Bldg.#1555)	1000	1230	1430
ARRIVE NARITA AIRPORT (Terminal #1)	1200	1430	1630
DEPART NARITA AIRPORT (Terminal #1)	1530	1730	1930
ARRIVE CFAY PSD (Bldg.#1555)	1730	1930	2130

## **General School Information Yokosuka, Japan**

### **School Registration Information Yokosuka, Japan**

*Please have the following documents/items at the time of enrollment to ensure a smooth registration process:*

- All previous school records, report cards, transcripts and other academic records
- A transcribed shot/immunization/vaccination health record (Naval Branch Health Clinic can transcribe your student's record)
- Copy of Sponsor's PCS orders
- Copy of Dependent Entry Approval letter
- Copy of students passport or birth certificate
- Local telephone number, mailing address and email address
- Local emergency contact information
- U.S. Emergency contact information

*Electronic DoDEA Student Registration Form*

[www.dodea.edu/Offices/Regulations/dodea\\_forms/upload/form\\_600.pdf](http://www.dodea.edu/Offices/Regulations/dodea_forms/upload/form_600.pdf)

Kinnick High School

PSC 473 Box 95

FPO AP 96349

<http://www.kinnick-hs.pac.dodea.edu>

Email: [Principalkinnickhs@PAC.dodea.edu](mailto:Principalkinnickhs@PAC.dodea.edu)

Yokosuka Middle School

PSC 473 Box 95

FPO AP 96349

<http://www.yokosuka-ms.pac.dodea.edu>

Email: [YMiddleP@pac.dodea.edu](mailto:YMiddleP@pac.dodea.edu)

[Sullivans Elementary School](#)

PSC 473 Box 95

FPO AP 96349

<http://www.sullivans-es.pac.dodea.edu>

Email: [PRINCIPAL\\_SULLIVAN\\_ES@pac.dodea.edu](mailto:PRINCIPAL_SULLIVAN_ES@pac.dodea.edu)

Yokosuka School Liason Officer:

Chris Dickson

Phone: 080-4203-5629

International: 011-81-80-4203-5629

Email: [mwr\\_yokosuka\\_slo@oconus.navy.mil](mailto:mwr_yokosuka_slo@oconus.navy.mil)

## CFAY Religious Ministries



# Chapel of Hope

### **Bible Studies and Groups**

- M.F.E.C. Bible Study
- Gospel Praise Adult Bible Study
- Church of Christ Bible Study
- Church of Christ Ladies Bible Study
- Men of Vision Bible Study
- Women's Thursday morning Bible Study
- Seventh Day Adventist
- Friday Christian Bible Study
- Korean Bible Study
- Christian Fellowship Bible Studies

### **Church of Christ**

- Sunday Worship
- Sunday School
- Wednesday Bible study

### **The Church of Jesus Christ of Latter Day Saints**

- Sunday LDS Priesthood/RS Meeting
- Sunday LDS School
- Sunday LDS (Sacrament) Service
- Daily Seminary (Monday-Friday)

### **Filipino Christian Fellowship**

- Sunday Worship Service
- Saturday Praise/Worship Practice
- Friday Bible Study

### **Islamic (Jumu'ah)**

- Wednesday Ta'lim
- Friday Jumu'ah Worship
- Moms in Touch International

### **Lutheran/Episcopal Services**

- Liturgical Protestant Worship

### **Jesus King of Glory**

- Sunday Worship

### **Jewish Services**

- Friday Jewish Sabbath (2<sup>nd</sup> & 4<sup>th</sup> Friday)

### **Protestant**

- Sunday School
- Sunday Non-liturgical Protestant Worship
- Gospel Praise Sunday Worship
- Sunday Contemporary Evangelical Worship
- Monday Gospel Praise Adult Bible Study

### **Roman Catholic**

- Mass Monday – Friday
- Saturday Confessions
- Saturday Vigil Mass
- Sunday Mass – 7:45 a.m., 9 a.m., 12 p.m.
- Sunday CCD
- Baptism 1<sup>st</sup> three Saturdays each month
- Pre-baptism class every 3<sup>rd</sup> Wednesday
- Wednesday Novena Perpetual Help

### **Seventh Day Adventist**

- Saturday Sabbath Service
- Wednesday Prayer Meeting

For more information about religious programs in the Yokosuka community, contact the Chapel of hope at 243-6773/6774.



