

## MilitaryInstallations Booklet for NAF Atsugi

### Fast Facts

**Location:** The 1,249 acres of Naval Air Facility Atsugi lies in the heart of the Kanto Plain on the main island of Japan, Honshu, Kanagawa (Prefecture), Ayase (ah-ya-sey). Co-located with the Japanese Maritime Self Defense Force (JMSDF), it is located about 16 km west of Yokohama and about 36 km southwest of Tokyo. The Base is divided into two areas: individual mission operating areas for exclusive use by each nation, and a joint area for administrative functions. Our mission is to provide facilities, services, material and logistics support for U.S. Navy aviation operations for Carrier Air Wing FIVE, deployed aboard USS George Washington(CVN-73) commonly known as GW. Homeport of GW is Yokosuka Naval Station. For more information please visit the installation [homepage](#). You may also visit our [Facebook page](#).

**Cost of Living:** The cost of living in Japan is higher than the U.S. The Navy compensates for this difference by a Cost of Living Allowance (COLA) included in the active duty service member's pay. The amount of COLA is adjusted as the yen rate fluctuates.

**Base Operator:** 011-81-467-63-1110

**Population:**

- 3,022 military members
- 455 DOD Civilians
- 2,648 Dependents
- 1,210 Japanese MLC/IHA
- 2,000 JMSDF

**Area Population:** 229,199 in Atsugi

**Child Care:** Child and Youth Programs provide Child Development and recreational services for children 6 weeks to 18 years of age. The Child Development Center provides full and part day care for children 6 weeks to 5 years of age. The Youth Age Center provides before and after school care for children 5 - 12 years of age. The Teen Center of NAF Atsugi Japan is free to ages 10-18 years old. They offer a lot of activities such as field trips, games, basketball, dance, tennis and a lot more. For more information the Child Development Center at 011-81-467-63-3588, DSN 315-264-3588.

**Schools:** [Shirley Lanham Elementary School](#) and [Zama American High School](#) are part of the Department of Defense Dependent School (DoDDS) System, providing an education program for the dependents of U. S. military and civilian SOFA status personnel at NAF Atsugi.

**Youth Services:** The Fleet and Family Support Center at NAF Atsugi is an active, on going program that keeps the military children busy and involved. For information on programs and activities call, 011-81-467-63-3878, DSN 315-264-3878.

**Fleet and Family Support Center:** [FFSC](#) 011-81-467-63-3628, DSN 315-264-3628

**Housing:** NAF Atsugi has different styles of government housing, including high-rises, townhouses, garden apartments and single family dwellings. Please contact your Atsugi Housing Welcome Center (AHWC), at 011-81-467-63-2664, DSN 315-264-3795 when planning your move to NAF Atsugi, Japan. The best way to obtain housing info is to contact housing directly. The housing office wants to give the most accurate and current information to their customers.

**Employment:** Family Employment Readiness program helps family members to assist in their resume writing, interview skills and enhance their career development. Basic employment opportunities in NAF Atsugi are plenty through MWR and NEX. Majority of the jobs are customer service, clerk, food service, child care provider, admin work, book keeper, computer technician and etc. Supervisory positions and advanced skills positions are very limited. Substitute teachers are always needed in both Elementary School in Atsugi, Middle School and High School in Camp Zama which is the Army Base. Call the Family Employment Readiness Office 011-81-467-63-3514, DSN 315-264-3514, for more information.

**Base Services:**

- [MWR Facilities](#) numerous indoor and outdoor recreational facilities and clubs
- [Commissary](#)
- [Exchange](#)
- [Navy Federal Credit Union](#)

**Medical Services:** Branch Health Clinic, 011-81-467-63-3958, DSN 315-264-3958. Dental Clinic 011-81-467-63-3958, DSN 315-264-3958. NAF Atsugi offers excellent clinical Branch Medical and Branch Dental services. Specialized services are many times redirected to US Army Camp Zama or US Naval Base Yokosuka.

**Special Message from this Installation:**

We are guests and ambassadors in Japan. Unwavering professionalism is always emphasized with our Commanding Officer such as integrity, service, excellence, honor, courage, commitment, loyalty, duty and respect. We are warriors of character and behavior counts and moral commitment & technical proficiency become part of our daily lives by consistently doing the right thing even when no one is looking. Some critical Installation information of NAF Atsugi are the following:

- Drinking and Driving in Japan - This is punishable with large amount of money and imprisonment for years.
- To drive in Japan, you must have a valid state driver's license upon arrival in Japan. Japanese SOFA licenses will not be issued without a valid license.
- Very limited on or off-base housing is available for pets, particularly dogs. It may delay your move.
- Refrain from bringing large furniture because Japanese housing is small.
- The currency is Japanese yen. It is recommended to exchange a small amount (\$100-\$200) prior to arrival for use in the airport upon your arrival.
- Childcare is limited and reservation in advance is highly recommended.

*DSN Dialing Instructions*

When dialing a DSN number from U.S. installation to U.S. installation, it is unnecessary to dial the 312 area code. If you dial a number with the 312 and it does not work, try it again without the area code. When dialing a DSN number to/from overseas locations, the DSN area code must be included.

## Overview

### Location

The 1,249 acres of Naval Air Facility Atsugi lies in the heart of the Kanto Plain on the main island of Japan, Honshu, Kanagawa (Prefecture), Ayase (ah-ya-sey). Co-located with the Japanese Maritime Self Defense Force (JMSDF), it is located about 16 km west of Yokohama and about 36 km southwest of Tokyo. The Base is divided into two areas: individual mission operating areas for exclusive use by each nation, and a joint area for administrative functions. The sharing of this area of the Base allows a great opportunity to cultivate partnerships on a daily basis and through a variety of friendship events. The base operator's phone number is 011-81-467-63-1110.

### History

The base was built in 1938, by the Japanese Imperial Navy as the Kamikaze Naval Air Base. On August 15, 1945, Japan announced its unconditional surrender. On August 30, 1945, General Douglas MacArthur landed with 8,000 troops at Atsugi to accept the formal surrender and assume the duties as military Governor of Japan. For several years, the Army used the base as a storage area. In 1950, at the outset of the Korean War, the Navy selected/commissioned Atsugi as its major naval air station in the Far East and base restoration and development immediately began. At the height of the Korean War, more than 250 aircraft flew daily from Atsugi. After the War, NAS Atsugi began downsizing. At this time, the U.S. Navy and Japanese Maritime Self Defense Force (JMSDF) became base partners, sharing the facilities at NAF Atsugi. For more information, please visit our [homepage](#).

### Mission

Our mission is to provide facilities, services, material and logistics support for U.S. Navy aviation operations for Carrier Air Wing FIVE, deployed aboard USS George Washington (CVN-73) commonly known as GW. Homeport of GW is Yokosuka Naval Station.

### Population Served

NAF Atsugi is home to:

- 5,670 active duty and their family members
- 455 Department of Defense (DoD) personnel and their families
- 3210 Japanese military and civilian employees

### Base Transportation

The base shuttle service is free and provides transportation around the base for military when they go to work. Taxi is now available on base and off base. For base pick-up call 0120-145-286 or 0462-61-8970. Location of the taxi is just across the bookstore. Be patient because the dispatcher/driver may not understand English. Fares may vary depending on where the taxi is dispatched from.

We have only one bus that transports service members, family, guests to and from Narita Airport. The bus leaves Atsugi at 10:00 a.m. and leaves Narita Airport at 6:30p.m. Narita Bus stops five times at the different location. (BOQ-Bachelor Officer Quarters to pick up passenger with TAD/PCS orders, Bachelor Enlisted Quarter, Navy Lodge and back to the bus stop across the Bachelor Officer's Quarters to pick-up Space-A passengers before it departs to go to Narita Airport.)

### Sponsorship

The Command Sponsorship program is operated at the unit level. If incoming personnel have not heard from the new commands, the easiest method to coordinate sponsorship contact is via the Command Master Chief. Upon flight arrival to either Yokota AFB or Narita International Airport, members must report to the Military Liaison Counter for assistance and transportation. Refer to Topic Check-in Procedures for more details. While enroute, incoming personnel may redirect their personal mail to their new individual command's address. During check-in process, detailed mail instructions will be provided.

### Temporary Quarters

Bachelor Officer/Enlisted Quarters are available for unaccompanied personnel. The Navy Lodge is available for incoming families. Reservations must be made directly with the Atsugi Navy Lodge, at 011-81-467-63-6880 or DSN 315-264-6880. Navy Lodge in NAF Atsugi has 58 rooms (2 queen beds with microwave and refrigerator) with fully equipped

kitchenette (dished, pans, etc) that cost \$69/day. Have multilingual staff, hair dryer, free daily newspaper, snack, vending machines and ice rollaway. Walking distance from NEX, commissary, McDonald's, NEX Food Court, bowling alley and base clubs.

Service members and their family can stay with the maximum of 60 days if they have PCS orders to Atsugi. Reservations for family guests are also available for a short period of time. All military personnel who have orders are priority to have a room. No pets are allowed in these quarters. Camp Zama has kennels and reservation in advance is highly recommended. For Camp Zama kennel you may call DSN 315-263-5915 and if calling off base you may dial 046-407-5915.

### **Relocation Assistance**

The Fleet and Family Support Center, at 011-81-467-63-3628 or DSN 315-264-3628, offers a variety of relocation assistance services including Area Orientation Brief (AOB), Intercultural Relations (ICR) classes, Teen & Children's Intercultural Relations classes, Japanese translation services, and Home Visitors to orient new families who are living in off-base homes.

### **Critical Installation Information**

We are guests and ambassador in Japan. Unwavering professionalism is always emphasized with our Commanding Officer such as integrity, service, excellence, honor, courage, commitment, loyalty, duty and respect. We are warriors of character and behavior counts and moral commitment & technical proficiency become part of our daily lives by consistently doing the right thing even when no one is looking. Some critical Installation information of NAF Atsugi are the following:

- Drinking and Driving in Japan - This is punishable with large amount of money and imprisonment for years.
- \*BAC (blood alcohol content) is between 0.15-0.25 MG (.03 to .05 BAC) you will lose 13 points and have your license REVOKED, instead of the 90-Day suspension given before.
- \*If you are above 0.25MG (.05 BAC) you will lose 25 points and your license is suspended for 2 years. Please read the below email.
- To drive in Japan, you must have a valid state driver's license upon arrival in Japan. Japanese SOFA licenses will not be issued without a valid license.
- Very limited on or off-base housing is available for pets, particularly dogs. It may delay your move.
- Refrain from bringing large furniture because Japanese housing is small.
- The currency is Japanese yen. It is recommended to exchange a small amount (\$100-\$200) prior to arrival for use in the airport upon your arrival.
- Childcare is limited and reservation in advance is highly recommended.

## Sponsorship

Settling into your new location and your new unit takes time. [MilitaryINSTALLATIONS](#) and [Plan My Move](#) are designed to assist you with information about your new location. Complementing Plan My Move and MilitaryINSTALLATIONS each of the military Services has a Sponsorship Program which is very helpful in providing new unit information. If you want to learn how to be a sponsor, you can take a short [training module](#) found on MilitaryINSTALLATIONS, or if you are a Sponsor, you can use the [eSponsorship Application & Training](#) a secure website designed to train you on your sponsorship dutes and provide sample materials for your use when communicating with your newcomer.

The purpose of the Sponsorship program is to:

- Provide a sense of belonging
- Ease the transition for inbound service members or civilians and their family members
- Increase productivity
- Reduce culture shock
- Help newcomers make informed decisions
- Cultivate new friendships
- Improve morale

A sponsor is someone from your new unit who is assigned to assist you settling into your new location. You must request a sponsor through your unit. You can learn more about the sponsorship program and how to apply through your Relocation Assistance Program or the Family Center at your new installation.

Your Service will appoint your sponsor in writing. He/she will be the same or close to your rank and the same marital status, if at all possible. This person will be knowledgeable about the local community and the installation; available to assist you and your family for at least two weeks post arrival, and be someone who is positive and outgoing.

A sponsor's duties include:

- Contacting you and your family by letter of introduction or e-mail upon learning of your assignment to the installation.
- Following up with a personal phone call after contact has been made.
- Sending information about the installation/area which you may require, or putting you in touch with the resources on the web and at the installation that provide current, complete and up-to-date information such as those provide by the Relocation Program.
- Answering any questions which you or your family may have, or, again, providing the proper resources to answer those questions.
- Confirm transportation and lodging arrangements.
- Assisting with obtaining a Post Office Box for your mail.
- Meeting you and your family upon arrival.
- Accompanying you to your check in point for the unit.
- Introducing you to the Family Center and lending closet
- Providing essential service locations such as commissary, exchange, gas station, and bank.
- Being available when you arrive at your installation to meet you, show you around, and help you through in-processing.

If you have not been assigned a sponsor, or have not been contacted as of yet, request one by contacting your gaining command or unit. If after contacting your new command you find difficulties in obtaining a sponsor, contact your Relocation Assistance Personnel for additional help with your move.

Service specific processes for requesting a Sponsor include:

- **Army and Defense Logistics Agency:** AR 600-8-8 outlines procedures for DA Form 5434, Sponsorship Program Counseling and Information Sheet. Sponsorship is mandatory for first term Soldiers. All Soldiers, private through colonel (excluding those completing advanced individual training (AIT) and those PCSing to long term schools) and civilian employees through grade 15 may participate in the advance arrival sponsorship program. Reactionary Sponsorship is available for individuals arriving at an installation without a sponsor. Contact the gaining unit to request a sponsor.
- **Air Force:** Gaining Unit Commander Support Staff/Military Personnel Element will assign a sponsor upon receipt of assignment notice. Assigned sponsor will then make contact with the inbound member.

- **Navy:** OPNAV INSTRUCTION 1740.3C prescribes procedures regarding Command Sponsor and Indoctrination Programs. This Program is designed to facilitate the adaptation of Sailors and their families into new working and living environments, to minimize the anxiety associated with a Permanent Change of Station (PCS) move, and afford Sailors and their families the greatest opportunity for a successful and productive tour of duty.

Command sponsor and indoctrination responsibilities begin upon receipt of PCS orders and continue until the Sailor has become an integral part of the new command and is fully cognizant of all policies, programs, services, and responsibilities available through the command. Commanding Officers shall establish a Command Indoctrination Program to include the delivery of the Navy Pride and Professionalism training per this instruction. COs should ensure all incoming personnel receive command indoctrination training within 30 days of arrival or within 3 drill weekends.

Enclosures (1) and (2) of OPNAVINST 1740.3C outline responsibilities and provide guidance for these programs. Assistance to local commands regarding the Command Sponsor Program is through the Fleet and Family Support Center (FFSC) Relocation Assistance Program staff.

- **Marine Corps:** Gaining Unit Commander will assign a sponsor on request. Overseas commands should assign a sponsor automatically, however if one is not assigned, send a request to the gaining command. A sample request form is available on our website that can be filled out and sent to the gaining command. See the following [website](#).

Sponsors' responsibilities and abilities to be available will vary from installation to installation, depending upon the priority which the installation and unit commanders give to the program; however, the Services are making the Sponsorship program a priority as research has shown the many benefits of good sponsorship to service, family members and youth.

### **Youth Sponsorship**

The Youth Sponsorship Program depends on the availability of youth who volunteer to become sponsors. The Youth Services topic should explain the Youth Sponsorship program at your new installation, but if it does not answer all of your questions, contact your Relocation Manager to inquire about the program and acquiring a youth sponsor.

## Directions to Installation

### Directions to NAF Atsugi

NAF Atsugi is located southwest of Tokyo, and due to the distance, it is highly recommended for your Sponsor to arrange your ground transportation to NAF Atsugi.

#### *From Yokota Air Force Base via Air Mobility Command*

An on-demand shuttle bus is available, either your sponsor or yourself should make reservations with NAF Transportation.

#### *Narita (Tokyo) Airport arrival via Commercial Air*

A daily shuttle bus is available, departing Narita to NAF Atsugi approximately 6:30pm. Either your sponsor or yourself should make reservations with NAF Transportation.

### **Immigration/Customs:**

1. Follow the signs to the Arriving Passenger area.
2. Pass through the Medical/Quarantine desk (if you have pets, stop here and ask for assistance).
3. Continue to the Immigration Processing, Foreigners.
4. Present your passport and/or ID card, and your COMPLETED forms.
5. Proceed down the stairs to the Baggage Claim Area. Retrieve your luggage
6. Proceed to Non-Resident for Customs inspection.
7. Left into the Main Terminal.
8. Proceed to the Military Passenger Liaison for ground transportation to NAF Atsugi (located across the passenger meeting point of the Main Terminal, near the foreign exchange shop).
9. Upon arrival at NAF Atsugi, the bus will stop at BOQ, BEQ, and the Navy Lodge.

**Note:** The majority of international flights arrive at Terminal One, however should you arrive at Terminal Two, take the free Airport Shuttle Bus to Terminal One and get off the bus at either Stop Number 8 or Stop Number 18 in front of Terminal One.

### **General Airport Information**

1. American style restrooms and changing rooms are available at the terminal.
2. Recommend exchanging some money to Yen (Japan's currency). An Exchange Center is located on the first floor of Terminal One. Recommend not exchanging all your money as Atsugi Base, accepts U.S. dollars.
3. Available on the fifth floor of the central building of Terminal One are:

- Retail/convenience stores
- The Observation Deck
- Various fast food restaurants (both Japanese and American). Payment in Japanese currency (Yen).

#### *To Pick Up Your Pet from Narita Airport*

Upon arrival, you may claim your pet from the Japanese Animal Quarantine Officials between the hours of 8:00 a.m. - 11:00 p.m. to avoid overtime charges. However, to avoid any problems, schedule your pet's arrival between 8:00 a.m. - 4:00 p.m. Monday-Friday when the Japanese Animal Quarantine Office is fully staffed. If your pet is still at the Quarantine Office after 4:00 p.m., you will pay a hefty overtime fee.

#### *DOD Counter, Narita Airport Japan*

To locate DOD Counter Terminal 1. From the North wing after departing customs, turn look left and you will see the DOD counter next to Meiji Milk and Café shop. From the South wing departing customs turn left and walk down corridor until you see DOD counter located on the right side.

To locate the DOD counter if flight arrives at Terminal 2, go outside to bus stop 8 or 18. Catch a free shuttle that runs every ten minutes to Terminal #1; get off at the second stop (street level). Enter the terminal and DOD Counter will be

located across from the flight arrival exit of Terminal one.