## **Family Employment Readiness Program (FERP) Resources**

Fleet and Family Support Center (FFSC) Yokosuka provides basic information, materials, consultations, workshops, and referrals relating to employment to all SOFA sponsored personnel.

### ***Fleet and Family Support Center (FFSC) Classes, Workshops and Trainings***

For more information regarding topics, schedules and to register, please call 243-FFSC(3372)/ 046-816-3372, option 3.



- How to Teaching English
- Resume Writing
- Job Search Strategies
- Federal Employment
- Interview Skills
- Writing KSAs (Knowledge, Skills, and Abilities)
- Career Exploration
- Volunteering
- Teen Employment
- 1 on 1 Consultations
- Volunteer Opportunities: A good way to get your foot in the door and network with potential employers is to volunteer. FFSC has options and information for volunteer opportunities. Contact 243-FFSC(3372)/ 046-816-3372, option 3 for more information.

### **Department of the Navy in Yokosuka**

- CNRJ HRO: [www.cnrc.navy.mil/regions/cnrj/om/human\\_resources/US\\_Jobs.html](http://www.cnrc.navy.mil/regions/cnrj/om/human_resources/US_Jobs.html)
- Defense Commissary Agency (DECA): [www.commissaries.com/inside\\_deca/HR/employment\\_opportunities.cfm](http://www.commissaries.com/inside_deca/HR/employment_opportunities.cfm)
- FISC Yokosuka & Sasebo: [www.navsup.navy.mil/navsup/jobs](http://www.navsup.navy.mil/navsup/jobs)
- Morale, Welfare, and Recreation (MWR): [mwr.yokosuka.wordpress.com/humanresources/](http://mwr.yokosuka.wordpress.com/humanresources/)
- Navy Exchange (NEX): [www.mynavyexchange.com/work4us/](http://www.mynavyexchange.com/work4us/)
- Seahawk Umitaka: [seahawkumitaka.wordpress.com/category/job-opportunities/](http://seahawkumitaka.wordpress.com/category/job-opportunities/)
- U.S. Naval Ship Repair Facility (SRF Yokosuka & Sasebo): [www.srf.navy.mil/pages/jobs.html](http://www.srf.navy.mil/pages/jobs.html)

## Other Companies with Positions in Yokosuka

- AIU Insurance: Call 243-9832/046-816-9832 for more information
- Alutiiq LLC: <https://www.alutiiq.com/jobs/alutiiqjobs.php>
- Americable: [americablejapan.net/employment.php](http://americablejapan.net/employment.php) (or call 241-2288/046-896-2288)
- American Red Cross: [www.americanredcross.apply2jobs.com/ProfExt/index.cfm?fuseaction=mExternal.showSearchInterface/](http://www.americanredcross.apply2jobs.com/ProfExt/index.cfm?fuseaction=mExternal.showSearchInterface/)
- Aveningtech: <http://www.aveningtech.com/index.php/employment>
- Base Taxi: Call 243-4444/046-816-4444 for information
- CACI: [www.caci.com/job/search.shtml](http://www.caci.com/job/search.shtml)
- Capstone Corporation: <http://www.capstonecorp.com/jobs/job-openings>
- Community Bank: [www.dodcommunitybank.com/home/customer\\_service/careers](http://www.dodcommunitybank.com/home/customer_service/careers)
- Department of Defense Education Activity (DoDEA): [www.dodea.edu/Offices/HR/](http://www.dodea.edu/Offices/HR/)
- Leidos: [www.leidos.com/careers/opportunities](http://www.leidos.com/careers/opportunities)
- Navy College: 243-3131/046-816-3131 to ask about positions with partner institutions
- Navy Federal Credit Union: [www.navyfederal.org/about/careers.php](http://www.navyfederal.org/about/careers.php)
- SERCO: [jobs.serco-na.com](http://jobs.serco-na.com) (under Job Location search both Japan and APO)
- The Navy Marine Corps Relief Society: [www.nmcrrs.org/jobs](http://www.nmcrrs.org/jobs)
- United Services Organizations (USO): [uso.org/careers](http://uso.org/careers) or [uso.balancetrak.com/](http://uso.balancetrak.com/)
- YokosukaNavalBase.jobs: <http://yokosukanavalbase.jobs/>