Check in at the DOD counter and NAF Atsugi bus will leave at 6:30 pm. The DOD staff will guide you to the bus stop across the parking lot of Terminal 1. Other modes of transportations information are available at the information desk of Terminal one.

Calling the DoD Counter in Narita Airport (from the US): 011-81-476-32-0469. Calling the Transportation Office in Atsugi (from the US): 011-81-467-63-3563 / FAX (from the US): 011-81-467-63-4072.

### **Driving Directions**

We do not recommend you drive to Naval Air Facility Atsugi when you first arrive in Japan. It will take 2-2 1/2 hour drive to NAF Atsugi and renting a car at Narita can be costly and you don't have an appropriate (US Forces Japan) Drivers License.

**\*Important Note:** Bus reservations are made by calling the Transportation Office in Atsugi, not the DoD counter in Narita Airport. For folks on official travel (TAD/PCS), please fax orders to Atsugi's transportation office (number listed above) to reserve seating. For those travelling without orders, reservations still could be made. However, it will depend on space availability.

## Check-in Procedures

### Travel Planning

#### *Temporary Quarters*

We recommend that the Navy personnel who assigned to NAF Atsugi to make reservation for temporary lodging/billeting in advance. Month of June, July and August are the busiest month for reservation. A military personnel who has order to NAF Atsugi has priority for rooms. Pets are not allowed, Camp Zama and Kamiseya Base have kennels but it's limited, reservation in advance is highly recommended.

#### *Temporary Lodging*

The Atsugi Navy Lodge is available for incoming families. Reservations must be made directly with the Lodge, at commercial, 011-81-467-63-6880 or DSN 315-264-6880.

#### *Single Service Member Housing (Navy Gateway Inn)*

Enlisted -- The member should be given directions to his/her Bachelor Enlisted Quarters (BEQ). If not, please check in at the Combined Bachelor Housing Office located in Building 1290, next to McDonalds.

Officer -- Bachelors Officers Quarters (BOQ) main office in BOQ Building 482. Please have your sponsor notify the BOQ as soon as possible of your pending arrival. This will help the BOQ staff place you in a Permanent Party Room upon arrival. Occasionally, incoming unaccompanied personnel are placed in Transient Quarters until Permanent Party Rooms become available.

Navy Gateway Inn is available for unaccompanied personnel. Make a reservation at DSN- 315-264-3696 or 011-81-467-63-3696.

#### *Command Sponsorship*

Learn to be a well-informed sponsor and ensure inbound personnel and family members are briefed and warmly welcomed in Japan. The instructor will highlight ways to help your in-coming command families before they arrive, how to help them adjust once they have arrived, and places that you and the incoming family can go for information.

Each Command has its own representative to help you find a sponsor. Classes are being held at the Fleet and Family Support Center every month. Sponsorship workshop is available to all tenant commands upon request if they are not being able to attend the monthly training. Welcome aboard CD is available to all service members who are sponsoring new comers in Atsugi as well. This CD can be requested at the Fleet and Family Support Center, NAF Atsugi.

### Reporting Procedures

Everybody needs to report to your command and call Navy Pay and Personnel Support Center customer service for an appointment for you to check-in. If your command is deployed please call DSN 315-264-3381/3389, but if you are stationed at NAF Atsugi you can call DSN 315-264 3074. Navy Pay and Personnel Support Center is located in Bldg. 71 across the Aerodrome. Hours of operation are Monday through Friday. 8:00 am - 4:00 pm.

By direction of the NAF Atsugi Commanding Officer, as of July 1, 2006, all personnel assigned to NAF Atsugi, and its tenant commands, are required to attend the Area Orientation Brief (AOB)/ Intercultural Relations (ICR) course in addition to the Driver's Safety/License Class in order to receive a driver's license. No one will be issued a driver's license until they have completed the requirements above without a special waiver from the Base Commanding Officer. This applies to the following: active duty service members, DOD Civilians, DODEA personnel, civilian contractors and the family members of all personnel listed above. It is recommended to register as soon as possible.

Reservation for Area Orientation Brief and Intercultural Class is recommended 3-4 weeks in advance at the Fleet and Family Support Center, NAF Atsugi.

#### Schedule of Classes:

Area Orientation Brief - Every Monday Singles & Geo start at 7:30 am; Married start at 8:30 am - 4:00 p.m.

Intercultural Class -- Tuesday 8:30 a.m.- 3:45 p.m. Service members and spouses who submitted registration forms for driving class on Tuesday morning need to do verification of license after ICR class.  
Wednesday class: 8:30 a.m. - 3:15 p.m.

Thursday - Guided and unguided field trip. All participants will meet at FFSC RM. 129 at 8:30 a.m.

Friday- starts at 8:30 a.m. - 3:00 p.m.

Your sponsor will be able to assist you in finding a home off base. If you don't have a sponsor please contacts your corresponding command and each command has a sponsor coordinator.

#### **What to do if you Get Married Enroute**

If you get married before you PCS, you must inform your commander and follow the procedure exactly as you are given them. The military will not pay for travel and housing of your spouse if you do not follow proper procedure.

## Motor Vehicles

### Driving in Japan

It is strongly recommended not to bring a car to NAF Atsugi. This recommendation is based upon several factors:

- Import fees and the cost of converting to Japanese emission standards are high.
- The roads are very narrow, most US cars/truck are too large.
- Driving is on the left side of the road.
- Vehicles are very reasonably priced in Japan. The average cost of most used cars is \$800-\$3200. The average cost of most used mini-vans, small SUVs is \$1500-\$4500.

With that said, it is not impossible to bring a vehicle, however prior approval must be obtained from COMNAVFORJAPAN Yokosuka (DSN: 315-243-566) to shipment. This process is quite lengthy, it is recommended to start at least 3 months prior to desired shipment date. Your local Personal Property office can provide assistance.

The minimum requirements which must be met prior to purchasing a vehicle are:

- E-4 and below must have an approved request chit to own a vehicle by their Officer-In-Charge (OIC) or Department Head.
- E-1 to E-6 twenty-six (26) years of age and younger must have completed NAF Atsugi's AWARE class (or any CAAC level program) and present a copy of the certificate of completion.
- Must have a valid USFJ Form 4/4EJ operator's license.
- Must have a Military/Civilian/Family Member (Uniformed Services of the U.S.) Identification Card.
- Power of Attorney (POA) if not the sponsor.
- Proof of employment with/copy of PCS orders to NAF Atsugi if not listed in the command alpha roster.
- Six (6) months or more initial liability insurance on the vehicle.

NOTE: VEHICLES SHIPPED INTO JAPAN FROM THE U.S. OR FROM OTHER BASES IN JAPAN ARE DEALT WITH DIFFERENTLY. BEFORE YOU RECEIVE CUSTODY OF THE VEHICLE, PLEASE REPORT TO THE VRO FOR THE PROPER PAPERWORK AND GUIDANCE.

### Japanese Parking Certificate:

This is a very important requirement. Buyer must complete a verification of residency form (available in VRO). If you live in base housing, off base, or temporarily in the Navy Lodge, the Base Housing Office will sign your form. If you live in the BOQ/BEQ, the VRO will verify your residency with the BOQ/BEQ manager. Verification of residency form is used to obtain the Japanese Parking Certificate, which is required by Japanese Law to park a vehicle at an off base residence.

"Proof of having a designated parking space and Japanese Parking Certificate, is required. Vehicle owners must maintain a legal parking space for each vehicle. Personnel must show proof of having a designated parking space PRIOR TO THE PURCHASE of a privately owned motor vehicle."

Basically, what this means is, those who live off base must have a Japanese Parking Certificate issued by the Police Department of the area in which they live. VRO and Atsugi Housing Welcome Center can assist in obtaining the Japanese Parking Certificate.

Other information about the Japanese Parking Certificate:

1. If you move to a new residence off base you are required to get a new JPC.
2. If you buy an additional vehicle you are required to get a new JPC.
3. If you replace your present vehicle you are required to get a new JPC.

The entire process normally takes 3 to 7 days. The vehicle can not be registered until this is done. Temporary Plates will be issued in 5 day increments until the JPC is complete. Atsugi Pass and ID will issue a vehicle pass for the duration of the Temp Plate. If the Temp Plate expires, personnel CAN NOT legally drive the vehicle and VRO/Pass & ID will not issue a vehicle pass. Those caught driving on-base with expired Temp Plates will be ticketed and the car impounded.

Additional action may include loss of driving privileges. Those caught off-base driving with expired Temp Plates will be at the discretion of the Japanese authorities. The Japanese Police may issue a fine, apprehend the driver, impound the car or all of the fore mentioned.

IMPORTANT NOTE: EVERY PERSON REGISTERING A VEHICLE MUST GET THE BASE HOUSING STAMP ON THE JPC FORM REGARDLESS IF THEY LIVE ON-BASE OR OFF-BASE.

Hands-free devices must be used while operating a motor vehicle on ALL military installations worldwide.

### **Driver's License**

Active duty service members, DOD Civilians, DODEA personnel, civilian contractors and the family members of all personnel who desire to have a SOFA Japanese Drivers License are required to attend the Area Orientation Brief and Intercultural Relation Course. No one will be issued a driver's license until they have completed the requirements above without a special waiver from the Base Commanding Officer.

Applicants must present a valid (current) operator's permit issued by any state or territory of the US or by the District of Columbia; an international driver's permit, a valid Government of Japan operator's permit; or written proof that he or she has successfully completed a certified formal driving course.

All licensed SOFA military and civilian personnel and their dependents are considered by the Japanese Government and police to be professional drivers, and are eligible for a SOFA Japanese Driver's License after the completion of one day class.

The amendment for the new traffic law was approved by the Government of Japan effective 19 September 2007. These laws provide severe penalties for a variety of alcohol related driving offenses. Driving while intoxicated (DWI) will fine 500,000 yen (\$5,000) and 3 years imprisonment. Driving under the Influence (DUI) is a fine of 300,000 yen (\$3,000) and imprisonment of 1 year. For more information please contact Fleet and Family Service Center, NAF Atsugi.

The Vehicle Registration Office (VRO), under the Security Department, is the central point of contact for vehicle sale transfer, and registration. Anticipated ownership expenses include:

- Bi-annual vehicle inspection (NEX Auto port is an authorized inspection station)
- Annual Road Tax
- Bi-annual Japanese Compulsory Insurance (JCI)

Private (Japanese) liability insurance is mandatory of all drivers. Stateside car insurance is not valid in Japan.

## Education - General Overview

### DoD Schools

Shirley Lanham Elementary School and Camp Zama American High School are part of the Department of Defense Dependent School (DoDDS) System, providing an education program for the dependents of U. S. military and civilian SOFA status personnel at NAF Atsugi.

#### *Entrance Requirements*

DoDEA has changed its Early Child Hood Education programs entrance requirements for all DoD Schools for Calendar Year 2009-2010. Age requirement are:

- *Sure Start and Pre-Kindergarten Programs*, a child must be 4 years of age by September 1.
- *Kindergarten Programs*, a child must be 5 years of age by September 1.
- *First Grade*, a child must be 6 years of age by September 1.

If you have any questions about exceptions, contact DoDEA.

*Bus Service* -- All DOD students who live off base, attending middle school and high school in Camp Zama must register to Shirley Lanham Elementary School bus office to obtain a bus pass. For children who live off base, a bus will come and pick them up at the closest bus stop of their residence.

*Meals* -- Free and reduced lunch applications are also available at Fleet and Family Service Center. If qualified for free / reduced lunch, ticket can be obtained at the main store only. Full price (\$41.00/ month) for lunch ticket can be purchased at the main store and mini mart. Schedule of meals are posted at Shirley Lanham Elementary website calendar.

For Horizon Lunch System, parent or guardian pays a minimum of \$20.00 at the customer service counter of main NEX store. Receipt should be turned-in at the cash cage for a printed receipt of a 4 digit number for the child to punch in at the lunch line. This option is for K-6<sup>th</sup> grade at Shirley Lanham Elementary School. For middle school and high school please go to AAFES customer service in Camp Zama.

*Before and After School Program* -- Shirley Lanham Elementary School provides a lot of school activities for the kids such as Kick Ball, Running, Multicultural Dance, Reading Counts, Mural Club and English as a Second Language.

*Exceptional Children Program* -- 0-3 y/o are being handled by EDIS (Educational and Intervention Service) they offer early childhood intervention, language and speech, assist in parenting and transitioning the child as well as home visitation program.

### Local School and/or DoD Schools

Number of students enrolled at Shirley Lanham Elementary School in Atsugi is 533 and the teacher/pupil ratio is 1:21. The grading system is in Academic mark (A 90%-100%, -B-80%-89%-C-70-79%-D-60%-69%, F -0%-59%. For Music, Physical Education and Arts it is graded as P- passing/participate, P+-extra participation and N-no participation). Standardized test scores for the Atsugi Schools are available through the DoDEA Data Center via the following links: [Shirley Lanhan Elementary School Test Scores](#), [Zama Middle School Test Scores](#), [Zama High School Test Scores](#).

### Japanese Yochien

Pre School is called "Yochien" in Japan. School hours vary in each yochien, however it usually ranges from 9:00 a.m. - 2:00 p.m. The student/teacher ratio is approximately 25 students per teacher. Once a child is enrolled in yochien, parents must be responsible for providing their own translator between the parent/school. Fees are different per yochien. Be prepared for other fees depending on the requirements of the school.

*Below is a list of Yochien schools:*

1. Ryosei Yochien (Ayase City) is approximately a 15 minutes drive from NAF Atsugi West Gate. Can speak English. Please call 011-81-467-78-5012.
2. Draper Kinen Yochien (Ayase City) is approximately a 10 minutes drive from NAF Atsugi East Gate. Please call 011-81-467-78-1550.
3. Ayase Chuo Yochien (Ayase City) is approximately a 5 minute drive from NAF East Gate. Please call 011-81-467-76-2920.

4. Kobato Yochien (Ayase-City) is approximately a 5 minute drive from NAF Atsugi Main Gate. Please call 011-81-467-78-4110.
5. Ayase Yutaka Yochien (Ayase City) is approximately a 5 minute drive from NAF Atsugi Main Gate. Please call 011-81-467-78-1794.
6. Akebono Yochien (Yamato-City) is approximately a 20 minute drive from NAF Atsugi East Gate. Please call 011-81-462-67-6611.

### **School Liaison Officer (SLO)**

The School Liaison Officer (SLO) serves as a "link" between the Navy families and schools. The SLO specializes in serving military families and offers a variety of services, enabling families to become more involved in their child's educational experience. These services include: support families with inbound/outbound school transfers; provide information on local schools and boundaries; assist with school choices; help families understand the special education process; provide information about graduation requirements; make military/community agency referrals, support families with home schooling process; and assist with post-secondary preparation. Want to learn more? Stop by or call 314-264-4185 to meet the School Liaison Officer and see how she can assist your family with topics concerning school.

### **Alternative Options**

School Attendance policy for school age dependents of US Naval Air Facility Atsugi is covered by the Status of Forces Agreement (SOFA) between the US government of Japan that encouraged all eligible dependents that has not completed high school to enroll in DoD dependent school system (DoDDS). If the program is unsuitable to the parents, the installation commander will encourage the parents to enroll their dependents in an alternate program.

Home schooling, local Japanese schools, both public and private, and a few international schools are available around Yokohama and Tokyo area.

#### *Home Schooling*

Guidelines have been set by the DoDEA Policy Memorandum 02-OD-002, dated 06 November 2002 regarding home schooling. DoDEA encourages DoD sponsors who wish to home school their dependents to communicate their desire to their commanders to determine if there are any command policies or other rules ensuring that home schooling practices meet host nation, state, commonwealth, or territory requirements. The Kanto Home Educators' Association (KHEA) provides information, support and guidance for home schooling families. KHEA offers monthly meetings to provide continual support.

### **Adult Education**

Adult continuing education courses are available at Navy College Office, University of Maryland ,Central Texas College and Phoenix University. Navy Learning Center is also available to assist navy personnel, spouses and their dependents to review for SAT, GED, ACT, ASVAB and other courses free of charge.

## Education - Local Schools

Choosing the right school for children is a priority for military families. This article describes excellent resources for planning a child's educational needs.

Information on Department of Defense (DoD) Schools, available for military families living on the installations with DoD Schools, can be found in the text box above. Links are provided to the school's website and to current data on the school's test scores. To view a report card for DoD Schools visit this [website](#).

The remainder of this article addresses schools in the local community, outside of DoD Schools. Information about local public, charter and private schools is available through the databases in number 2 below.

### **1. How do I choose a good school?**

[Choosing a School for Your Child](#) is a U.S. Department of Education publication that will help families identify what is important in selecting a school.

[The School Visit: What to Look For, What to Ask](#) Whether you are choosing a school for the first time, or because you are in transition, this site will provide you with information about what to do and what to ask.

### **2. What schools are in my area (or in the area where I may move), and how good are they?**

Several high quality commercial tools are available to assist in making decisions about which school to choose for your child. Listed below are these website tools along with information on how you access the information and what type of information each site provides.

Both [Great Schools](#) and [School Matters](#) provide a wealth of information for parents:

- School contact information
- Distance from zip code (provide the installation zip code, or the zip code of the area where you will be living)
- Public, private or charter school designation
- Student/teacher ratios
- Free and reduced school lunch program (an estimate of economic disadvantage)
- Great Schools provides a rating of schools and a parent comment section
- Percentage of students meeting or exceeding the state standards in math, reading and language arts
- Teachers - average number of years teaching experience, % of first year teachers on the staff
- Students: Average percentage of students absent from school for more than 15 days
- Ethnic breakdown and percent of students with English as a second language
- School Matters provides college prep scores (PSAT, SAT, ACT test scores)-for high schools only
- Great Schools also provides parents the ability to rate the schools and make comments on the schools.

For both sites, the user must enter the State and zip code to find schools in the area.

SchoolQuest was developed by the [Military Child Education Coalition](#) to help military families select schools. SchoolQuest also offers an Online Library that provides resources for families in transition. At this time, the SchoolQuest data base covers 99 military installations. The Military Child Education Coalition also provides a [data base of information](#) on each State's educational system.

[The School Report Tool](#) is available from Military OneSource that list names and locations of public, public charter, private, virtual and home schooling choices around major installations. [Charter Schools](#) are nonsectarian public schools of choice that operate with freedom from many of the regulations that apply to traditional public schools. Use this site to find one in your area.

### **3. How can I help plan for a successful transition in this new school and for my child's school career?**

Parents often want to know about the availability of extra curricular activities and sports, or the availability of advanced classes. For these questions, it is best to contact the schools directly. It is important to ask the right questions. The following resources can help with these questions and others.