## Other Possible Employment Options in Yokosuka

- Child Development Homes (CDH): Call 243-5478/046-816-5478 for more information.  
*CDH providers offer childcare services in their government housing.*
- Modeling Opportunities in Japan:  
*Fleet and Family Support Center (FFSC) hosts a bi-annual modeling fair with modeling agencies to recruit models. There is NO CHARGE for registering with any of the agencies in attendance looking for models of all ages, shapes, sizes, and types. You must have approval from Staff Judge Advocate General for off-base employment, which is required by any agencies that require off-base bank for payment.*  
*\*\*FFSC offers a monthly class that cover questions and concerns, as well as to share best practices.*
- Teaching English (or other languages):  
*Native proficiency places you in demand for individuals wanting to learn a new language.*  
*\*\*FFSC offers monthly class covering marketing, resources, and networking opportunities.*
- Volunteering Opportunities: Call 243-FFSC(3372)/ 046-816-3372, option 3 for more information.  
*A good way to fill employment gaps, learn new skills and to contribute to the community.*



## Worldwide Organizations (additional sites that may include Yokosuka)

- AMSEC /Northrop Grumman: [www.amsec.com](http://www.amsec.com)
- Army and Air Force Exchange Service (AAFES): [odin.aafes.com/employment/](http://odin.aafes.com/employment/)
- Capstone Corporation: <http://www.capstonecorp.com/jobs/job-openings>
- Coast Guard Exchange (CGX): [www.cg-exchange.net/ijobs.nsf](http://www.cg-exchange.net/ijobs.nsf)
- Computer Sciences Corporation (CSC): [www.csc.com/careersus/flxwd/16005-careers](http://www.csc.com/careersus/flxwd/16005-careers)
- Corporate Gray (Navy to civilian): [www.corporategray.com](http://www.corporategray.com)
- Decypher: [www.decypher.com/careers/our-advantage/](http://www.decypher.com/careers/our-advantage/)
- GBX Consultants, Inc.: [gbxconsultants.com/careers.html](http://gbxconsultants.com/careers.html)
- General Dynamics Information Technology: [www.gdit.com/careers/](http://www.gdit.com/careers/)
- Huntington Ingalls Industries: <http://www.huntingtoningalls.com/careers/search>
- Indtai Inc.: [indtai.com/job](http://indtai.com/job) or [www.mcjex.net](http://www.mcjex.net)
- Marine Exchange (MCX): [www.usmc-mccs.org/careers/#.UYzsMLWcdsg](http://www.usmc-mccs.org/careers/#.UYzsMLWcdsg)
- NORSCO: <http://www.noresco.com/energy-services/en/us/careers/>
- Raytheon: <http://jobs.raytheon.com/>
- The Spouse Channel (military.com): [www.military.com/spouse](http://www.military.com/spouse)
- TÜV Rheinland Japan (Engineering): [www.tuv.com/en/japan/home.jsp](http://www.tuv.com/en/japan/home.jsp)
- U.S. Embassy in Tokyo: [japan2.usembassy.gov/e/info/tinfo-jobs.html](http://japan2.usembassy.gov/e/info/tinfo-jobs.html)
- VetJobs (both veterans and spouses): [www.vetjobs.com](http://www.vetjobs.com)
- Zeiders: [www.zeiders.com](http://www.zeiders.com)

## Federal Employment

- Air Force Personnel Center: [www.afciviliancareers.com/](http://www.afciviliancareers.com/)
- Army Civilian Personnel: [www.cpol.army.mil/](http://www.cpol.army.mil/)
- Department of Defense Education Activity (DoDEA): [www.dodea.edu/Offices/HR/](http://www.dodea.edu/Offices/HR/)
- Department of Navy Civilian Human Resources: [www.donhr.navy.mil](http://www.donhr.navy.mil)
- Federal Jobs Digest: [www.jobsfed.com](http://www.jobsfed.com)
- Federal Jobs: [www.americajob.com](http://www.americajob.com)
- Jobs requiring security clearance: [www.clearncejobs.com](http://www.clearncejobs.com) & [clearedconnections.com](http://clearedconnections.com)
- USA Jobs: [www.usajobs.gov/](http://www.usajobs.gov/)