The [Toolkit for Parents](#) was developed by the Department of Defense, especially for Military Families. This 85 page booklet walks parents through preparing for the move and the first two weeks of school....what to ask, what to take, etc..

The [Military Impacted Association](#) has [checklists](#) available for military kids who are leaving or entering a new school.

The Military Child Education Coalition has a [checklist for transferring students](#) that will be helpful. Additionally, through [SchoolQuest](#), MCEC provides parents with the ability to develop a profile for each of their children, which then will provide them with a report on issues related to transferring to a new school district.

#### **4. Question? What happens if I need help during the school year?**

During the school year, there are always questions that parents have, such as "What is the best way to help with homework?" or "What if my child needs to see a counselor because my spouse is deployed?" Military OneSource helps with these questions and has 24/7 access. You can call them at 1-800-342-9647, connect to them at the website [Military OneSource](#), or e-mail a consultant at the OneSource website.

## Education - Local Schools/Overseas

### **Overseas Schools -- What You Should Know**

Moving your family from one installation to another in the U.S. can be challenging enough; but moving your family overseas presents an even more complex situation. One of the most important challenges can be summed up by this question, "Where are my children going to go to school?"

This article will provide resources to help guide military families through the many questions and decisions regarding local schools abroad.

#### **Where do I start?**

Start with the information on your new installation. Visit [MilitaryINSTALLATIONS](#) and review the installation's Education - article. All of the overseas installations have dedicated a portion of the Education article to discussing the education options available in the local community as well as the DoD schools located on the installation, if available. Most installations overseas that allow accompanied family travel have one or more DoD schools.

#### **What is the difference between a DoD school and an international or national school?**

[DoDEA](#) is the Department of Defense Education Activity. DoDEA operates DoD schools in 12 foreign countries, Guam and Puerto Rico. All DoDEA schools are fully accredited by U.S. accreditation agencies and maintain high academic standards with well rounded educational programs. Visit the [DoDEA School Report Card website](#) to find a detailed discussion of each DoD School.

DoDEA has launched an Online Student Pre-Registration System for School Year 2011-2012, with the aim of reducing the time parents will have to wait at the school registration site. The new program will also allow school officials to better predict school enrollment for the upcoming year, make more informed decisions regarding teacher and staff requirements, and prepare in advance for special services, supplies, and other classroom needs. Parents can pre-register their children by visiting the [registration website](#).

In addition to DoDEA, the [U.S. Department of State's Office of Overseas Schools](#) mission is to promote quality educational opportunities for dependents of American citizens overseas at the elementary and secondary level. If a DoD school is not available on your installation there may be a school in the local community that is an American-Sponsored Elementary and Secondary School.

International schools are English-language schools whereas National schools are schools where courses are taught in the native language. The curriculum and grading system of an International school tends to be similar to the traditional American education system. This is a consideration if your family will be returning to the U.S. prior to your child or children graduating high school. Remember, when choosing a school it is best to try to match the school with your child's needs and expectations.

#### **Where can I find a list of International schools in the country where my family is moving?**

The Internet can be an excellent resource for finding International Schools overseas. You can find a complete directory of overseas schools on the [International Schools Services' website](#).

In addition, the [World Wide Schools](#) website is an excellent resource. From the homepage you can select the country. Once you have done this, a list of schools will appear and you can then choose which one you are interested in researching. All of the information appearing on this website is provided by the schools directly. Some of the information you may find on a school includes: a background summary about the school, the school's address, phone number, website, and even the email address of the director of the school. This information should be explored so that you can make comparisons with other International schools in the area to determine the best place for your child/children.

#### **How do I decide what school is best for my child?**

This process is much the same as it would be in the U.S. You may not have as many choices but it is important to make a list of possible schools and then begin to ask around. This is a daunting task since it is likely that there will be a language barrier. However, talk to the Relocation Personnel in the Family Center and your sponsor at your new installation who may be able to put you in touch other families with children around the same age as your child/children. Always contact the school directly and ask for references.

Once you have narrowed down your options, interview the school or schools directly. This is best done in person, if possible. Ask about: attendance, atmosphere, curriculum; grading system, tuition, accreditations, the staff and administration; as well as other practical details such as, does the school provide meals, what types of extra curricular programs are available, is there transportation, holidays and schedule, sports programs, before and after school care programs, and how is the facility maintained.

**Now that I have chosen a school, how do I successfully facilitate the transition for my child?**

A successful transition should be a priority during planning the move and once the move has been completed. The more knowledge you provide your child with, the more confident he/she will feel once he/she arrives at the new school. Allow your child to be a part of the decision making process, if he/she is old enough, and take his/her opinions into account.

[MilitaryStudent](#) provides several valuable tools to facilitate the transition process. Although many of these tools are not geared specifically to an international move the resources provided do apply to any military student transitioning to a new school in the U.S. or overseas.

## Education - Training (College/Technical)

### **Navy College Office**

[Navy College Office](#) offers the Pre-GED, ACT / SAT, ASSET, DANTES Independent Study Courses, CLEP, NCPACE, SMART, SOCNAV, Excelsior, Distance Learning and other traditional and non-traditional degree programs. Proctoring services are available and study guides for DANTES, CLEP and Excelsior.

The Navy College Office helps with Tuition Assistance paperwork, processing, and reimbursement issues, academic counseling and college degree planning.

#### *Counseling*

Walk-ins are welcome. Appointments may be scheduled for more involved matters.

#### *Credit Evaluations*

Navy training and experience can earn you college credit. We'll show you how military credits fit into your degree plans. We can provide your Sailor and Marine American Council on Education Registered Transcript (SMART) and have your evaluation in just minutes.

#### *College Credit and Professional Certification Exams*

Seating is usually limited to 20. Active duty military personnel have priority. Call us to schedule an appointment. Please allow seven weeks for delivery of specialty exams before scheduling.

#### *National Testing Center*

The National Testing Learning Center is located on the second deck of the Command Building/Fleet Family Support Center (Building 949). Testing is free testing for active duty personnel. CLEP/DSST testing is conducted Tuesdays at 10 a.m. and 1 p.m. and Fridays at 2 p.m. Pearson VUE testing is conducted Wednesdays 10 a.m.-2 p.m. Call 264-3055 or e-mail [atsugilab@asia.umuc.edu](mailto:atsugilab@asia.umuc.edu).

#### *Navy College Learning Center*

Academic Skills Improvement – Brush up on your Math, English, and Reading abilities. Prepare for college or earn your GED. Visit the Navy College Learning Center (NCLC) on the second deck of the Command Building/Fleet Family Support Center (Building 949) or call 264-6264. The hours are; Monday-Thursday 10 a.m.-5 p.m. and Friday 10 a.m. - 2 p.m.

#### *College Programs*

Be informed about the degrees and classes offered on base, NCPACE, and Distance Education opportunities.

#### *Financial Aid*

Funding opportunities explained include: Tuition Assistance, Montgomery GI Bill, Pell Grants, and scholarships.

#### *Language Testing*

Defense Language Proficiency Tests (DLPT) are available. Contact us to order the test as well as to schedule the taking of the test. Tests are normally conducted on Fridays. If tests are computer generated; a CAC card is required.

### **College**

University of Maryland University College (UMUC), Asian Division is located in Building 153. UMUC, Asian Division offers academic courses toward Associate and Bachelor degrees. Classroom or on-Base class term is eight weeks and online term is 12 weeks; there are five terms per year. Visit the office during normal hours, Monday-Friday, 8 am until 5 pm for more information.

Central Texas College (CTC) is located in the Building 153. Visit the office during normal hours, Monday-Friday, 8 am - 5 pm. Central Texas College specializes in vocational technical programs. Each term is eight weeks for classroom and

Distance Learning courses (video tapes), with 5 terms per year.

Military students receive 100% tuition assistance for 16 credit hours per fiscal year at a cap of \$250.00 per credit hour.

Courses are also available at the University of Phoenix.

### **Tuition Assistance**

Tuition Assistance (TA) is the Navy's educational financial assistance program. It provides active duty personnel funding for tuition costs for courses taken in an off-duty status at a college, university or vocational/technical institution, whose regional or national accreditation is recognized by the Department of Education. Navy TA pays for both classroom and independent study/distance learning courses, regardless of course length. Courses must be offered in Semester Hours, Quarter Hours, or Clock Hours. The credit earned must show on the institution's transcript.

All Navy Tuition Assistance pays up-front the tuition and fees charged by educational institutions for course enrollments. Navy TA pays 100% of tuition costs for courses applicable to the completion of a high school diploma or equivalency certificate. For other education levels, there is a fiscal year credit limit of 16 Semester Hours, 24 Quarter Hours, or 240 Clock Hours per individual. (Waiver requests cannot exceed the FY \$4500 DoD program limit.) Payment for tuition and fees will not exceed the following:

- \$250.00 per semester hour
- \$166.67 per quarter hour
- \$16.67 per clock hour

TA is available to both Naval Officer and Enlisted active duty personnel and Naval Reservists on continuous active duty. It is also available to enlisted Naval Reservists ordered to active duty 120 days and to Naval Reservist Officers ordered to active duty for 2 years or more. To qualify, service members must:

- be on active duty for the whole length of the course.
- Attend an institution accredited by a regional, national, or professional accrediting agency recognized by the Department of Education.
- receive counseling from a [Navy College Office](#)
- (Optional) determine if a CLEP/DSST exam could take the place of the course to be funded (either ask your school or your Navy College Office). If a CLEP/DSST exam credit could apply, consult with your Navy College Office for instructions on taking the practice test and scheduling an appointment for the test.
- Provide all grades from previously funded TA courses and reimburse all W and F grades. (Withdrawals for involuntary reasons may be granted with command verification.)
- Agree, if an officer, to remain on active duty for at least two years upon completion of courses funded by TA. This obligation runs concurrently with remaining obligated service time. Those who fail to serve the obligation must repay the TA funds expended on their behalf during the last two years of active duty on a pro rated basis.

Fees and class time vary for each college please contact the Navy College Office at DSN 315-264-3280 or internationally 011-81-467-63-3280. You may also visit the Navy College Office [website](#)

## Library

### Navy General Library Program

Navy General Library Program provides Sailors with a way to further their professional and voluntary educational pursuits and leisure activities through the provision of Digital Library Products on [Navy Knowledge Online](#), and through Shore and Afloat Libraries. The program also provides leisure reading materials in print and audio formats to those Sailors assigned to Operation Enduring Freedom and Operation Iraqi Freedom as well as those assigned to Military Missions in the Unified Pacific Command. Our reliance on Digital Library Products provides access to an array of information sources and leisure materials 24/7, 365 days a year, worldwide. The digital library on Navy Knowledge Online consists of ebooks for ekids (Tumblebooks); downloadable audio books; genealogy databases; engineering database; financial database (Morningstar); Newspapers from all 50 states with an emphasis on Fleet concentration areas as well as from International locations with a Naval interest; 5000 full text journals and magazines; CLEP practice tests; DSST practice Tests; education and scholarship database as well as computer and technical ebooks. More products are added each year as funding allows.

The Shore Libraries are located on 23 Naval Installations and provide a variety of print and audio visual materials for check-out to eligible customers. The libraries provide access to the Internet through computers at no charge and through wireless access for laptops brought to the facilities. Most base libraries conduct special programs, such as story hours and summer reading programs, offer a variety of classes, book clubs, as well as author and book talks.

The Afloat libraries consist of computers and collections of print and audio materials but vary in size depending on the type of vessel. At one end of the spectrum is a carrier which may have a collection as large as 15,000 volumes to the other end of the spectrum, a submarine that may have a collection of only a few hundred items. As a part of the Afloat Library Program, the Navy General Library Program Office provide an "opening day" collection for every new ship entering the Navy's active fleet.

### Military OneSource On-Line Library

Our mobile military members often don't have the resources of a brick and mortar library on hand to provide entertainment, learning or solace. The Online Library provides those resources while the members are in transit or deployed. One-stop shopping for all library resources in print, electronic and downloadable format are available online, 24/7. The library provides recreation, lifelong learning, reference, and career resources for all ages and interests. **All resources including audio and eBooks are free. Resources are available anywhere in the world where there is access to the internet.**

[Military OneSource On-Line Library](#) provides 24/7 access to library materials that include:

- Ability to download free books from thousands of fiction and non-fiction titles, including animated children's books, or request a free paperback or digital Playaway book from Military OneSource.
- Access to data bases to pursue education, research careers, fix cars or home appliances, maintain or remodel apartments or homes, and more.

## Housing - Overview

### **Government Housing**

Main Base Government housing office is found directly across the Main Headquarters Bldg. Navy Base and residents utilize all base facilities including the Food Court, commissary, medical and dental clinic, 2 gyms, indoor and outdoor swimming pool, Movie Theater, banks, restaurants, golf course, chapel, post office & Navy Exchange. Mini- mart and Laundromat. Located within the Main Base housing area you will find Shirley Lanham Elementary School, Teen Center, Youth Center, and Child Development Center.

A junior enlisted two bedroom home is not authorized. Once government housing becomes available, the member will be authorized a government-funded move to the assigned home or the member may choose to remain in the leased home off base and relinquish their OHA. Assignment is based on family composition not on the ownership of pets. Should a member not be able to accept a home due to a pet and must pursue a lease for off base, they will relinquish their OHA.

NAF Atsugi has different styles of government housing, including high-rises, townhouses, garden apartments and single family dwellings. Please contact your Atsugi Housing Welcome Center (AHWC) when planning your move to NAF Atsugi, Japan. The best way to obtain housing info is to contact housing directly. The housing office wants to give the most accurate and current information to their customers.

Housing will not allow non sofa sponsored to live in the government housing. A special permission is required to stay.

#### *Availability*

There is a waiting list for on base housing since NAF Atsugi is unable to accommodate all eligible members. Therefore, incoming personnel can expect to temporarily rent housing in the Japanese economy until on base quarters are offered. The average waiting time for all pay grades for on base housing is approximately ten months. Waiting time for particular pay grades are provided upon arrival.

#### *Application*

Members will be counseled on the process of obtaining off-base housing and on-base waiting status. Advance application by mail or fax has no effect on a member's placement on the waiting list. Sponsors are assigned after the service member has signed into their new command and in-processed with housing. It is strongly recommended that any military or civilian members accepting orders to Atsugi should e-mail the Housing Office as soon as possible to get accurate information on off and on-base housing. All e-mails will be answered within 24 working hours.

#### *Temporary Quarters*

We recommend that the Navy personnel who assigned to NAF Atsugi to make reservation for temporary lodging/billeting in advance. Month of June, July and August are the busiest month for reservation. A military personnel who has order to NAF Atsugi has priority for rooms. Pets are not allowed, Camp Zama and Kamiseya Base have kennels but it's limited, reservation in advance is highly recommended.

#### *Temporary Lodging*

The Atsugi Navy Lodge is available for incoming families. Reservations must be made directly with the Lodge, at commercial, 011-81-467-63-6880 or DSN 315-264-6880.

#### *Single Service Member Housing*

*Enlisted* -- The member should be given directions to his/her Bachelor Enlisted Quarters (BEQ). If not, please check in at the Combined Bachelor Housing Office located in Building 1290, next to McDonalds.

*Officer* -- Bachelors Officers Quarters (BOQ) main office in BOQ Building 482. Please have your sponsor notify the BOQ as soon as possible of your pending arrival. This will help the BOQ staff place you in a Permanent Party Room upon arrival. Occasionally, incoming unaccompanied personnel are placed in Transient Quarters until Permanent Party Rooms become available.

Bachelor Officer/Enlisted Quarters are available for unaccompanied personnel. Make a reservation at DSN- 315-264-3696 or 011-81-467-63-3696.

**Non-Government Housing***Off-base Housing*

Eligibility -- All members (military, DOD civilian employees, contractors, including single personnel) with command endorsement are eligible for off-base housing.

*Orientation Tour Service*

The AHWC office offers an orientation tour that shows the off base Japanese housing area, landmarks and other facilities within the local community. The tour runs every Wednesday from 9 AM to 11:30 AM. Please sign up for this tour at the front desk. Children under the age of twelve are not allowed on the tour.

*House Hunting*

A daily referral listing with pictures of the house and its floor plans are provided at the AHWC's lobby. All units are under the approval of a Navy Lease Contract. AHWC counselors will assist in finding an off base home.

*Japanese Home*

Few private rentals exceed 1,000 sq ft and have limited or no storage. Single unit dwellings and 3-4 bedroom units are difficult to find. Very few homes have garden or yard space and more than 2-car parking. The number of Tatami mats determines each room size. The standard bedroom has six Tatami mats that are approx. 9 x 12 and a larger master bedroom is eight Tatami mats, 12 x 12. (\*Tatami mat is about two inches thick, filled with rush, covered on both sides by woven straw). Homes often have narrow doors, hallways and narrow staircases (e.g., 27-inch wide doors). In some cases, queen or king-size bed will not fit upstairs. Doorframes are often lower, approx. six feet from floor. The ceiling is approx. eight feet. Do not bring oversized furniture, major household appliances or too much gear! Take advantage of stateside storage. Oversized furniture may not fit in to the home. It is a major Japanese custom to never wear shoes inside any home. Most owners do not allow dogs.

*Costs to live in Japanese Home*

Local landlords require 4 months advance rent (agent fee, landlord fee, security deposit, 1st month rent). Agent fee and landlord fee are covered by the military with command approval endorsement the other 2 are paid by the member. Pay grade determines a member's rental ceiling. Overseas Housing Allowance (OHA), Cost of Living Allowance (COLA) and Utility Allowance will help subsidize the cost of living in Japan.

\*It is difficult to find housing in Japan that compares to something you would be entitled to in the states. Recommend leaving family members behind until the suitable on or off-base housing is obtained.

*Rental Options*

*DoD Automated Housing Referral Network (AHRN)*--Visit [AHRN.com](http://AHRN.com) or ask at your local housing office to learn about this DoD program that is currently available for most installations. The program allows military members and families to:

- Search listings and pictures of available rentals near military installations
- Find out about shared rentals
- List their own properties for rent to other military families
- List their homes for sale by owner (FSBO) to other military members
- Contact installation housing offices

AHRN is not currently available at all installations but the phased program is adding new installations every month. Check the AHRN [website](#) to see if your next assignment is an AHRN base and check out other features to assist you in your home search.