## Top Job Boards

[careers.yahoo.com](http://careers.yahoo.com)  
[www.careerbuilders.com](http://www.careerbuilders.com)  
[www.collegerecruiter.com](http://www.collegerecruiter.com)  
[www.linkedin.com/job/c-linked-in-jobs](http://www.linkedin.com/job/c-linked-in-jobs)  
[www.indeed.com](http://www.indeed.com)  
[www.monster.com](http://www.monster.com)  
[www.simplyhired.com](http://www.simplyhired.com)

[usajobs.gov](http://usajobs.gov)  
[h2h.jobs/](http://h2h.jobs/)  
[www.dice.com](http://www.dice.com)  
[us.jobs/](http://us.jobs/)  
[execunet.com](http://execunet.com)  
[www.hound.com](http://www.hound.com)  
[net-temps.com](http://net-temps.com)

## Exceptional Family Member Program (EFMP)

### EFMP Liaison

243-9605/3372

**EFMP** is a mandatory quality of life program that supports military families with special needs at the service member's duty station. **This does not limit assignments.** This ensures the EFM and family have proper treatment available for the needs of the EFMP relating to -

- Chronic medical needs
- Dental
- Mental Health
- Developmental or Educational conditions

### Type of support offered (but not limited to)-

- Information and referral for military and community resources
- Education and outreaches
- Local school and early intervention service information
- Non-clinical management
- Assist in transfer to EFMP to next location

### Eligibility

- Military Dependents on service members Page 2
- Enrolled in DEERS
- Reside with Sponsor (not including Geographical Bachelors and family members in Residential Treatment Facilities)

### Enrollment

- Service Member enrolls/ed in NFAAS
- Requests enrollment via Military Treatment Facility(MTF)
- Enrollment forms may be obtained through EFMP Liaison at Fleet and Family Support Center or through MTF

### Categories and Some Conditions that Assist Service Member and Detailer in Assignments-

<u>Category I</u>	<u>Category II</u>	<u>Category III</u>	<u>Category IV</u>	<u>Category V</u>	<u>Category VI</u>
Needs generally don't limit assignments	Duty assignments for specific need of EFM	CONUS assignments	Specialized Care Near major medical facility	Homestead near major medical facility	Temporary Condition with stable environment
-Mild Hypertension -Seasonal Allergies -Easy Educational Needs	-Mild asthma -stable ADH -Most Learning Disabilities	-Moderate disabilities -Asthma -Type II Diabetes -Moderate Behavior Conditions	-Most Diabetes -Mental Health with multiple hospitalizations -High functioning Autism -Chronic Heart Disease	-Multiple/Severe Disabilities -Most forms Autism -Certain Cancer	-High risk pregnancy -Premature infant -Short term treatment/counseling

## Moving Checklist – Pre-Arrival to Yokosuka Checklist\*

### HELPFUL TERMS:

Command Sponsor:	A military person assigned by the gaining command who assists the incoming military personnel with relocation and indoctrination into the new command.
Command Sponsorship:	The approval by service member's command allowing dependents to travel and live with the service member in foreign country funded by the government and can affect the following: travel reimbursement, housing, temporary lodging, employment, SOFA status, education, and medical services.
Passport, No Fee:	Travel document funded by the US Government for official travel only.
Passport, Tourist:	Travel document funded by the individual that certifies the identity and nationality of holder for the purpose of international tourist travel.
SOFA:	A Status of Forces Agreement (SOFA) exists between a host nation and a foreign nation stationing military forces in that country. It does not constitute a security arrangement; it establishes rights and privileges of foreign personnel present in the host nation.

### AS SOON AS ORDERS ARE RECEIVED:

- ☐ Make at least 10 copies of your Permanent Change of Station (PCS) orders (or Letter of Employment for civilians), Dependent Entry Approval Letter, and Power of Attorney.
- ☐ Discuss and plan your move with your spouse and children.
- ☐ Contact sponsor assigned by command at next duty station using the e-mail located on the first page of your orders. If not provided, contact gaining command immediately with current email/phone for use during your move.  
*If accompanied, visit Yokosuka Enhanced Spouse Sponsorship ([www.yessyokosuka.wordpress.com](http://www.yessyokosuka.wordpress.com)) and School Liaison Officer (SLO) ([www.navyjapanschoolliaison.org](http://www.navyjapanschoolliaison.org)) for Student 2 Student (S2S) Sponsorship Program.*
- ☐ Visit MilitaryINSTALLATIONS website for PCS information regarding next duty station and utilize the "Plan My Move" resources. ([www.militaryinstallations.dod.mil](http://www.militaryinstallations.dod.mil))
- ☐ Explore website of gaining command for general information including Ombudsman and Family Readiness Group (FRG) contacts.
- ☐ Visit your local Fleet and Family Support Center to attend a Smooth Move Workshop and reserve Hospitality Kit.
- ☐ Make medical appointments for Dental, Immunizations, and Overseas Screening Appointments. *Complete Medical History (DD Form 2807-1) and Suitability Screening (NAVMED 1300/1) forms before making appointment for Overseas Screening.*
- ☐ Collect shot records and make copies. Hand carry at least one copy for each family member.
- ☐ If accompanied, obtain Dependent Entry Approval Letter.