## Housing - Temporary

### **Temporary Lodging Facility**

#### **Accompanied Personnel**

Navy Lodge in NAF Atsugi has 58 rooms (2 queen beds with microwave and refrigerator) with fully equipped kitchenette (dished, pans, etc) that cost \$70/day. Have multilingual staff, hair dryer, free daily newspaper, snack, vending machines and ice rollaway. Walking distance from NEX, commissary, McDonald's, NEX Food Court, bowling alley and base clubs.

Service members and their family can stay with the maximum of 60 days if they have PCS orders to Atsugi. Reservations for family guests are also available for a short period of time.

#### *Reservations*

Reservations can not be made via the 1-800-NAVY-INN. Reservations must be made directly with the Atsugi Navy Lodge or at their [website](#). Please ensure to print your confirmation number. Your sponsor should make reservations for you as soon as your itinerary has been established.

#### *Payment*

You do **not** have to pay your entire bill for lodging up front. You will receive your Temporary Lodging Allowance (TLA) every 10 days. You will also be required to pay your Navy Lodge bill every 10 days.

#### *Pets*

Pets are not allowed in the Navy Lodge, so please make separate arrangements for your pets.

### **Unaccompanied Personnel**

Navy Gateway Inns & Suites (NGI&S) has Mission Essential and Mission Support Rooms. We offer Hotel-type quality accommodations for TAD and Space-A reservations. NGI&S was recently awarded the 2010 Admiral Elmo R. Zumwalt Award for Excellence in lodging management. We are conveniently located in the heart of NAF Atsugi Base; the lodging is within walking distance to the Mini-mart, Bowling Alley, Movie Theater, Restaurants, Golf Course, Commissary, Navy Exchange, Food Court and rental cars at the NEX Gas Station.

#### *Accommodations*

Mission Essential Rooms are Private Room/Shared Bath with Twin size beds, equipped with microwave oven, refrigerator, TV with basic cable, computer desks and free internet connection.

Mission Support Rooms are Hotel-type rooms (Private Suites, VIP Suites and DV Suites) with Full or Queen Size beds, a full living room with 32" flat screen TV, computer desks and free internet connection, a fully equipped kitchenette (dishes, utensils, pans, etc), stove top ovens, microwave ovens, refrigerator and coffee maker.

#### *Room Rates*

##### **Mission Support Rooms**

- Private Suites \$55.00/day
- VIP Suites \$58.00/day
- DV Suites \$79.00/day

##### **Mission Essential Room**

- Private Room/Shared Bath \$26.00/day

#### *Reservations*

The Primary Mission for Navy Gateway Inns and Suites is to serve the Official Traveler. TAD Reservations can be book at anytime. "Space-A" Reservations can be made 30 days in advance, 7 days at a time and are based on availability and mission requirements.

For online reservations please [click here](#).

Phone: 1-877-NAVYBED (628-9233) Ext: ATS (287)

Call us directly:

- Phone: 011-81-467-63-3698 / 3440
- Phone: (DSN) 315-264-3698 / 3440
- Fax: 011-81-467-63-3256
- Fax: (DSN) 315-264-3256

We accept Visa, Master Card and Cash for type of payments.

#### *Amenities*

For your comfort and convenience, amenities are provided in every Navy Gateway Inns & Suites guest room. Some amenities may vary by location. Our standard amenities are: In-room phones with message service, Television with basic cable, Clock radio/alarm with instructions, DVD player, Full size iron and ironing board, Hair dryer, Coffee pot (coffee, condiments and cups). Other amenities are readily available at the front desk upon requests.

Pets are not allowed in the rooms. Pet kennels are available on base.

## Housing - Government

### Atsugi Housing Welcome Center

There are 925 military family housing (MFH) units available at NAF Atsugi Base, including Garden units and Tower units. The average waiting period for on base housing is dependent upon the type of housing required, member's rank, bedroom entitlement, and time of year of arrival. Please check with the housing office upon arrival to verify your estimated wait. Please contact your Atsugi Housing Welcome Center (AHWC) when planning your move to NAF Atsugi, Japan. The best way to obtain housing info is to contact housing directly. The housing office wants to give the most accurate and current information to their customers. Atsugi Housing Welcome Center (AHWC) is found directly across the Main Headquarters Bldg. Navy Base and residents utilize all base facilities including the Food Court, commissary, medical and dental clinic, 2 gyms, indoor and outdoor swimming pool, Movie Theater, banks, restaurants, golf course, chapel, post office & Navy Exchange, Mini- mart and Laundromat. Located within the Main Base housing area you will find Shirley Lanham Elementary School, Teen Center, Youth Center, and Child Development Center.

There is a waiting list for on base housing since NAF Atsugi is unable to accommodate all eligible members. Therefore, incoming personnel can expect to temporarily rent housing in the Japanese economy until on base quarters are offered. The average waiting time for all pay grades for on base housing is approximately ten months. Waiting time for particular pay grades are provided upon arrival. Housing will not allow non sofa sponsored to live in the government housing. A special permission is required to stay.

#### *Application*

Members will be counseled on the process of obtaining off-base housing and on-base waiting status. Advance application by mail or fax has no effect on a member's placement on the waiting list. Sponsors are assigned after the service member as signed into their new command and in-processed with housing. It is strongly recommended that any military or civilian members accepting orders to Atsugi should e-mail the Housing Office as soon as possible to get accurate information on off and on-base housing. All e-mails will be answered within 24 working hours.

#### *Eligibility*

Military member eligibility -- NAF Atsugi stationed personnel with accompanying bona fide family members who have received dependency status and / or family entry approval, and will reside with the sponsor for 9 consecutive months or more each year.

### Temporary Quarters

We recommend that the Navy personnel who assigned to NAF Atsugi to make reservation for temporary lodging/billeting in advance. Month of June, July and August are the busiest month for reservation. A military personnel who has order to NAF Atsugi has priority for rooms. Pets are not allowed, Camp Zama has kennels but it's limited, reservation in advance is highly recommended.

### Temporary Lodging

Navy Lodge in NAF Atsugi has 58 rooms (2 queen beds with microwave and refrigerator) with fully equipped kitchenette (dished, pans, etc) that cost \$69/day. Have multilingual staff, hair dryer, free daily newspaper, snack, vending machines and ice rollaway. Walking distance from NEX, commissary, McDonald's, NEX Food Court, bowling alley and base clubs.

Service members and their family can stay with the maximum of 60 days if they have PCS orders to Atsugi. Reservations for family guests are also available for a short period of time.

#### *Reservations*

Reservations can not be made via the 1-800-NAVY-INN. Reservations must be made directly with the Atsugi Navy Lodge or at their [website](#). Please ensure to print your confirmation number. Your sponsor should make reservations for you as soon as your itinerary has been established.

#### *Application*

Applications / Check-in -- Applications may be submitted at any time following receipt of PCS / Travel orders. To place name on waiting list, the sponsor, or designated representative with power of attorney **must report in person** to the Atsugi Housing Welcome Center (AHWC) within 30 days of reporting to NAF Atsugi to activate the application in order to receive the earliest possible control date.

Members reporting to deployed units -- Application may be made by letter, fax, e-mail or message, and by a designated representative with power of attorney. The application needs to be annotated to show that the unit is deployed. Members will report to AHWC within 30 days of return from deployment. Request for waiver of the 30-day rule shall be submitted to the AHWC via the member's chain of command.

#### *Bedroom Entitlement*

The number of bedroom is based on pay grade & family composition. (e.g., sponsor, spouse and 2 children are qualified for 3 bedroom). \*This policy does not apply to families already housed prior to 1 Oct 05. All Senior Officers (O6) and equivalent civilian personnel are eligible for a minimum of four bedrooms. All Field Grade Officers (O4 and O5), equivalent civilian personnel, Chief Warrant Officers, Limited Duty Officers, Junior Officers with nine years prior enlisted service, and Senior Enlisted personnel are eligible for a minimum of three bedrooms regardless of family size.

#### *Waiting List Placement*

There will be an initial waiting list based on pay grade and bedroom eligibility, no preference for location or type / style or the accommodation of pets will be considered. Should the initial offer be declined then member will be placed on a preferred waiting list. (e.g., Junior Enlisted 3 bedroom high-rise, 3000 series townhouse list, etc).

#### Junior Enlisted (E1-E6)

Housing Type	Estimated Wait Time (in months)
2 BR HI Rise	< 1 month
2 BR Garden Apartment	1-3 months
3 BR HI Rise	5-7 months
3 BR Garden Apartment	12 - 14 months
3 BR Townhouse	12 - 14 months
4 BR Townhouse	12 - 14 months

#### Senior Enlisted (E7-E9):

Housing Type	Estimated Wait Time (in months)
3 BR HI Rise	3 - 5 months
3 BR Townhouse	6 - 8 months
4 BR Townhouse	4 - 6 months

#### Junior/Company Grade Officers (O1-O3/W2-W5)

Housing Type	Estimated Wait Time (in months)
2 BR Garden Apartment	1- 3 months
3 BR HI Rise	<1 month
3 BR Garden Apartment	6 - 8 months
3 BR Townhouse	6 - 8 months
4 BR Townhouse	12 - 14 months

#### Field Grade Officers (O4 & O5)

Housing Type	Estimated Wait Time (in months)
3 BR JTAG	8 - 10 months
3 BR Townhouse	2 - 4 months
4 BR JTAG	18 - 20 months
4 BR Townhouse	12 - 14 months

The wait time for Civilian 3 BR Townhouse is indefinite.

#### *Availability and Estimated Waiting Time Period*

In almost all cases, members should expect to live on the Japanese economy until on-base quarters are available. Normally on-base housing is offered 30 to 45 days prior to the estimated occupancy date. Bringing dogs may result in a significantly longer wait for on-base housing and may not receive the government funded-move from off-base residence. Refer to [OneStop](#) website for waiting time period, please [Click here](#). The waiting times are estimate and are subject to change daily.

#### *Floor Plans*

These are available for viewing at the One-Stop website, please [Click here](#).

#### *Movements of Household Goods*

There are two criteria that must be met in order to receive government funded local move into MFH from off-base residence.

1. Member must apply for MFH within 30 days of reporting to NAF Atsugi.
2. Adequate MFH is not available for occupancy within 60 days of application. If application is made after the 30th day or first offer of MFH is declined subsequent move into MFH will be solely at member's expense.

#### *Acceptance of on-base Quarters*

To accept on-base housing, member must be accompanied with their dependents or have them arrive within 30 days of their move-in date to quarters. The member or a representative with a Power of Attorney are the only individuals authorized to accept or decline quarters.

#### *Temporary Lodging Allowance (TLA)*

Member must check-in to AHWC to submit an application for housing within 3-working days to be eligible for TLA after arrival to their new command. TLA CANNOT be initiated until after reporting to the Housing Office and receive the off-base briefing by counselor. TLA is normally granted to active duty members with command sponsored dependents and dual military couples. The purpose of TLA is to help defray the cost of meals and lodging while member is seeking off-base housing. TLA may be granted for 60 days. If member declines the first offer of on base quarters, the normal entitlement of 60 days will no longer apply. Instead TLA will be terminated 30 days from refusal or the availability date of the unit offered, whichever is later. However, payment should not be made when sincere effort to obtain a private rental quarters has not been made. TLA is a reimbursable entitlement and paid in 10-day increments.

#### *Pet Policy*

Family with dogs can only move to 1-story home, townhouse or garden apartment. Bringing dogs may result in a significantly longer wait for on-base housing and may prevent a government funded-move from off-base residence. No more than a total of two dogs and / or cats are allowed in on-base housing. Strongly recommended leaving pets in CONUS until on-base quarters or rental quarters that accept pets can be located. Kennel space is costly, availability is limited, and spaces for large dogs are few. Please check the pet policy on the [website](#) or send us e-mail with any additional questions.

#### *Furniture / Appliances*

Temporary furniture is available for on / off-base residents for maximum of 90 days or until household goods shipment arrives. Appliances are provided both on / off base for the duration of member's tour. This service is only for military and civilian members with command sponsored dependents. (Single members may obtain furniture / appliances through the Bachelor housing office). Off-base electricity - 100V / 50MHZ, on-base is same as U.S.

#### **Bachelor Housing**

##### **NAF Atsugi Gateway Inns & Suites**

#### **Unaccompanied Personnel Housing**

#### *Reservations*

Reservations can be made at least 120 days prior to arrival if possible and should be reconfirmed within 72 hours, but not less than 24 hours prior to arrival. This reconfirmation ensures your billeting requirement is awaiting your arrival. All reservations require a credit card number be provided for a guaranteed confirmation. Our front desks are open 24 hours a day/7 days a week for your convenience.

**Please make your reservations by any one of the option below;**

- Standard naval messages (office code 42)
- Telephone DSN 264-3440/3698
- Commercial (from within Japan) 0467-63-3440/3698
- Commercial (from USA) 011-81-467-63-3440/3698
- Fax DSN 264-3256
- Commercial (from within Japan) 0467-63-3256
- Commercial (from USA) 011-81-467-63-3256
- E-mail [M-AT-CBH-Reservations@fe.navy.mil](mailto:M-AT-CBH-Reservations@fe.navy.mil)

**Accommodations**

E1-E4: shared room/shared bath. E5-E6: private room when available. E7 and above: private room/private bath. Guests are allowed but must be 18years old and above and must leave the room at midnight. Guests need to be escorted at all times and have acquired pass from the security at the main gate.

**Guest Room Rates:**

MULTIPLE ROOM: \$10

SINGLE (W/O Kitchen): \$12

SINGLE (W/Kitchen): \$16

SUITES: \$16

VIP SUITES (Protocol by CO's Office): \$18

DV/Guest House (Protocol by CO's Office): \$36

All prices reflect two guests, sponsor/guest. All additional guests will be \$5 extra per guest (children under the age of five may stay free).

Bachelor Housing rooms are fully furnished and have VCR's, refrigerators, coffee makers, microwaves, clock radios, telephones (not activated until member establishes phone services with Base Communications Offices (BCO); Long distance plans need to be subscribed through Base Communications Offices (BCO).Americable offers a variety of plans for Premium Channels. For further information, please contact them at DSN 315-264-2288.

BH/NGIS have vending machines, free laundry facilities, International and Japanese telephones. In addition, free Internet is provided 24 hours a day in Building 1290, 484, and 482 located in the lobby. All Navy Gateway Inns & Suites rooms have free Internet services

**Single Service Member Housing**

*Enlisted* -- The member should be given directions to his/her Bachelor Enlisted Quarters (BEQ). If not, please check in at the Combined Bachelor Housing Office located in Building 1290, next to McDonalds.

*Officer* -- Bachelors Officers Quarters (BOQ) main office in BOQ Building 482. Please have your sponsor notify the BOQ as soon as possible of your pending arrival. This will help the BOQ staff place you in a Permanent Party Room upon arrival. Occasionally, incoming unaccompanied personnel are placed in Transient Quarters until Permanent Party Rooms become available.

**Exceptional Family Member Housing-** not available at NAF Atsugi

## Household Goods - Overview

### Arranging Household Goods Shipments

As soon as you are alerted to your upcoming Permanent Change of Station (PCS) move, you can start getting your house and family ready. Clean up and get rid of junk. Hold a yard sale or take serviceable items you no longer need to a thrift shop or donate to charity. Get important family records together in one place. You can even [check your weight allowances](#) and [estimate the weight of your household goods](#) before you start to set up your move.

If you are going overseas, you should begin to plan what items you will take in your unaccompanied baggage, in your household goods shipment, and what might need to go into permanent storage. Remember, in overseas areas, the electric current is different and houses are generally much smaller than U.S. standards and cannot handle large furniture.

#### *Household Goods Shipping Process*

Most likely, you will use the Defense Personal Property System (DPS) to manage your household goods shipment. If it has been a few years since your last PCS move, you will find that process has changed. The DoD has set up a DPS portal website, [Move.mil](#), that explains this new process and provides access to DPS.

Your first step will be to visit the [DPS portal website](#). This is a public site and can be accessed from any computer, not just government terminals. Select the section called [DoD Service Members and Civilians](#) and watch the short video that explains the new processes. You will then register to use DPS, and, once that is complete, log into DPS to get started.

It used to be that every member had to attend a counseling session with the Personal Property Shipping Office (PPSO) serving their location. While you can still choose to do this, DPS now allows you to do "self counseling" on-line at a time and place of your choosing. **As soon as you have a copy of your PCS orders** you can do your self-counseling in DPS. Again, the [DoD Service Members and Civilians](#) section has instructions and detailed information to assist you with this process. The self-counseling module will provide you with detailed explanations of your PCS allowances and help you decide if you want to have the government move you or whether to move yourself. Your completed self-counseling will be reviewed by a PPSO counselor who will contact you with any questions.

Some special moving situations require that you attend a counseling session in person. If you are [not eligible to use DPS](#) for counseling, you will need to set up an appointment with your transportation office **as soon as you have a copy of your PCS orders**. Do not delay this appointment! The earlier you call or visit your transportation office, the greater your chances of moving on the date you desire.

Regardless of how you are counseled, once everything is clear, and if you choose a government move, the counselor will route your shipment to the Transportation Service Provider (TSP) with the best quality and price available. You will be notified when this is complete and you should hear from the selected TSP within 3 business days of this decision.

#### *Its Your Move—Take Charge!*

If you do not hear from your TSP within 3 business days of your initial notification, contact them to ensure that they have the best possible email and phone numbers for you. Remember that you will now be dealing directly with the TSP who has end-to-end responsibility for your personal property move, not just their local agents. Make sure you keep your contact information current in DPS throughout the move. It is important for communication between you and the TSP that they have the best phone numbers and email addresses.

After counseling, the TSP's pre-move survey of your personal property is critical in arranging your household goods shipment. Generally, this should be completed 10 or more days before your requested pick-up date. Depending on the estimated size and destination of your move, this survey will probably be performed in person by the TSP's local agent. It is important that you cooperate with the surveyor to set up this appointment. You or your authorized agent must be present during the entire survey. During the survey clearly identify all items that will be included in your shipment and answer all the surveyor's questions accurately. Do not go out and buy additional large items to add to your shipment after the survey is complete, this will change the weight of our shipment and probably cost you money for weight over your allowance.

The surveyor will also confirm dates and addresses with you at this time and will go over any special requirements. This will allow the TSP to set up the right size crews and vehicles for your move and minimize confusion and delays during your move. The surveyor should ensure that you know how to get in touch with the TSP.

#### *Shipping Your Automobile*

The government may ship one Privately Owned Vehicle (POV) for you at their expense to your new overseas location. This is handled through your transportation office. Remember to review your POV needs at your counseling session. Move.mil has [a whole section devoted to POV shipping information](#). The shipping contractor has established a [website](#) where you can track the location of your POV throughout the shipping process.

#### *Shipping Pets*

Planning for shipment of your pet includes researching airline requirements and quarantine restriction laws in your new location. You will need to ask the airlines the requirements for size, weight, number of animals, kennel construction, documentation and season of the year limitations. Occasionally, small pets can be shipped on military flights but availability and regulations are always changing, as well as fees. Search [Move.mil](#) for general information on shipping pets.

Many international locations have strict importation laws including extended quarantines and restrictions on breeds or types of animals that can be brought into the country. Carefully research these rules as they could impact your moving schedule. Not only do overseas locations have strict rules but many locations have restrictions on dangerous dogs as well. Review your destination installation's Shipping Pets article for details found on the left hand tool bar on [MilitaryINSTALLATIONS](#).

#### **Arrival and Delivery of Household Goods Shipments**

**It is your responsibility to contact the TSP as soon as you arrive at your new duty station.** Let them know how you can be contacted, phone, mobile phone and email. If you already have new quarters, they will help arrange delivery of your personal property shipments. Otherwise they will arrange for temporary storage until you have permanent housing.

Make certain that you, or someone who can act in your name, is available at your new home on delivery day. If the TSP arrives and cannot deliver the shipment, you may be charged for the attempted delivery and any additional storage that may result.

#### *Claims Process*

What if something of yours is damaged, lost, or destroyed during the move? DoD customers are eligible for Full Replacement Value (FRV) protection on DoD-sponsored household goods and unaccompanied baggage shipments. With this protection, the TSP will either repair or pay to repair damaged items and pay the full replacement cost for items that are lost or destroyed.

Providing prompt notice of loss or damage is an essential part of the process. The TSP's delivery crew will provide you with a form to note any loss or damage you discover at the time of delivery. You will complete and sign this at the time of your delivery and a copy will be sent back to the TSP's claims office.

If loss or damage is discovered after the delivery crew departs, you must **notify the TSP within 75 days of delivery in order to retain your right to Full Replacement Value protection**. While you may use a form provided for this purpose by your TSP, the best way is to go to [Move.mil](#) and follow the instructions to [file a claim](#). From there you can complete the [loss and damage report](#) in DPS which will be available to the TSP immediately. All you need for a loss and damage report is the inventory number, the item's description from the inventory, and a brief description of the damage or loss. The TSP has the right to inspect the damaged item once they receive the notice of loss or damage. Do not throw out destroyed or unrepairable items before you have spoken with the TSP's claims agent.

**A loss and damage report is not a claim.** If you have any loss or damage to your personal property you will need to **file your claim directly with the TSP within nine months of delivery to receive FRV coverage**. Once the claim is filed directly with the TSP, the TSP is responsible for obtaining repair and replacement estimates and settling the claim by paying for repair or replacement costs. For most military shipments, you will file your claim through DPS. Again, [Move.mil](#) has instructions on [using DPS to file your claim](#).

As in the past, the Military Claims Office (MCO) is available to help you understand the claims process and your rights and responsibilities. You may still transfer your claim to the MCO if you wish. However, if you transfer your claim the MCO will only be responsible for the lower depreciated cost of items on the claim.

#### *Customer Satisfaction Survey*

Once your personal property is delivered, you will be asked to rate your satisfaction with the customer service you received from the TSP. Make sure you take the time to do this. Your feedback will make the process better for everyone. The Move.mil website allows you to access the [Customer Satisfaction Survey](#) (CSS). The SDDC website also provides detailed information about [completing the Customer Satisfaction Survey](#).

Your CSS is extremely important. If a TSP has done a good job, your survey will help ensure that they get more military moves and may even be available to you for your next move. Likewise, if your TSP failed to meet expectations, your

survey will help ensure that they get fewer military moves. Completing the CSS not only lets your TSP know how they did on your move, it will help make the system better for all future military and DoD civilian personnel and their families when they move.

## Household Goods - Shipping Pets

### Veterinary Services

NAF Atsugi does not have a Veterinary Treatment Facility (VTF). Pets owned by NAF Atsugi personnel are treated at the Camp Zama Veterinary Treatment Facility. Camp Zama is located only 25-45 minutes by car (depends upon traffic conditions) from NAF Atsugi.

US Army Camp Zama Veterinary Treatment Facility (VTF). Since the veterinary mission encompasses many duties beyond the treatment of privately owned animals, the Camp Zama VTF hours for small animal care are limited to the following: Appointments are available Monday thru Friday. Surgery appointments may be scheduled for Wednesday. Business hours are 8:00 a.m. - 4:00 p.m. Monday, Tuesday and Friday. VTF is closed on Thursdays for training. The Camp Zama VTF is closed half a day on the last working day of the month for inventory.

Please check the housing pet policy on the [website](#).

### NAF Atsugi Kennels – 315-264-5366

The newly renovated kennel is located close to NAF Atsugi's Main Gate, in building 26. Hours of operation are 8:00 a.m. - 4:00 p.m. on weekdays and 8:00-10:30 a.m. and 3:30- 5:00 p.m. on weekends and holidays. The kennel has twelve rooms for dogs, and additional rooms for cats. Dogs are walked twice daily.

Advanced reservations are highly recommended. These facilities provide boarding only. They do not provide veterinary services available.

### Boarding Fees

- Boarding fee for dogs: \$15.00/day \$80.00/week \$304.00/month
- Boarding fee for cats: \$10.00/day \$52.00/week \$192.00/month

Second and/or subsequent pets from same family receive 20% of regular fees. Grooming (By appointment only): \$20.00 per pet. Grooming consists of shampooing, brushing and cleaning of matted hair, blow-drying, nail trimming (not de-clawing), and cleaning of eyes and ears. Grooming does not include cutting of hair.

### US Army Camp Zama Boarding Facility

Reservations *must* be made in advance. Hours are subject to change based on the availability of help. Dogs must have Bordetella vaccine prior to boarding. Please see our [website](#) for more information.

### Pet Travel and Quarantine

Owners are responsible for the shipment of pets arriving, departing and within Japan. Owners are responsible for all matters associated with travel arrangements and shipping requirements 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 and meeting entrance requirements may be released to the owner's custody, subject to the restrictions discussed below:

As 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 US Forces, Japan (USFJ) negotiated with the Government of Japan over how this new pet quarantine program will affect SOFA status personnel. Because USFJ and Japan function under the US-Japan SOFA, the new pet quarantine program applied to SOFA status personnel, the requirements published by the Government of Japan, the US State Department, the USDA, and the USFJ may conflict.

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.

The 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 from 1 to 180 days. All quarantine guidelines, necessary import forms and contact information may be found on the web.

The USFJ Veterinarian offers the following recommendations to assist SOFA status personnel in the movement of their pet to Japan. Each item listed below is *very 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.

#### Vaccinations

SOFA status personnel bringing a dog or cat into Japan should be prepared to present documentary evidence that their pet has had at least two rabies vaccinations. The most recent vaccination must have been given not less than 30 days and not later than 12 months prior to arrival. The most recent rabies vaccination form (DD 2208, Rabies Vaccination Certificate) will be required. The dates for the past 2 vaccinations will be annotated on the health certificate (MDJ 2209, Veterinary Health Certificate for Import/Export for Japan).

#### Microchipping

All animals must obtain a microchip before arriving in Japan. ISO or ISO-compatible chips that meet the ISO 11784 and 11785 Standard are recommended. HomeAgain and AVID microchips are acceptable. The identification number of the microchip must be annotated on the Rabies Certificate, the Health Certificate, and on the rabies serology (FAVN) test results sheet.

#### Fluorescent Antibody Viral Neutralization (FAVN) Test

This blood test needs to be performed as soon as possible and is good for up to 2 years. A FAVN test result which indicates an antibody level greater than or equal to 0.5 IU/ml is acceptable. The microchip number needs to be annotated on the FAVN test result form. The FAVN blood test can be ordered through Kansas State University Rabies Laboratory or DOD Veterinary Food Analysis and Diagnostic Laboratory, Fort Sam Houston, TX.

#### Advance Notification

Kadena AB and Yokota AB currently have capabilities for handling AMC arrivals of dogs and cats and the advance notification is not needed. If the animal is traveling by commercial air, the Government of Japan requires an advance notification of pet movement as soon as transportation is scheduled. A notification approval will be returned and is used when checking in with the airline. Therefore, in order to avoid problems at check-in with the airline, this prior notification approval form is very important. The advance notification form is found on the JDVC website.

The advance notification form is required to be sent by mail or FAX to the port of entry. Addresses and FAX numbers for the respective port of entry may be found at the Ministry of Agriculture, Forestry and Fisheries (MAFF) website.

All incoming animals must enter Japan through officially designated ports:

- *Seaports*: Keihin, Nagoya, Osaka, Kobe, Kanmon, and Naha.
- *Airports*: New Tokyo (Narita), Tokyo (Haneda), Nagoya, Osaka, Fukuoka, Kagoshima, and Naha (Okinawa).
- *Military AMC ports*: Kadena Air Base and Yokota AB.

#### Health Certificate

An individual health certificate is required for each animal that is moved into or out of Japan. The health certificate is valid for 10 days and must be completed within 10 days before arrival. Please note that the traveler will lose one day during travel to Japan from the US. The MDJ Form 2209 (Veterinary Health Certificate for Import/Export for Japan) may be used by military veterinarians. The MDJ Form 2209 may be found on the Japan District Veterinary Command homepage.

#### USDA Certification

If a health certificate is issued by a licensed civilian veterinarian, the health certificate and rabies certificate must be certified by a USDA State Veterinarian and bear the USDA raised embossed seal. Health certificates issued by a military veterinary treatment facility using the MDJ Form 2209 do not require the USDA certification.

#### Age Requirement

Japan discourages the importation of dogs and cats under the age of 10 months. These pets rarely meet the vaccination and FAVN test requirements. Pets under the age of 10 months can be imported but must start out with a 180 day quarantine period. This quarantine period may be reduced as more of the steps above are completed. Primary emphasis is placed on microchipping, rabies vaccinations (one at 91 days of age followed by a second one at least 30 days after the first), and the FAVN test (must be drawn at least 30 days after the second rabies vaccination). For animals over the age of 10 months, all the previous recommendations apply.

**Official Travel Orders (2 copies)**

Pet owners must submit Official Travel Orders to the Animal Quarantine Service to verify SOFA status.

**MDJ Form 270 (Pet Quarantine and Examination Certificate; 2 copies)**

All SOFA status personnel entering Japan with a pet are required to complete a MDJ 270. The MDJ 270 allows your pet to be released to you for transportation to your US Military Quarantine Facility. The form may be downloaded from the JDVC website and should be completed prior to arrival in Japan. You are required to submit the form to your US Military Veterinary Treatment Facility within 72 hours of entry into Japan.

**380 EJ Form (Customs Free Import or Export of Cargo or Customs Declaration of Personal Property)**

This form is needed when your pet(s) enters Japan unaccompanied as cargo or on a different flight as the sponsor. You can only use this form within 6 months of PCSing to Japan. After 6 months you may be required to pay any custom's duties associated with bringing a pet into country. You may obtain the form by having your sponsor take a copy of your orders to the transportation office at your gaining command. The base transportation officer will sign the appropriate box after verifying your orders.

Pet owners or their authorized representatives should be prepared to provide the following information:

- Military mailing address
- Duty phone number. Ask your sponsor for a duty number
- Command information

**Note:** Placing the above certificates in a zip lock plastic bag and taping it securely on top of the pet's cage seems to work best. These forms must accompany the animal during transit. Ensure these forms are completely filled out and it is suggested that you carry in your possession one copy of each certificate.

Determination of the quarantine period is quite complicated. USFJ has been able to champion "Home Quarantine" as a concession for US SOFA personnel. The quarantine allows service members to maintain their pets under their custody within their assigned on-base quarters during the assessed quarantine period. Those individuals that will be most affected are SOFA personnel that are required to live in OFF-BASE housing. If a quarantine is assessed, then these military members that 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 that will 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 the paygrade of E-4 and below who can't afford those types of expenses. The sooner the pet meets the microchip, vaccination, and FAVN standards, the shorter the quarantine period will be (between 1 day and 180 days). Those pets that meet these requirements will be allowed to complete the quarantine time in the owners home on base. Those that do not meet the requirements must quarantine their animal(s) at the owner's expense in a quarantine facility. When clearing customs, all supporting documentation, including the animal's health record, needs to be available for referencing in case of any questions concerning the health and identity of the animal and validity of the records.

All forms and information may be found at the [Japan District Veterinary Command](#) webpage. All contact information to include phone, email, and FAX information is also found at the JDVC website. A pet process check list is also available to assist clients and veterinarians in completing all requirements in a timely manner. Any other questions may be forwarded to the respective Branch Chief or to Commander, JDVC.

The Embassies in Rome, Santo Domingo, (APO) Miami and Manila do not have the required stamp, therefore all dogs coming from these areas can expect a very lengthy quarantine if the certificates were issued by a civilian veterinarian. Pets coming from the Philippines will be required to be revaccinated as well as quarantined if the rabies shot was administered by a civilian veterinarian. Save yourself a lot of trouble by having the rabies shot administered at a military facility and having the health certificates issued by a military veterinarian.

**Inbound**

You may bring your pet with you to NAF Atsugi. However, check with your sponsor for assistance. Pets are not allowed on government shuttles from the airport or in temporary lodging facilities. Most Japanese landlords do not rent to pet owners. As well, some pets are not allowed in some NAF Atsugi Housing facilities. Finally, civilian kennel care in Japan often falls short of United States standards and can cost up to \$100.00/day. With the assistance of a good sponsor, most problems can be avoided and questions answered. Your sponsor can pick you and your pet up at the airport/Yokota Air Force Base and make kennel reservations at the Camp Zama kennel for your pet. You may opt to leave your pet(s) with a friend, family member, kennel or vet to be shipped at a later date, after locating housing.

Bear in mind dogs are NOT allowed in any of the high-rise, on-base housing facilities. As well, only domesticated animals are allowed in any housing facility (dogs, cats, birds, fish). For animals requiring rabies vaccinations (dogs and cats),

there is a limit of two pets per on-base housing facility. So, for example, one may have only two dogs, cats, etc. but one may have a fish tank with many more fish. Breeding and commercial raising of animals is prohibited in government quarters. Refer to the Atsugi Housing Welcome Center, should you have any questions about on-base regulations governing pets.

Check with your local SATO office for details on shipping your pet. Dogs and cats may accompany the military family on commercial flights (at owner's expense) and are allowed to travel on AMC contracted flights. Some airlines have specific restrictions for cats and birds. For further information regarding the Atsugi SATO Office and the Yokota AFB Passenger Terminal.

#### *To Pick Up Your Pet from Narita Airport*

Upon arrival, you may claim your pet from the Japanese Animal Quarantine Officials between the hours of 8:00 a.m. - 11:00 p.m. to avoid overtime charges. However, to avoid any problems, schedule your pet's arrival between 8:00 a.m. - 4:00 p.m. Monday-Friday when the Japanese Animal Quarantine Office is fully staffed. If your pet is still at the Quarantine Office after 4:00 p.m., you will pay a hefty overtime fee.

#### *Government Bus Transportation*

Pets are not allowed on Government bus transportation from Narita Airport or Yokota Air Force Base. As soon as possible let your sponsor know you are bringing a pet, what kind of pet, how many pets, when you will arrive, and on what airline into which terminal you will arrive. NAF Atsugi Base Transportation.

#### **Outbound**

Shipment of animals to the United States is usually an uneventful task if arrangements are made in advance. As a general rule, if all vaccinations have been given greater than 30 days prior but less than one year prior to departure, and if a health certificate is issued within 10 days of shipment, then requirements have been accomplished for most. However, if the animal is leaving Japan only to return from the trip or vacation then all new requirements listed above are required for reentry. If shipping animals to Hawaii or another country, check with the local veterinary treatment facility and the personal property office for any additional requirements.

## Special Needs

As many as 15 percent of military families have members with special needs. These include spouses, children, or dependent parents who require special medical or educational services. These family members have a diagnosed physical, intellectual or emotional condition. The Exceptional Family Member Program (EFMP) serves these families in several ways.

These four articles will provide families with special needs helpful information and points of contact:

- [Enrollment/EFMP](#) – This article discusses the Exceptional Family Member Program enrollment, which is mandatory for all military personnel who have a member of their family with a medical or educational disability. The article discusses the purpose of enrollment, the process and provides Service-specific differences.
- [Family Support/EFMP](#) – This article discusses the family support function of the EFMP, which may include information and referral support (to military and community resources), financial management assistance, relocation assistance, and for some families, case management. The article provides Service-specific differences and identifies the point of contact at each installation.
- [Health Care/Special Needs](#) - The military health care system supports families with special needs in a number of ways. This article describes the special services and provides the point of contact at the Military Treatment Facility.
- [Special Education/EIS](#) – Describes two programs that provide educational intervention for children with disabilities who are from birth to three (early intervention services) or are school aged (3-21) (special education).

## Special Needs - EFMP Enrollment

### *Exceptional Family Member Program - Enrollment*

The Exceptional Family Member Program (EFMP) includes a variety of personnel, medical, and family support functions. Enrollment is a major component of the program and is mandatory for all military personnel who have a member of their family with a medical or educational disability.

By submitting a completed DD 2792, EFM Medical Summary and/or the DD 2792-1, EFMP Educational Summary, the military member identifies that a family member has a special need. Information about the family member's condition including diagnosis, type of provider(s), frequency of care, medication, and special accommodations is documented on the forms. The information is used during the time that a service member is being considered for a new assignment to insure that the service member's family member can obtain necessary care at the new location.

Although each of the Military Services handles the enrollment somewhat differently, there are some commonalities:

1. Each Service uses the Department of Defense forms (DD 2792 and DD 2792-1)
2. Each Service submits the completed forms to the receiving location for review.
3. The receiving location indicates whether care is available.
4. The [DD 2792](#) medical form is reviewed by medical personnel,
5. The [DD 2792-1](#) is reviewed by educational personnel,
6. All of the information is confidential and private, and on a need to know basis.

Military personnel, depending upon the Service, can pick up the necessary forms as follows:

Army – At the military treatment facility – ask for the EFMP office.

Marine Corps – At Marine Corps Community Service. Ask for the EFMP manager.

Navy – At the military treatment facility. Ask for the EFMP Coordinators' Office.

Air Force – At the military treatment facility. Ask for the Special Needs Information and Assignment Coordination (SNIAC) officer.

These individuals can also explain the process for getting the forms completed, and for returning them.