- ☐ Apply for No Fee Passport at local Personnel Support Detachment (PSD), if needed.
- ☐ Set your date of transfer.
- ☐ Visit your local military veterinary clinic to find out travel restrictions and specifics. You can also visit Public Health Command District – Japan ([www.usarj.army.mil/organization/vet](http://www.usarj.army.mil/organization/vet)) and Japan Animal Quarantine Service ([www.maff.go.jp](http://www.maff.go.jp)). Information for Yokosuka can be found from PAWS ([usskittytalk.yokosuka@gmail.com](mailto:usskittytalk.yokosuka@gmail.com)) and Yokosuka VTF ([NHyokosuka-vetclinic@med.navy.mil](mailto:NHyokosuka-vetclinic@med.navy.mil)).

*Please be aware that all animal care services, on-base or off-base, are out of pocket and not reimbursed.*

- ☐ Make financial plans and preparations. Begin tracking tax deductible expenses.
- ☐ Reserve room(s) at authorized hotel for last nights such as local Navy Lodge ([www.navy-lodge.com](http://www.navy-lodge.com)).
- ☐ Make arrangements for lodging in Yokosuka; check to see if sponsor has arranged. Remember to include that you are on PCS orders when making reservation. On-base options are below:  
(Yokosuka: DSN: 315-243-6708      Toll Free: 1-800-628-9466      [www.navy-lodge.com](http://www.navy-lodge.com))  
(Yokosuka: DSN: 315-243-7317      Toll Free: 1-877-NAVY-BED      [ngis.dodlodging.net](http://ngis.dodlodging.net))

*Pets are not allowed in base lodging. Please contact NEX Kennel for availability.*

*(Yokosuka: DSN: 315-243-4530      International: 011-81-46-816-4530)*

#### AT LEAST 3 MONTHS BEFORE MOVE:

- ☐ Check that Passport(s), Military ID card(s), and State Driver's License(s)^ expiration dates.  
*^Valid Stateside Driver's License needed for SOFA-sponsored Driver's License to drive in Japan.*
- ☐ Visit local military legal office for a Power of Attorney, required by PPO and Housing Office if Sponsor is deployed.
- ☐ Contact your local Personal Property Office to schedule pack out. Bring a copy of PCS orders. Visit [www.move.mil](http://www.move.mil) to create account.
- ☐ Contact TRICARE Health Benefits Advisor for any changes. ([www.tricare.mil](http://www.tricare.mil))
- ☐ If leaving government quarters, contact local Housing Office and file Intent-to-Vacate Quarters.

#### AT LEAST 4-8 WEEKS BEFORE MOVE:

- ☐ Start Command/Base Checkout Sheet.
- ☐ Arrange for transportation from airport. Reservations needed.  
Narita Airport Shuttle Bus or Yokota Air Force Base AMC Terminal Shuttle Bus (pets not allowed)  
(Yokosuka: DSN: 315-243-7777      International: 011-81-46-816-7777      [cfay\\_bus@fe.navy.mil](mailto:cfay_bus@fe.navy.mil))  
Haneda International Airport Shuttle Van  
(Yokosuka: DSN: 315-243-5770      International: 011-81-46-816-5770)

Family Assistance Support Team (FAST) for those with special needs or pets (in carrier)

(Yokosuka: DSN: 315-243-5770 International: 011-81-46-816-5770)

*NEX Airport Transportation Service from Narita or Haneda (charges apply)*

(Yokosuka: DSN: 315-243-4511 International: 011-81-46-816-4511)