## Special Needs - EFMP Family Support

### *Exceptional Family Member Program - Family Support*

The Exceptional Family Member Program (EFMP) includes a variety of personnel, medical, and family support functions. The EFMP family support services may include, but are not limited to:

- Information and referral for military and community services
- Relocation assistance
- Financial management
- Local school and early intervention services information
- Case management

To reach a family support program in the:

- Army – Army Community Service - EFMP Manager
- Marine Corps – Marine Corp Community Service - EFMP Coordinator
- Air Force - Airman and Family Readiness Centers - EFMP-Family Support
- Navy – Regional Information and Referral specialists

Military families with special needs who are not located near a military installation are encouraged to call Military OneSource (1-800-342-9647) and ask to speak with a special needs consultant. The Military OneSource program is designed to supplement programs and services available on the installation, and can be especially helpful to Guard and Reserve families who don't live near an installation, or to members who are geographically isolated.

## Special Needs - Health Care

### Exceptional Family Member Program

The [Exceptional Family Member Program](#) (EFMP) is mandatory for all family members who have been identified with a special medical or educational need. Enrolling in the EFMP ensures that the family member's medical needs will be considered during the assignment coordination process.

### Military Treatment Facility

The clinics and services available at [Military Treatment Facilities](#) vary by location. Before you move, identify the MTF that will serve you, visit the MTF's website to learn about the clinics and services available and to get relevant contact information.

### Moving to a New TRICARE Region

If you anticipate a move to another [TRICARE region](#), work with your local TRICARE Service Center (TSC) or case manager before your move to ensure the transition is as smooth as possible. On arrival at the new duty location, your sponsor should contact the Beneficiary Counseling and Assistance Coordinator (BCAC) or TSC to ensure the transition plans are in place and to obtain authorizations for TRICARE [Extended Care Health Option](#) (ECHO) services, if applicable.

### Beneficiary Counseling and Assistance Coordinator (BCAC)

All TRICARE Regional Offices and most MTFs are staffed with [BCACs](#) (formerly known as Health Benefits Advisors.) [BCACs](#) provide information, guidance and assistance on benefit options, TRICARE Prime enrollment, special authorizations, status of claims and eligibility, plus assistance with referrals and appointments. If you or your family member has a more severe medical need, contact your assigned [case manager](#).

### Case Management

Case management involves a team of health care professionals who help you and your family to find solutions to complex health problems. It is important to inform your case manager if you are moving as he/she will connect you with the case manager at your new location.

### Extended Care Health Option (ECHO)

TRICARE [ECHO](#) provides financial assistance to beneficiaries of active duty service members who qualify based on specific mental or physical disabilities. ECHO offers an integrated set of services and supplies beyond the basic TRICARE program. ECHO is administered by regional contractors in the TRICARE North, South, and West Regions and by TRICARE Regional Offices in overseas locations.

### Transporting Medical Equipment

Your [Installation Transportation Office](#) has special procedures to follow for the transportation of medical equipment that is necessary for medical treatment required by the sponsor or family member. Some types of medical equipment may be shipped in the same manner as Professional Books, Papers, and Equipment (PBP&E).

### Federal and State Health Care Programs

*Medicaid* - [Medicaid](#) pays for medical assistance for certain individuals and families with low incomes and resources. State Medicaid programs are usually administered by departments of social service or departments of medical assistance.

*Supplemental Security Income (SSI)* - [SSI](#) is a cash assistance program intended to meet basic needs for food, clothing and shelter for those who are aged, blind or disabled. It provides cash to meet basic needs for food, clothing, and shelter. Families must reapply upon each move to another state.

*Title V of the Social Security Act* - Many states have services for children with special health care needs that are funded by the Maternal and Child Health Services Block Grant, or [Title V](#). State departments of health web sites and local health departments will provide information on state health benefits for children with special health care needs. The Maternal and Child Health Bureaus' web site has Title V information organized by State that provide you with [Title V points of contact](#) and other pertinent information.

## Other Important Resources

*Debt Collection Assistance Officer (DCAO)* - TRICARE has a [DCAO](#) assigned to TRICARE Regional Offices and MTFs worldwide to help beneficiaries understand and get assistance with debt collection problems related to TRICARE. Individuals who have received a notice from a collection agency or a negative credit report because of a medical or dental bill should be referred to the nearest [DCAO](#).

*Family Voices* - [Family Voices](#) is a national, grassroots clearinghouse for information and education concerning the health care of children with special health needs. Family Voices also has State points of contacts with useful links to State programs and organizations.

## Installation Specific Information

Since the Exceptional Family Member Program (EFMP) and the Educational and Developmental Intervention Services (EDIS) are closely related and in many cases are used by the same client base, both will be described below.

### *Exceptional Family Member Program (EFMP)*

The Navy's Exceptional Family Member Program (EFMP) is designed to assist sailors by addressing the special needs of their exceptional family members (EFM) during the assignment process. Special needs include any special medical, dental, mental health, developmental or educational requirement, wheelchair accessibility, adaptive equipment or assistive technology devices and services.

The primary goal of the EFMP is to ensure the special needs of EFM can be met at a new assignment location. EFMP enrollment information enables Navy detailers to proactively consider a family member's special need requirements during the assignment process and to pinpoint the assignment to a location with appropriate resources that address the special needs. Successful implementation requires up-to-date enrollment information and extensive coordination among the personnel, medical, and educational communities.

EFMP enrollment is a mandatory enrollment program per OPNAVINST 1754.2 (series) and required immediately upon identification of a special need. Command points of contact and Navy military treatment facility (MTF) EFMP coordinators can assist service and family members with the enrollment process. DD Form 2792 (3-00), Exceptional Family Member Medical and Educational Summary, is used for enrollment. DoD civilian employees and their family members do not enroll in the EFMP.

There is a reluctance to enroll because of misconceptions that EFMP enrollment may limit assignments and career advancement, or preclude family members from accompanying sponsors on overseas tours. These negative perceptions are not supported by fact. Sailors enrolled in the EFMP have always received equal consideration for accompanied assignments and for promotions.

### *EFMP Enrollment Process*

Special needs can be identified during routine healthcare (MTF or TRICARE Health Provider), self-identified (Service or Family Member) or identified during Suitability Screening (Suitability Screening Coordinator).

Enrollment procedures are as follows:

- Refer the service and family member to the MTF EFMP Coordinator who assists with completing DD Form 2792, Exceptional Family Member Medical and Educational Summary.
- The MTF EFMP Coordinator forwards the completed enrollment form to the appropriate regional Central Screening Committee (CSC), which includes NMC Portsmouth, NMC San Diego and USNH Yokosuka.
- The CSC reviews the enrollment form, recommends a category code, and forwards the form to the Navy EFMP Manager (PERS- 662F) in Millington, TN or the USMC EFMP Manager in Quantico, VA.
- PERS-662F confirms the category code and enters the enrollment data into an EFMP data base.

There are six Navy EFMP enrollment categories:

- Category I - for monitoring purposes only
- Category II - pinpoint to specific geographic locations
- Category III - no overseas assignments
- Category IV - major medical areas in CONUS
- Category V - homesteading
- Category VI - temporary enrollment update required in 6-12 months

### *Educational and Developmental Intervention Services (EDIS)*

The mission of Educational and Developmental Intervention Services (EDIS) is to provide early intervention services and related services assigned to the Military Medical Departments overseas to eligible military and civilian children and their families in accordance with DoD Instruction 1342.12, 28 May 03 and Inter-Component Operating Procedures (ICOP), 19 Dec 01 (overseas).

EDIS are provided through military medical treatment facilities but are not "medical" services, focuses on functional independence and educational development, offers the same priority as health care for active duty service members, and are proactive through ongoing child find and public awareness activities.

Services are normally provided outside the clinic setting and integrate families into the process and for early intervention, use an inter-disciplinary or trans-disciplinary approach to service delivery whenever possible.

## Education - Special Education/EIS

### **Exceptional Family Member Program**

Exceptional Family Member Program (EFMP) screening is mandatory for all family members who will accompany a service member to an overseas duty location. EFMP screening includes educational screening when the family member is under the age of 21. The military service considers the needs of the family member when considering an overseas assignment.

The Department of Defense operates two programs that provide educational services to children with developmental delays and disabilities, in compliance with the Individuals with Disabilities Education Act (IDEA). Eligibility for services is determined according to procedures outlined in DoD Instruction 1342.12, Provision of Early Intervention and Special Education Services to Eligible DoD Dependents, April 11, 2005.

### **Infants and Toddlers (birth to 3 years old)**

Educational and Developmental Intervention Services (EDIS) is a military medical department program that provides early intervention services to infants and toddlers from birth until three years of age. EDIS is available at all locations where there is a DoD school.

The EDIS teams, with Early Childhood Special Educators and multi-disciplinary allied health professionals, assist families of infants and toddlers with developmental delays to achieve goals that enhance functional independence and support school readiness. EDIS provides services in the child's natural environment (home, childcare center, etc.), and embedded in family routines.

### **School Age (3-21 years)**

The Department of Defense Dependents Schools (DoDDS) provides special education to school aged children with a disability. In overseas communities, the availability of services varies according to the size of the community, its location, and the military mission.

### **Services Available**

At Shirley Lanham Elementary School, DoDDS provides the following level of services.

*Autism Spectrum Disorder (ASD):* The schools provide direct instruction in the regular classroom or in a resource room. This location would not be appropriate for children with the diagnosis of autism who require individual support or more intensive special education service.

*Communication/Speech Impaired:* Services are available to provide comprehensive speech and language interventions in individual, small group, and/or general education classroom settings. Additionally, services are available to provide student and general education teacher training in the use of augmentative communication devices and/or alternate communication systems and/or FM systems in individual, small group, and classroom settings.

*Emotionally Impaired:* Part time services are available on an as-needed-basis to support children in the general education classroom. These services may not be available within the school complex. This placement would not be appropriate for children coming out of a residential placement and/or an alternative educational setting.

*Hearing Impaired:* Services are available on an as-needed-basis to provide consultation for students with hearing impairments who can be served in the general education classrooms. The Hearing Impaired Specialist is not located within the school complex and on-site visits may be limited. Minor environmental modifications and some special materials are available. Support is provided for children whose hearing disability is typically corrected with hearing aids. This is not an appropriate location for children who are deaf or who require the services of an interpreter.

*Specific Learning Disability:* Services are available to provide the majority of individualized instruction in a resource room setting (75% of the day or more).

*Intellectual Disability (Mental Retardation):* Services are available for children who have moderate to severe mental retardation and require a specialized environment for the majority of the school day. A specialized curriculum, including training in activities of daily living and pre-vocational support are available.

*Preschool (3-5 years of age):* Services are available for children with developmental delays and/or other identified disabilities who require daily or less frequent support in a developmental preschool classroom setting.

*Visually Impaired:* Consultation services are provided on an as-needed-basis to support children with low vision who can be served in a general education classroom. The Visually Impaired Specialist is not located within the school complex and on-site visits may be limited. This may include equipment for providing magnification and high contrast, large print books, and environmental modifications for light control and/or preferential seating. This is not an appropriate location for children who are blind and require pre-Braille or Braille instruction or orientation and mobility training.

### **Special Education Record**

Parents of children enrolled in special education should hand-carry all pertinent school and medical documents to include their children's Individualized Education Program (IEP) and current testing and evaluation reports.

If your child requires specialized equipment (for example large print books, an FM trainer, or Braille services) contact the Area Special Education Coordinator in Okinawa.

### **Contacts**

*Pacific Area Office*  
*Special Education Coordinator*  
DoDDS-Pacific, Area Office  
Unit 35007  
FPO AP 96373-5007

011-81-98-876-0279  
DSN 315-645-2755  
Fax: 011-81-98-876-4263  
[Email](#)

*Japan District Superintendent's Office*  
DoDDS Japan District  
Unit 5072  
APO AP 96328-5072

DSN 315-225-3954  
011-81-425522510 ext .5-3940  
[Email](#)

## Health Care - Overview

### Moving With TRICARE

Whether moving stateside or overseas, active duty families can now switch their TRICARE Prime enrollment by phone! Before you start your move, contact your losing TRICARE health care contractor to see if you need to switch to a new region. TRICARE does the rest! You must update DEERS (Defense Enrollment Eligibility Reporting System) with your new address so you do not have any disruptions in service and your enrollment moves with you. Get contact information, and more TRICARE [moving tips](#) on the TRICARE website.

Your [TRICARE](#) coverage is completely portable—meaning it moves with you. You are covered worldwide—both in-transit to your new duty location and once you arrive—but depending on where you go, you may use a different TRICARE health plan option. Additionally, you may have different enrollment steps depending on which health plan option is available in your new area.

#### *When Enrolled in a TRICARE Prime Option*

The TRICARE Prime options include TRICARE Prime and TRICARE Prime Remote for stateside and TRICARE Prime Overseas and TRICARE Prime Remote Overseas for overseas. Follow these simple steps to set-up Prime coverage in your new location without a break in coverage.

1. Do not disenroll from your TRICARE Prime option before you move.
2. Call your losing contractor and provide information about your upcoming move; new duty station, expected date of arrival, cell phone number, valid email address, and eligible family members moving to the new location.
3. Your losing contractor passes the information along to your new contractor.
4. Within five days of your anticipated arrival, your new contractor will try to call/contact you to confirm your arrival and enrollment choices.
5. Once you agree to the transfer, the process is complete. It could take up to four days, but you never lose TRICARE Prime/Prime Remote coverage.

There are other ways to set-up Prime in your new area:

1. Before moving, visit your local TRICARE Service Center to complete an enrollment change form.
2. Go online and set-up your new enrollment via the [Beneficiary Web Enrollment Website](#)
3. Download and complete a [TRICARE Prime Enrollment Application and PCM Change Form](#). Mail it to the new contractor or drop it at a local TRICARE Service Center.
4. Enroll when you in-process at your new duty station.

Enrollment and assignment of a new primary care manager (PCM) should occur within 30 days when moving within the same region, moving to a new region or overseas.

Update your personal information in the [Defense Enrollment Eligibility Reporting System \(DEERS\)](#) immediately, as your new location reflected in DEERS is the key to transferring enrollment.

Where you are moving determines which Prime option is available.

### Prime Options in the United States

#### *TRICARE Prime*

TRICARE Prime is offered in Prime service areas—geographic areas typically located around a military treatment facility—throughout the country.

#### *TRICARE Prime Remote*

In non-Prime service areas, which are generally 30 minute drive-time or 30 miles from the nearest MTF, TRICARE offers TRICARE Prime Remote. Enrollment is normally with a network provider when available; otherwise, enrollment is with a TRICARE authorized provider who manages all of your care. Any TRICARE-eligible family members living with you in a TRICARE Prime Remote area can enroll in TRICARE Prime Remote for active duty family members. Be sure to include them on the enrollment form.

TRICARE	Managed Care Support Partner	Call Toll-Free	Website
Region			
North	Health Net Federal Services, Inc.	877-874-2273	<a href="http://www.hnfs.com">www.hnfs.com</a>
South	Humana Military Healthcare Services, Inc.	800-444-5445	<a href="http://www.humana-military.com">www.humana-military.com</a>
West	TriWest Healthcare Alliance	888-874-9378	<a href="http://www.triwest.com">www.triwest.com</a>

### Prime Options Outside the United States

#### TRICARE Prime Overseas (TOP)/TRICARE Prime Remote Overseas

TRICARE Prime Remote Overseas is a Prime option offered in designated remote overseas locations. Command-sponsored family members who reside with you are eligible for TRICARE Prime Overseas. Be sure to include all family members who wish to use TRICARE Prime Overseas.

Before you move to another overseas area or to an area within the United States, contact the nearest TRICARE Service Center or managed care contractor for assistance.

TRICARE - Eurasia - Africa	TRICARE - Latin America and Canada	TRICARE - Pacific
<b>TOP Regional Call Center (1)</b>  +44-20-8762-8384 <a href="mailto:tricarelon@internationalsos.com">tricarelon@internationalsos.com</a>	<b>TOP Regional Call Center (1)</b>  +1-215-942-8393 <a href="mailto:tricarephl@internationalsos.com">tricarephl@internationalsos.com</a>	<b>TOP Regional Call Center (1)</b>  Singapore: +65-6339-2676 <a href="mailto:sin.tricare@internationalsos.com">sin.tricare@internationalsos.com</a>  Sydney: +61-9273-2710 <a href="mailto:sydtricare@internationalsos.com">sydtricare@internationalsos.com</a>
<b>Medical Assistance (2)</b>  +44-20-8762-8133	<b>Medical Assistance (2)</b>  +1-215-942-8320	<b>Medical Assistance (2)</b>  Singapore: +65-6338-9277  Sydney: +61-2-9273-2760
<b>TRICARE Area Office</b>  +49-6302-67-6314  314-496-6314 (DSN)  <a href="mailto:teoweb@europe.tricare.osd.mil">teoweb@europe.tricare.osd.mil</a>  <a href="http://www.tricare.mil/overseas">www.tricare.mil/overseas</a>	<b>TRICARE Area Office</b>  +1-703-588-1848  312-425-1848 (DSN)  <a href="mailto:taoloc@tma.osd.mil">taoloc@tma.osd.mil</a>  <a href="http://www.tricare.mil/overseas">www.tricare.mil/overseas</a>	<b>TRICARE Area Office</b>  +81-6117-43-2036  315-643-2036 (DSN)  <a href="mailto:tpao.csc@med.navy.mil">tpao.csc@med.navy.mil</a>  <a href="http://www.tricare.mil/overseas">www.tricare.mil/overseas</a>
<b>Health Care Claims (Active Duty)</b>  TRICARE Active Duty Claims, PO Box 7968, Madison, WI 53707-7968 USA	<b>Health Care Claims (Active Duty)</b>  TRICARE Active Duty Claims, PO Box 7968, Madison WI 53707-7968 USA	<b>Health Care Claims (Active Duty)</b>  TRICARE Active Duty Claims, PO Box 7968, Madison, WI 53707-7968 USA
<b>Health Care Claims (Non-active duty)</b>  TRICARE Overseas Region 13, PO Box 8976, Madison, WI 53708-8976 USA	<b>Health Care Claims (Non-active duty)</b>  TRICARE Overseas Region 15, PO Box 7985, Madison, WI 53708-8976 USA	<b>Health Care Claims (Non-active duty)</b>  TRICARE Overseas Region 14, PO Box 7985, Madison, WI 53708-8976 USA

(1) For toll-free numbers contact [www.tricare-overseas.com](http://www.tricare-overseas.com)

(2) Only call Medical Assistance numbers to coordinate overseas emergency care

### **When Using TRICARE Standard and Extra**

TRICARE Standard and Extra are available to family members only. Active duty service members are required to enroll in one of the Prime options described above.

TRICARE Standard and Extra are available throughout the United States and enrollment is not required. Any eligible active duty family member who is registered in DEERS may use these programs by seeing any non-network or network (Extra) TRICARE authorized provider. In areas outside of the United States, active duty family members who do not want to use a Prime option may use TRICARE Standard Overseas by seeing qualified host nation providers.

If you are already using TRICARE Standard and Extra, moving is easy.

1. Once you arrive at your new location, update your personal information in the Defense Enrollment Eligibility Reporting System (DEERS) immediately.
2. Find TRICARE-authorized providers in your new area.

Here are a few things to remember about using TRICARE Standard and Extra in a new region

- In the U.S.: Visit your new regional contractor's website for a list of network providers. Remember, if you see network providers, you will be using the Extra option and pay lower cost shares.
- Outside of the U.S.: Contact International SOS or the MTF Service Center for help locating a qualified host nation provider. The TRICARE Extra option is not available in overseas areas.
- If you move to a new region, you will have a new claims address for submitting your TRICARE claims.
- Learn your new region's prior authorization requirements because these requirements can differ by region.

### **When Using TRICARE For Life**

TRICARE For Life—TRICARE's supplemental coverage for those who are eligible for Medicare **and have purchased Medicare Part B**—requires no enrollment and you will have a smooth transition when you move. [TRICARE for Life](#) contact information: WPS TRICARE For Life, P.O. Box 7889, Madison, WI 53707-7889; 1-866-773-0404; TDD 1-866-773-0405

- Once you arrive at your new location, update your personal information in the Defense Enrollment Eligibility Reporting System (DEERS) immediately.
- Find Medicare providers in your new area.
- Visit Medicare's [website](#).

If you move overseas, your TRICARE For Life coverage may change depending on where you move. In U.S. Territories such as Guam, Puerto Rico and the U.S. Virgin Islands, TRICARE For Life coverage works the same as the stateside program. But, in all other overseas locations, TRICARE For Life Overseas works differently because Medicare does not provide coverage in most overseas locations. Therefore, TRICARE is the primary payer. You can get care from any host nation provider and you will be responsible for TRICARE deductibles and cost shares.

Contact International SOS, or the TRICARE Area Office for the overseas area where you are moving, or the nearest American Embassy Health Unit for assistance finding a host nation provider.

### **Getting Care Along the Way**

*Routine Medical and Dental Care—Get it before you go.*

Before you move, make sure you have received any routine medical or dental care you think you might need during the time you will be traveling. Or, delay the care until you get to your new duty location. Check supply of all prescription medications and get refills/new prescriptions until you can make an appointment with your new Primary Care Manager (PCM) at your new duty site.

*Emergency Care in the United States—Call 911 or go to the nearest emergency room.*

TRICARE defines emergency care as medical services provided for a sudden or unexpected medical or psychiatric condition, or the sudden worsening of a chronic (ongoing) condition that is threatening to life, limb, or sight and needs immediate medical treatment, or which has painful symptoms that need immediate relief to stop suffering. If you are near a military treatment facility (MTF), you should go to the MTF or military dental treatment facility for emergency services. If you are seen in a civilian facility, contact your PCM or regional contractor within 24 hours.

***Urgent care in the United States—Coordinate with your PCM and/or regional contractor***

TRICARE defines urgent care as medical care for a condition that will not result in disability or death if not treated immediately but should be treated within 24 hours to avoid further complications. If you are in a Prime program, you must coordinate urgent care with your primary care manager and/or regional contractor before receiving the care. If you are in TRICARE Standard and Extra or TRICARE For Life, you can receive care as you normally would. You should, however, contact your contractor as soon as possible to coordinate any prior authorizations that are needed.

***Emergency or Urgent care Overseas follow these steps***

- AD and ADFM enrolled in TRICARE Prime and travelling outside the United States: Contact the TRICARE Area Office, or go to their [website](#) for assistance finding Emergency or Urgent care.
- AD and ADFM stationed overseas:
  - For Urgent care coordination, contact your MTF PCM, or
  - Contact the closest TRICARE Area Office, or
  - Contact the TRICARE Overseas Regional Call Center, or
  - Go to their [website](#) ([internationalsos.com](http://internationalsos.com))

You do not need prior authorization for emergency or urgent care but the TRICARE Area Office or TRICARE Global Remote Call Center will help you find the best care available in the overseas area in which you are traveling.

**Filling Prescriptions on the Road**

You should have all your prescriptions filled before you leave, but if you need a prescription filled while you are traveling in the United States, you have several options:

- If near an MTF, fill the prescription at the MTF pharmacy.
- Find the closest TRICARE network pharmacy.
- If a network pharmacy is not available, you can visit a non-network pharmacy. In this case, you may have to pay up front for your medications and file a claim with Express Scripts, Inc., for reimbursement. For more details, visit the [TRICARE website](#)
- The TRICARE home-delivery is not recommended for a prescription you need right away, but if you'll be away for a long time, you can arrange for any regular prescriptions to be filled via the mail-order pharmacy.

Your pharmacy coverage is limited overseas:

- TRICARE network pharmacies are only located in the United States, Puerto Rico, Guam and the U.S. Virgin Islands. You can have prescriptions filled at host-nation pharmacies, if necessary. Host-nation pharmacies are treated the same as non-network pharmacies. If you have prescriptions filled at a host-nation pharmacy, you should expect to pay for the total amount up front and file a claim with Wisconsin Physicians Service for partial reimbursement. To learn more about pharmacy claims, visit the [TRICARE website](#).
- To use the mail-order pharmacy overseas, the prescription must be from a U.S. licensed provider and you must have an APO or FPO address.

**If You Have Questions**

Your regional contractors and TRICARE Area Offices are available to answer your questions. These offices are listed above. Find even more information about moving, updating DEERS, the TRICARE regions and much more at the [TRICARE website](#).

**Installation Specific Information**

NAF Atsugi offers excellent clinical Branch Medical and Branch Dental services. Specialized services are many times redirected to US Army Camp Zama or US Naval Base Yokosuka.

***Branch Health Clinic***

The Branch Health Clinic provides primary health services, dental services and flight medicine to approximately 30 commands and activities stationed aboard the NAF. Health care is limited to primary medical and dental care. Specialists are located at USNH Yokosuka which is approximately one to two hours from NAF Atsugi. A weekday shuttle is available; otherwise, the roundtrip tolls are 2,200 yen, out-of-pocket. The clinic does not provide Obstetrics service. Pregnant women may elect to be sent to Yokosuka Naval Hospital for delivery or they may choose to have their baby in a Japanese local hospital. Reservation for "Stork's Nest" at USNH Yokosuka is highly recommended at least 3-4 weeks before delivery.

The Primary Care Clinic provides primary health care to our family members; shore based active duty, and civilian beneficiaries. The Primary Care Clinic hours of operation are 7:15 a.m. - 11:45 am and 12:45 p.m. - 4:00 p.m. on

Monday, Tuesday, Thursday and Friday. On Wednesdays the clinic is open from 7:15 a.m. until noon. The clinic is closed 12:00 p.m. - 4:00 p.m. on Wednesdays for continued medical, nursing, and staff training and education.

*Dental Clinic*

The Branch Health Dental Clinic is located inside the Branch Medical Clinic in Building 21. It consists of 2 clinics, a main clinic and the Flight Line Dental Annex. These clinics provide primary dental care for the Air Wing, NAF tenant commands and family members. Branch Dental Clinic has same operating hours with Branch Medical Clinic. All Dental Specialists are available at Naval Dental Clinic, Yokosuka. Patients from NAF Atsugi are seen at Yokosuka on a referral basis.

Referrals from BHC Dental Dept. are required for an orthodontic evaluation at Camp Zama Dental Clinic. Availability of treatment is based on severity of case (extent of need).

## Child and Youth Programs

### General Information

The Department of Defense (DoD) and the Military Services take great pride in the variety and quality of services provided to children and youth on installations worldwide. While the services provided depend on the size of the location, the standards and quality of services are consistent and meet established regulations. The network has hundreds of locations worldwide serving over 1.3 million children.

### Child Development Centers (CDC)

These facilities generally offer child care for children ages six weeks to 5 years old. Care is typically available weekdays from 6:00 a.m. to 6:00 p.m. CDCs vary in size; the average CDC cares for about 200 children. All programs must be certified by the DoD and accredited by a national accrediting body such as the [National Association for the Education of Young Children](#).

### In-Home Childcare

With in-home childcare, children receive their care in the private home of a certified provider living in government-owned or leased housing or in state-licensed homes in the community. Family child care provides accommodating child care arrangements, including night, weekend, and flexible hourly care for shift work.

In-home childcare programs offer comparable care to a CDC. Providers must be certified by the DoD, and some seek additional accreditation from the National Association of Family Child Care (NAFCC). Regulations limit the number of children that may be cared for at one time: no more than six children under age eight, and no more than two charges under two years old.

### School-age care (SAC)

DoD School-Age Care (SAC) programs are offered for children, kindergarten to 12 years of age before and/or after school, during holidays, and summer vacations. Emphasis is placed on SAC programs which meet community needs, reinforce family values, and promote the cognitive, social, emotional, and physical development of children. SAC may be provided in DoD Youth Centers, Child Development Centers or other suitable facilities. To expand school-age care spaces, DoD policy encourages use of youth centers; on-and off-base schools, and other suitable facilities such as community centers. Accreditation of DoD SAC programs is a requirement. Accreditation sets the professional standards for after school programs and helps families identify high-quality programs.

### Waiting List

Due to a high demand for care, you may be placed on a wait list. Your position on the wait list depends on many factors that are at the discretion of the installation and may include your spouse's military status, the date you apply, deployment and your employment. If these factors change while you are on the wait list, your position will be changed accordingly, so it is important that you keep your information up-to-date.

Child care is not an entitlement, and fees are income-based. Fees throughout the child development system of care fall into fee ranges set by DoD.

To apply for child care, fill out [DD Form 2652, Application for Department of Defense Child Care Fees](#) and [DD Form 2606, the Department of Defense Child Development Program Request for Care Record](#) and return them to the Resource and Referral (R&R) office at your installation.

## Youth Programs

The Department of Defense has a long history of providing positive youth programs that focus on alternative activities for youth during out-of-school hours. Today, DoD continues to be committed to youth by providing consistent guidance and stable and dynamic programs in more than 350 youth programs worldwide. DoD promotes positive youth development by designing programs to recognize the achievements of youth and by developing partnerships with other youth-serving organizations like the Boys & Girls Clubs of America and 4-H that offer a variety of resources. Programs for teens and pre-teens vary from one base to another, but are governed by a consistent DoD instruction. Programs prepare young people to meet the challenges of adolescence and adulthood through a coordinated, progressive series of activities and experiences that help them become socially, emotionally, physically and cognitively competent. Programs usually include physical fitness and sports, arts and recreation, training in leadership, life skills and career/volunteer opportunities, mentoring, intervention and support services.

## Child Care

### Child Development Center (CDC)

NAF Atsugi, Japan Child Development Services (CDS) programs has successfully completed the Department of Defense certification program. CDS, a division of Morale, Welfare and Recreation (MWR) provides quality child care with scheduled indoor and outdoor activities, arts and crafts, free play, storytelling, music and safe environment.

The Child Development Center offers high quality childcare for infant through elementary school age SOFA-sponsored children. CDC offers Full-time, Part-time, and Hourly care. Children ages 6 weeks - 12 years may utilize Hourly Care. Developmental child care and youth recreational programs are available to all Status of Forces Agreement (SOFA) sponsored active duty military, activated reservists and guardsmen, DoD civilian personnel, and DoD contractors.

#### *Eligibility*

In order for children to be enrolled in child development center in Atsugi Japan, You must update the required immunizations. Immunizations record needs to be transcribed at Branch Medical Clinic. A full time care requires a completion of CDC packets, registration forms and LES but for short term child care registration form and immunization records are required.

#### *Costs*

There is no annual registration fee at CDC. Payments are made every IST of the month and service members have an option to pay every week if they want. Income will be verified through the service member's most recent LES. Military income includes Base Pay, Basic Allowance for Subsistence and Basic Allowance for Housing. The spouse's most recent pay stub will be used to verify the income of military personnel. 20 percent discount is given to a family who has a second child enrolled at CDC. CDC fees are based on 6 categories of rank and rate with corresponding amount. All fees are in effect as of September, 2007. Full Day Childcare for ages 6 weeks to Pre-Kindergarten- from \$245 to \$564 per month. Before/After School Care - \$100 to \$236 per month. Half Day Kindergarten - \$96 to \$188 per month. Hourly Care has a fixed rate of \$3.00 for all service members

Fleet and Family Support Center pays for childcare fee while the service member and the spouse attend the Area Orientation Brief and Intercultural class from Monday to Friday. A voucher is issued at the front desk after the completion of each class. The parents are responsible for any costs beyond the authorized FFSC Childcare voucher time. Command Sponsor may assist in making the reservation of your child/children in advance at CDC.

MWR pays for 5 hours per month for child care fee at Child Development Center for IA Family. Child must be registered at CDC and immunization records must be completed and transcribed by medical clinic in Atsugi.

**EFMP** -If you have a family member with special needs please ensure your family member is enrolled in the Navy's Exceptional Family Member Program (EFMP). EFMP is designed to provide support to military family members with special needs and provide comprehensive and coordinated medical, educational, community and personnel support. The local EFMP Coordinator is available at the NAF Atsugi Branch Health Clinic at DSN 315-264-4901 or internationally 011-81-467-63-4901.

#### *Availability*

The waiting list for full-day child care varies depending on the age of the child and the status of parents (i.e. active duty, single active duty, etc.)Please call Central Registration at DSN 315-264-3588 or Commercial # 011-81-467-63-3588 for enrollment and waiting list information. If you are a single parent (active duty or civilian stateside hire) or dual active duty/ dual civilian stateside hire parents, you have priority for childcare services.

### Atsugi's Child Development Home (CDH) Program

Offers quality childcare in licensed on-base homes. CDHs are an alternative to center-based care and are often preferred by families because of the small group sizes, home-like atmosphere and flexible hours of operation that other centers often cannot accommodate. Child Development Homes support families in need of childcare for children ranging from infant to elementary age. Childcare is also provided on evenings and weekends. Please register at the Central Registration Office, located in Bldg. 3250, where you will be placed in a home as one becomes available. [Find out how.](#)

### School Age Care (SAC)

A member of the Boys and Girls Clubs of America, the School Age Care program specializes in before and after school care and specialty camps during winter, spring, and summer school breaks.The School Age Care (SAC) program

provides age-appropriate recreational and educational activities that help in the development of our youth. Some activities include: indoor and outdoor games, arts and crafts projects, field trips, and special event parties. We also conduct Boys & Girls Clubs programs including: Photo Club, Nike Challenge, and Power Hour. U.S. military personnel and SOFA-sponsored DoD civilians with dependent children Kindergarten through 12 years are eligible to use the program. Fees are determined according to total family income.

### **Teen**

The Teen Center is Atsugi's hangout for teens in grades 7 - 12. Recent high school graduates are allowed to participate in our programs during the summer of their graduation. Pre-teens (10-12 years old) may use the Teen Center until 6 p.m. The Teen Center supports the base community by offering safe recreational and educational programs to keep our teens happy, healthy, and drug-free. The Center provides activities that enhance their cultural experience while in Japan, helping in their development into adulthood. A variety of on and off-base events are held throughout the year including: trips to local amusement parks, outdoor adventure trips, special event parties, and game tournaments. As a member of the Boys & Girls Clubs of America, the center also hosts a variety of classes such as the "Smart Girls" program, and other classes that deal with the issues today's teens face. The facility has ping-pong, foosball, and pool tables; video games; a TV lounge area; computer resource center; and a huge dance area with special effects lighting and more. [See what's going on this month.](#)

### **Youth Sports**

The Youth Sports program is designed to offer a variety of athletic activities to assist in the development of our youth. The programs are designed to teach the importance of sportsmanship, teamwork, and self-development in a positive environment where they can make new friends and meet up with old ones. The current sports calendar (link to the calendar) offers baseball, basketball, flag football, volleyball, dodgeball, and soccer. The program also has a competitive swim team that meets throughout the year. The Smart Start Program allows children 3 - 4-years-old to participate in soccer, flag football, and t-ball with other children their age. Youth Sports is open to dependants (grades 1 through 12; Smart Start: 3 - 4 years) of U.S. military personnel and SOFA-sponsored DoD civilians

## Youth Services

### Youth Services

#### *Fleet and Family Support Center's Youth Outreach Programs*

The Youth Outreach Programs work in conjunction with staff from local schools, MWR's Youth and Teen Centers, and other community agencies to support and meet the needs of Atsugi's youth and teens. The youth outreach program offers classes on a variety of subjects including:

- Youth and Teen ICR Classes -- Classes include discussion and activities that are designed to help newcomers better adjust to their new environment. This class is full of information about the Japanese culture, getting around and having fun around Atsugi and in Japan.
- Home Alone Classes --This class provides kids with important information and tips on staying home alone safely. Course includes basic information about general home safety, first aid and how to handle emergency situations.
- Smooth Move Classes -- This class helps to prepare youth for an upcoming move and provides them with critical information and skills to assist them to adjust to a new duty station. Activities and discussions center around helping youth cope with the difficulties of moving and includes strategies that youth can use, before, during and after a move to reduce stress.

#### *Youth Center*

A member of the Boys and Girls Clubs of America, the Youth Center specializes in before and after school care and specialty camps during winter, spring and summer school breaks. The goal is to take appropriate care of Atsugi's youth population while they are away from home.

#### *Youth Sports*

The Youth Sports program is designed to offer different types of athletic activities to assist in our youth's development. They are designed to teach the importance of sportsmanship, teamwork and self-development in a non-competitive environment where they can make new friends and meet up with old ones. Programs are offered throughout the year during after school hours and weekends.

#### *Teen Center*

The Teen Center is Atsugi's local hangout for teens in grades 7-12. The mission is to support the base community by offering safe recreational and educational programs to keep our teens happy, healthy and drug-free.

The Center provides activities that enhance the teen's cultural experience while in Japan that help in their development into adulthood. With the help of our teen council, the Center organizes a variety of on and off-base events throughout the year.

#### *Youth Employment*

Human resources offers summer hire jobs for teenagers ages 14-18. There are many jobs opening for teens during summer. NEX and MWR also offer part time jobs for high school students. Most of the jobs offered are food service, cashier and sales clerks.