- ☐ Explore the HEAT website for Yokosuka housing options. ([www.cnic.navy.mil/heat](http://www.cnic.navy.mil/heat))
- ☐ Reserve seats for **Area Orientation Brief/Inter-Cultural Relations (AOB/ICR)** Training if it has not already been done. This 5 day training is designed to reduce stress and frustration of moving to Yokosuka and is **mandatory** for all SOFA sponsored personnel in accordance with COMNAVFORJAPANINST 1740.5, even if you have previously served in Japan. Attendance of all class portions is required before Certificate of Completion may be given, which is needed before getting a SOFA Driver's License. **Please do not make any appointments during class week.**  
(Yokosuka: DSN: 315-243-FFSC International: 011-81-46-816-FFSC [FFSCInfo@fe.navy.mil](mailto:FFSCInfo@fe.navy.mil))

*Children are not allowed to attend training, so please make reservations with any center below. Reservations are not made automatically. Vouchers provided after class.*

**Main Base Child Development Center (CDC) for ages 6 weeks-5 yrs.**

(Yokosuka: DSN: 315-243-3219 International: 011-81-46-816-3219)

[mwr.yokosuka.wordpress.com/cy/](http://mwr.yokosuka.wordpress.com/cy/)

**Child Development Center-Annex for ages 6 weeks-2yr** (After school care also available for Kinder) DSN: 315-241-4101 International: 011-81-46-896-4101

[mwr.yokosuka.wordpress.com/cy/](http://mwr.yokosuka.wordpress.com/cy/)

**Main Base School Age Care for grades K-6.**

(Yokosuka: DSN: 315-243-5492 International: 011-81-46-816-5492)

[mwr.yokosuka.wordpress.com/cy/](http://mwr.yokosuka.wordpress.com/cy/)

**Ikego Child Development Center (CDC) for ages 6 weeks-5 yrs.**

(Yokosuka: DSN: 315-246-8060 International: 011-81-46-816-8060)

[mwr.yokosuka.wordpress.com/cy/](http://mwr.yokosuka.wordpress.com/cy/)

FFSC offers AOB/ICR Trainings for Elementary, Middle and High School students. Reserve a spot for your child early.

(Yokosuka: DSN: 315-243-FFSC International: 011-81-46-816-FFSC [FFSCInfo@fe.navy.mil](mailto:FFSCInfo@fe.navy.mil))

- ☐ Notify child's current school registrars regarding child's transfer.
- ☐ Obtain transcripts from current schools/colleges.
- ☐ Prepare the requisite documents and records to register your child for school in Yokosuka using the online registration (<https://registration.dodea.edu/privacy-act.cfm>). Information about each school can also be found at [www.pac.dodea.edu](http://www.pac.dodea.edu) and [www.navyjapanschoolliaison.org](http://www.navyjapanschoolliaison.org).
- ☐ Change your address at your local Post Office or [www.usps.gov](http://www.usps.gov).
- ☐ Request your letters of reference from employers and/or volunteer organizations.
- ☐ Inform long term storage and car storage with expected dates for return to states.  
Car storage contractors have changed: if before May 1, 2014 [www.wherismypov.com](http://www.wherismypov.com) if after [www.pcsmypov.com](http://www.pcsmypov.com).

AT LEAST 1-2 WEEKS BEFORE MOVE

- ☐ Contact the utility companies to terminate services and pay final bill.
- ☐ Contact the phone and internet companies to terminate services and pay final bill.  
*Separate their equipment from your pack out items and turn it in to avoid additional costs.*
- ☐ Contact cell phone service provider to cancel plan or discuss military suspension. Pay final bill.
- ☐ Check-out of medical and transfer your family member's medical records to US Naval Hospital Yokosuka.
- ☐ Arrange for childcare and pet care for moving day.

\*Please note, all international phone numbers listed are from USA to Yokosuka.

**Moving Checklist – Arrival to Yokosuka Checklist\***

- ☐ Check-in at your Command's Personnel Office to stamp orders and stop leave.  
Afloat Commands: Command Quarter Deck  
Shore Commands: Personnel Support Detachment (Bldg. 1551, 1<sup>st</sup> Deck)  
If accompanied & unit deployed: Family Assistance Support Team (Bldg. 3365, 2<sup>nd</sup> Deck)  
If unaccompanied & unit deployed: Transient Personnel Unit (Bldg. 1969)  
Civil Service Employees: Human Resources Office (Bldg. 1472)
- ☐ Check-in with prearranged lodging in Yokosuka. On-base options below:  
(Yokosuka: DSN: 315-243-6708 In Japan: 046-816-6708 [www.navy-lodge.com](http://www.navy-lodge.com))  
(Yokosuka: DSN: 315-243-7317 In Japan: 046-816-7317 [www.ngis.dodlodging.net](http://www.ngis.dodlodging.net))  
*Pets are not allowed in base lodging. Please contact NEX Kennel for availability.*  
(Yokosuka: DSN: 315-243-4530 In Japan: 046-816-4530)
- ☐ Register in the Defense Biometric ID System (DBIDS) so that you can scan your ID when entering and exiting base. Required for all SOFA sponsored personnel and eligible family members. Bring Dependent Entry Approval, DOD ID (Dependent or CAC), and either PCS Orders or Letter of Employment (if USCS). Visit ISO/Pass & ID Office (Main Gate), PSD (Bldg. 1551) or FAST Office (Bldg. 3365).
- ☐ Reserve seats for **Area Orientation Brief/Inter-Cultural Relations (AOB/ICR) Training** if it has not already been done. This 5 day training is designed to reduce stress and frustration of moving to Yokosuka and is **mandatory** for all SOFA sponsored personnel in accordance with COMNAVFORJAPANINST 1740.5, even if you have previously served in Japan. Attendance of all class portions is required before Certificate of Completion may be given, which is needed before getting a SOFA Driver's License. **Please do not make any appointments during class week.**  
(Yokosuka: DSN: 315-243-FFSC In Japan: 046-816-FFSC [FFSCInfo@fe.navy.mil](mailto:FFSCInfo@fe.navy.mil))  
*Children are not allowed to attend training, so please make reservations with any center below. Reservations are not made automatically. Vouchers provided after class for childcare fees.*  
*Main Base Child Development Center (CDC) for ages 6 weeks-5yrs.*  
(Yokosuka: DSN: 315-243-3219 In Japan: 046-816-3219 [mwyokosuka.wordpress.com/cy/](http://mwyokosuka.wordpress.com/cy/))  
*Main Base School Age Care for grades K-6.*  
(Yokosuka: DSN: 315-243-5492 In Japan: 046-816-5492 [mwyokosuka.wordpress.com/cy/](http://mwyokosuka.wordpress.com/cy/))  
*Ikego Child Development Center (CDC) for ages 0-5.*  
(Yokosuka: DSN: 315-246-8060 In Japan: 046-816-8060 [mwyokosuka.wordpress.com/cy/](http://mwyokosuka.wordpress.com/cy/))  
FFSC offers AOB/ICR Trainings for Elementary, Middle and High School students. Reserve early.  
(Yokosuka: DSN: 315-243-FFSC In Japan: 046-816-FFSC [FFSCInfo@fe.navy.mil](mailto:FFSCInfo@fe.navy.mil))
- ☐ Register your children for school using, either in person or using the online registration (<https://registration.dodea.edu/privacy-act.cfm>). Information about each school can also be found at [www.pac.dodea.edu](http://www.pac.dodea.edu) and [www.navyjapanschoolliaison.org](http://www.navyjapanschoolliaison.org).



- ☐ Visit Region Legal Service Office Legal Assistance (Bldg. 1551) to obtain a Power of Attorney, required by Personal Property Office and Housing Office if Sponsor is deployed. Bring two valid forms of ID.  
(Yokosuka: DSN: 315-243-8901      In Japan: 046-816-8901)
- ☐ Once checked into temporary accommodations, visit your Command Admin regarding Temporary Lodging Allowance (TLA).
- ☐ Contact Housing Office (Bldg. 1441) to schedule your Housing Welcome Brief.  
Don't schedule during AOB/ICR week. Bring copy of PCS orders, DD Form 1746 (Page 2), Detaching Endorsement and Dependent Entry Approval Letter.  
(Yokosuka: DSN: 315-243-9037      In Japan: 046-846-9037      [www.cnic.navy.mil/heat](http://www.cnic.navy.mil/heat))
- ☐ Contact Personal Property Office (Bldg. 5013) and to inquire about the arrival of your household goods and/or your express shipment. Bring a copy of your PCS orders and DD Form 619.  
(Yokosuka: DSN: 315-243-5426      In Japan: 046-816-5426      [www.move.mil](http://www.move.mil))
- ☐ Visit FFSC Yokosuka (Bldg. 3365) regarding the Loaner Locker Program to reserve a Hospitality Kit, which allows you to borrow basic kitchen items for a limited time at no cost.  
(Yokosuka: DSN: 315-243-FFSC      In Japan: 046-816-FFSC)
- ☐ Check-in at US Naval Hospital (Bldg. 1400)  
*Dental Clinic, 2<sup>nd</sup> Floor*  
(Yokosuka: DSN: 315-243-8808      In Japan: 046-816-8808)  
*Tri-Care Office for assigning Primary Care Manager (PCM)*  
(Yokosuka: DSN: 315-243-9823      In Japan: 046-816-9823      [www.tricare.mil](http://www.tricare.mil))
- ☐ Visit [www.ombudsmanregistry.org](http://www.ombudsmanregistry.org) to contact your command Ombudsman, who can also give contact information for your Family Readiness Group (FRG)
- ☐ Register for a P.O. Box and mailing address.  
Afloat Commands:      FISC Yokosuka Post Office (Bldg. 1258)  
Hospital Commands:      USNH Yokosuka  
Shore Commands:      Via Command
- ☐ Register personal vehicles at Vehicle Registration Office (Bldg. J196).  
(Yokosuka: DSN: 315-243-5896      In Japan: 046-846-5896)
- ☐ Take Tourist and No-Fee Passports to NAVPTO Passport Office (Bldg. 1551) to get multiple re-entry stamp. Also bring PCS Orders or Letter of Employment (for USGS), Power of Attorney and Dependent Entry Approval.  
(Yokosuka: DSN: 315-243-8466      In Japan: 046-816-8466)
- ☐ Visit FFSC Yokosuka (Bldg. 3365) for information and referrals regarding available resources and services on Family Employment Readiness Program (FERP) including volunteering opportunities in the Yokosuka community. Visit the FFSC Family Employment Facebook Page.  
(Yokosuka: DSN: 315-243-FFSC      In Japan: 046-816-FFSC)

- ☐ Obtain a cellular telephone from local carrier: AU, Docomo, Softbank, etc. Determine needs before purchasing.
  
- ☐ Visit the Community Resource Center (Bldg. 3365).  
*FFSC Information & Referral Office for local attractions and driving directions (4<sup>th</sup> floor)*  
*FFSC services, workshops, orientations, trainings, and classes (4<sup>th</sup> floor)*  
(Yokosuka: DSN: 315-243-FFSC      In Japan: 046-816-FFSC      [FFSCInfo@fe.navy.mil](mailto:FFSCInfo@fe.navy.mil))  
*MWR Community Center (3<sup>rd</sup> floor)*  
(Yokosuka: DSN: 315-243-6713      In Japan: 046-816-6713)
  
- ☐ Consider using the CNIC Base Shuttle. Obtain a copy of the route map and schedule (visit [www.cnic.navy.mil/yokosuka](http://www.cnic.navy.mil/yokosuka) and look for the New Shuttle Bus schedule).
  
- ☐ Keep in contact with your command assigned sponsor for assistance upon and after your arrival in Yokosuka.

#### IMPORTANT NUMBERS

	From DSN On Base	from local Japanese
Emergency:.....	911 .....	046-816-0911
Japanese Fire/Ambulance .....	.....	119
Japanese Police .....	.....	110
Security Police – Yokosuka.....	315-243-5000 .....	046-816-5000
Security Police – Ikego .....	315-246-8025 .....	046-806-8025
USNH Emergency Room .....	315-243-5137/7141 .....	046-816-5137/7141
American Red Cross .....	315-243-7490 .....	046-816-7490/877-242-7337
Chaplain/Pastoral Care .....	315-243-8736 .....	046-816-8736
Base Operator .....	113 .....	046-816-0113
How to call a DSN:	from local Japanese	International from US
DSN 315-241-XXXX.....	046-896-XXXX .....	011-81-46-896-XXXX
DSN 315-243-XXXX.....	046-816-XXXX .....	011-81-46-816-XXXX
DSN 315-246-XXXX.....	046-806-XXXX .....	011-81-46-806-XXXX

To call the US from a local Japanese phone, dial 011 – Area Code – Number.

Notes:

[illegible]