#### *Boy Scouts/Girl Scouts*

The point of contact for scouting is The Boy Scouts of America Regional Headquarters at US Army Camp Zama. Programs include:

- Boy Scouts (boys ages 11-18 years)
- Girl Scouts (girls ages 6-18 years)
- Cub Scouts (boys ages 6-10 years)
- Venture Scouts (co-ed ages 14-20 years)

#### *Youth Religious Programs*

Chapel of the Good Shepherd offers the following religious programs for Atsugi youth:

- Jr / Sr High Schoolers Youth Meetings -- The group meets Wednesdays, 6-8 pm on the third floor of the Resource Center.
- AWANA Ministry Hours --The group meets Wednesdays, 6-8 pm at the Youth Center.The program is for children ages three years to sixth grade.
- Daughters of Mary Immaculate -- For teenage ladies ages 12-18, they meet Thursdays at the Chapel Lounge from 4-5:30 pm.
- Knights of St. Michael / Little Flowers of St. Therese -- Packed with religious, educational, and most of all, fun-filled activities for kids from grades K-6. Meets Fridays from 4-5:30 pm on the third floor of the Resource Center.

*Adolescent Substance Abuse Counseling Services (ASACS)*

This service helps teen-agers dealing with drugs and alcohol problems in school. Counselor provide counseling and available upon request. You may contact him at DSN 263-3847/ASAP 263-8059 at Camp Zama Base or /FFSC Atsugi 264-3628.

## New Parent Support Program

### Navy New Parent Support Home Visitation Program

#### *About Our Program for Expectant Parents and Parents of children ages 0 to 3*

New Parent Support Home Visitation Program (NPSHVP) is an early-intervention service to families designed to foster healthy child development, specifically for families that are expecting or have children up to 3 years of age.

The Navy NPSHVP is based on the Nurturing Parenting Program ©. This program is family-centered and is responsive to the unique strengths and needs of each military family. Families that are experiencing challenges with the fast paced military lifestyle can benefit from the NPSHVP Nurturing Parenting Program. Parents learn from an evidence based, tested and proven program that assist you with a variety of topics and issues, including:

- Bonding with your new baby or toddler
- Understanding the developmental stages that your child is going through
- Alternative ways to discipline your children
- The importance of Nurturing Touch
- Learning about family roles
- Learning about how children master new skills
- Learning what you should expect from your little one

Parenting can be fun! Childhood is a special time of watching a young life grow, explore and find excitement in many things. In this program you will experience fun, closeness and enjoyment in growing together. Your Home Visitor will assess your family, so that sessions are tailor made to fit your interest and your child's needs. Parents and their children receive a sequence of lessons and activities in home-based sessions. The Home Visitor works with you, promoting positive parent-child relationships between you and your child, improving your parent knowledge and skills, and fosters healthy child development. Our program partners closely with other key community services, such as community health agencies, hospitals, social workers and educators to provide a rich and comprehensive resource base to our NPSHVP families.

#### **About NPSHVP Home Visitors**

The Navy New Parent Support Home Visitor team is composed of educators with experience in the field of maternal/child health, child development or public health child development backgrounds. Home Visitors have a bachelors or equivalent degree in education, nursing or social service related studies and often have additional training beyond the stated requirements. All Home Visitors, in accordance with DODINST 1402.5 and PERS letter 1754 Ser 660/173, who have regular contact alone with children under the age of 18 undergo a criminal history background check.

All Home Visitors have been trained to deliver the Nurturing Parenting Program ©. This program has been empirically proven to help new parents learn positive and fun strategies that make families successful. The author and creator of this program, Stephen Bavolek, Ph.D. has consulted with the United States Navy New Parent Support Home Visitation Program to develop materials and information that is relevant to today's military family. Dr. Bavolek personally teaches the Navy Home Visitors the Nurturing Parenting Program philosophy and program implementation so that Home Visitors can best serve military families.

#### *Who is eligible?*

Eligibility for this program is determined by the Service member or family member being eligible to receive treatment in a Military Medical Treatment Facility. First priority is given to families with a deployed active duty member. Every service member/family member who is expecting a child or is the parent of children ages zero to three can be screened and assessed for NPSHVP services.

#### *How to Get Started in the Program*

Contact your local Fleet and Family Support Center (FFSC) to inquire about Home Visitation or related resources in your area. If a Home Visitor is available in your area, the Home Visitor will screen your family and determine what resources would be the best fit for your family. If a Home Visitor is not available, the FFSC will provide you with information and referral resources in your community that offer support to new parents.

#### **Installation Specific Information**

New Parent Support Program provides education and support for new parents who maybe separated from their other

supportive networks. It promotes positive quality of life and information that will assist them with being successful in their role as parents and provide families with knowledge of other available resources in the community. New Parent Support team consists of a registered nurse, a home visitor and admin assistant.

To enroll in these classes call DSN: 315-264-4188 or 011-81-0467-63-4188. Eligibility for the Home Visitation Program is determined by those mothers who scored 4 and above in the Family Needs Screener, single mothers, first time pregnancies, and parents that have children ages 1-4 years old who need assistance in parenting.

The NPS Program offers a variety of classes such as Prepared Childbirth, Prenatal Care, Breastfeeding, Newborn Care, Dad's Baby Boot Camp, 1,2,3,4 Parents, Support group for Breastfeeding Mothers, Playgroup and Home Visitation Program Please visit our [website](#) for more information.

Parenting classes are also offered in EDIS (Education and Developmental Intervention Center) at Camp Zama Japan.

## Family Center

### Programs and Services

A key resource on your installation and a gateway to accessing all of the resources available to you, the Fleet and Family Support Center provides information, support and services to help you balance the demands of family and the military lifestyle. The Fleet and Family Support Center is one part of the overall installation family support system, which is the network of agencies, programs, services, partnerships and individuals that supports your personal and family life readiness, mobilization and deployment readiness, and mobility and economic readiness. The Fleet and Family Support Center should be one of your first stops upon arriving at an installation; its programs and services will be an important resource for you and your family.

*Deployment/Individual Augmentee Support* - We will assist during all phases of the deployment cycle, providing workshops, online and virtual support groups, deployment handbooks, family preparedness seminars and much more. During the deployment, we'll help your family cope with the challenges of extended absences and connect them with resources to ease the burden of family separation. Upon return from deployment, we offer return, reunion, and reintegration seminars to help transition from deployment to homecoming.

*Relocation Assistance* - From "Smooth Move" workshops to household hospitality kits, we can provide information, referral, resources and tools to make your permanent change of station (PCS) moves efficient and simple. Services include a loan closet from which families may borrow basic household goods; assistance with in-transit emergencies; classes on move-related topics such as buying or selling homes; and individual PCS planning, among others.

*Transition Assistance* - Leaving the Navy may involve a total lifestyle change. We host the U.S. Department of Labor-sponsored Transition Assistance Program (TAP) Employment Workshop for sailors planning to leave the Navy or retire. These information-packed workshops are designed to provide you with the skills and knowledge necessary to plan and execute a successful transition. The Department of Veterans Affairs (VA) presentation on VA benefits is also included.

*Personal Financial Management* - A program to assist you in developing a personal and/or family financial management plan. Our trained personal financial fitness staff can help you analyze your finances. You can learn more about setting priorities, creating budgets, debt liquidation, Thrift Savings Plan, consumer and credit issues, and predatory lending. We'll help you set a course for financial independence and guide you through your journey of becoming a Million Dollar Sailor. The FFSC staff is a centralized training source for command financial specialists.

*Employment Assistance* - The training, information, and personalized career coaching will help you identify and reach your employment and career development goals, manage the challenges associated with a mobile lifestyle and develop job search skills. Our network with local employers can have you climbing the ladder of success. Employment assistance professionals can assist with a wide variety of family employment issues.

*Life Skills* - We offer proactive workshops to enhance and assist with balancing your personal and professional life. This program provides you with information and education about a variety of life cycle issues, including parenting and relationships to help you strengthen your relationships.

*Information and Referral* - An integral function of the family center, information and referral services can assist you in locating needed services and programs available on your installation, through civilian agencies in the local community, and via national resources.

*Ombudsman* - The morale, health, welfare and efficiency of command personnel are the responsibility of the Commanding Officer. The Command Ombudsman acts as a liaison between the command and its families. Our highly-trained Ombudsmen help provide you with information necessary to meet the unique challenges of a military lifestyle.

Family centers may also provide other services, such as Counseling, Family Advocacy, New Parent Support, Sexual Assault Victim Intervention, Volunteer and exceptional family member support. Services vary by location.

### Installation Specific Information

The Atsugi Fleet and Family Support Center is located in the Admin Headquarters 1<sup>st</sup> floor Bldg. 949.

*New Parent Support Program* -- New Parent Support Program provides education and support for new parents who maybe separated from their other supportive networks. It promotes positive quality of life and information that will assist them with being successful in their role as parents and provide families with knowledge of other available resources in the community. New Parent Support team consists of a registered nurse, a home visitor and admin assistant.

To enroll in these classes call DSN 315-264-4188 or Commercial number 011-81-0467-63-4188. Eligibility for the Home Visitation Program is determined by those mothers who scored 4 and above in the Family Needs Screener, single mothers, first time pregnancies, and parents that have children ages 1-4 years old who need assistance in parenting.

The NPS Program offers a variety of classes such as Prepared Childbirth, Prenatal Care, Breastfeeding, Newborn Care, Dad's Baby Boot Camp, 1,2,3,4 Parents, Support group for Breastfeeding Mothers, Playgroup and Home Visitation Program. Please visit our [website](#).

Parenting classes are also offered in EDIS (Education and Developmental Intervention Center) at Camp Zama Japan.

*Counseling* -- Clinical counseling services can directly improve quality of life of Sailors and their family members by addressing the stressors facing them in today's Navy. From time to time, most of us have needed guidance to maintain or improve quality of life. This assistance may have taken various forms to include clinical counseling. If you encounter problems or a crisis in your life, let our professional, caring and understanding counselors help you deal with life's challenges.*Family Advocacy* -- The Navy's Family Advocacy Program (FAP) responds to incidents of domestic violence, child abuse, and child neglect. If you are a victim of domestic violence you can receive services without triggering a command or law enforcement investigation. Individual, marital, and family therapy as well as skill building classes are available. -- The Navy Sexual Assault Prevention and Response (SAPR) program offers a standardized, consistent, victim-sensitive system to prevent and respond to sexual assault Navy-wide 24/7. The Navy's standardized sexual assault prevention and response guidance in SECNAVINST 1752.4, states:

#### *Sexual Assault Victim Intervention*

- Sexual assault is a criminal act that is absolutely incompatible with the Department of the Navy's core values, high standards of professionalism, and personal discipline.
- Commanders shall take appropriate action under U.S. laws and regulations in all cases of sexual assault.

*Volunteer Services* -- The FFSC Volunteer Program offers an opportunity to work within the FFSC or the community. There are two main components to the program:

- Augment paid staff in order to be able to provide additional services.
- Provide military members and their families the opportunity to learn new skills to share with their community and to enhance their personal marketability for employment.

NAF Atsugi FFSC is a Presidential Volunteer Service Award (PVSA) certifying organization.

*Exceptional Family Member Program* -- FFSC has no Exceptional Family Member program. Support is provided through the Branch Health Clinic.

*Retirement Services* -- Fleet and Family Support Center has a volunteer program for military personnel who are planning to retire in Japan. A volunteer who runs the program for almost 20 years is willing to assist the service members and their family to transition in Japan.

*VA Facilities* -- NAF Atsugi base has no VA facilities but VA representative comes every month at the Fleet and Family Service Center and gives class for retirees and separatees. Military and Spouses can avail information through VA representative by making an appointment at the front desk of FFSC NAF Atsugi.

For NAF Atsugi FFSC Calendar of classes, please go to the [FFSC website](#).

## Employment - Overview

### Employment Opportunities

Family Employment Readiness program helps family members to assist in their resume writing, interview skills and enhance their career development. Basic employment opportunities in NAF Atsugi are plenty through MWR and NEX. Majority of the jobs are customer service, clerk, food service, child care provider, admin work, book keeper, computer technician and etc. Supervisory positions and advanced skills positions are very limited. Substitute teachers are always needed in both Elementary School in Atsugi, Middle School and High School in Camp Zama which is the Army Base.

*Modeling:* Many Japanese modeling agencies look for diversity and are interested in people of any size, shape, age, race, or appearance. The FFSC has a list of the most popular modeling agencies. Modeling fairs are offered by FFSC twice a year.

**Teaching English:** Native speakers of English are very often in demand by schools, companies, or private citizens. Quite often, formal teaching credentials are not necessary. Monthly workshops to help you get started teaching English are provided by FFSC.

FFSC FERP can be contacted at DSN 315-264-3628 or internationally 011-81-467-63-3628 or visit the [website](#)

The FERP Coordinator can also assist you with:

- Interview Techniques
- Employment Overview - Atsugi and Camp Zama Area
- Effective Resume Writing
- Government Employment Tips

In addition, the resource center at NAF Atsugi, Fleet & Family Support Center has 3 computers to assist you in job search. Computers include internet access for searching employment websites.

#### *Good Prospects*

Navy Exchange (sales clerk, cashier, food service crew), MWR (child care, customer service, recreational aids, and food service), and DoDDS substitute teaching at SLES. One of the main sources of employment is teaching English to Japanese people and modeling off base.

#### *Fair Prospects*

Clerical positions are fair but highly competitive.

#### *Poor Prospects*

Health care positions and high level management positions are very limited because we have only clinic and main hospital is located in Yokosuka Naval base.

### Employment Documentation

Be sure to plan in advance for your overseas job search. Bring copies of college transcripts and professional licenses with you, as well as letters of reference. In addition, it is advisable to bring addresses, phone numbers, etc. for completing application forms or background checks. If you are prior Civil Service, be sure to bring your most recent SF-50.

This information is often difficult to gather once you have arrived. Bring all your documents with you; do not pack them in your household goods shipment!

### Unemployment Benefits

Unemployment benefits are on a case by case basis and are determined by your state of residence. Please visit the [website](#) to search by state the contact information for your state of residence.

**Transition Assistance Program**

Active duty service members and their spouses receive free, professional assistance in career decision making, life planning, resume writing, interview skill and job search. TAMP program offers individual counseling, assistance on resume and application preparations, current employment opportunity, job listings, career assessment and evaluations. A representative from the Department of labor teaches classes every month and help service members about their benefits. One on one appointment with the VA representative is available and setting and appointment with him is recommended.

**Tuition Assistance***Atsugi Enlisted Spouse Organizations (AES)*

AESA provides fifteen spouse scholarships throughout the year. These scholarships are available to the spouse of any active duty service member or civilian employee assigned to commands at NAF Atsugi.

AESA provides five Son/Daughter scholarships throughout the year. These scholarships are available to any high school senior or high school graduate who resides with and is a dependent of an active duty service member parent or civilian employee assigned to command at NAF Atsugi.

AESA can be reached by calling DSN 315-264-3879 or 011-81-467-63-3879 or you may access the [AES website](#). Hours of Operation are Monday to Friday 8:30 am - 4:00 pm.

*Navy Marine Corps Relief Society - Atsugi Emergency Services Office (ESO)*

The Spouse Tuition Assistance Program (STAP) is open to spouses residing with the active duty service member while stationed at overseas locations. The program provides a loan of up to 50% of the tuition for education. Programs, up to a maximum of \$350 per undergraduate term, or \$400 per Graduate term, not to exceed \$1,750/\$2,000 per academic year. An applicant need not be a full-time student.

*MyCAA*

For information on MyCAA and Military Spouse Education and Career Opportunities, visit [Military OneSource](#).

NMCRS Atsugi can be reached by calling DSN 315-264-3691 or 011-81-467-63-3691. Hours of operation are Monday, Wednesday, & Friday from 11:00 am - 3:00 pm.

## Relocation Assistance

### Programs and Services

While moving is always stressful, your stress can be drastically reduced if you take full advantage of the information, education, and personal assistance provided to you by the Relocation Program. This is the place to find answers and get referral to other installation resources as well as assistance with in-transit emergencies. The most important thing you can do to ensure a smooth move is to start planning early using the many Relocation Assistance program services and tools available.

*Individual PCS Planning* -- Most relocation programs offer one-on-one consultation for anyone needing assistance. In particular those making their first military move, first overseas move, or those with challenging and complex situations such as special needs family members or financial problems should call the Relocation Program for an appointment.

*Military Installations and Plan My Move* -- For managing and planning your move, use these two DoD sponsored web-based relocation tools with information on over 250 installations worldwide. You can estimate expenses, find the forms necessary for housing and household goods, keep a calendar of events and take other necessary actions to ensure a successful move.

*Loan Closet* -- Basic household goods items are available to borrow while waiting for your personal property pre-departure or upon arrival. The typical items in stock include: pots and pans, dishes, silverware, irons, ironing boards, portacrib, high chairs, and infant/toddler car seats. Generally, towels and bed linens are not available, so these should be packed in your hold baggage.

*Workshops and Briefings* -- The classes offered vary from installation to installation but you can generally find classes on buying, selling and renting smart, budgeting and finance, moving with children, general moving preparation and many other moving related topics.

*Pre-departure Briefings* -- Sometimes called Smooth Move or PCS Briefings, you and your spouse will want to attend for sure. These briefings provide essential information that can prevent you from making uninformed and costly decisions before your move.

*Settling-in Services* -- These may include welcome wagon services, local area tours with childcare often provided, or basic household items to use until your goods arrive. Overseas arrival services may include introductory language classes and cultural awareness training.

*Deployment Support* -- The Family Center assists unit family readiness groups and Ombudsman programs during the entire deployment cycle. Support includes services for special needs, classes on deployment preparation, managing finances, helping children adjust, family separation, return and reunion, and information on resources available locally and on-line.

*Foreign Born Spouse Support* -- Whether your question concerns immigration and naturalization, learning the English language or how to take local transportation, the Relocation Program provides assistance, classes and referrals.

*Emergency Assistance* -- From time-to-time emergencies occur while moving, the Relocation Program office has the resources to provide emergency financial assistance and referrals.

*Transition Assistance* -- This is a mandatory program available to assist personnel and family members when they separate from the military. The Relocation Assistance office will establish your individual transition plan and refer you to all the installation and community resources necessary to complete a successful transition.

### Installation Specific Information

*Relocation Assistance Program (RAP)* -- Relocation services at Atsugi's Fleet and Family Support Center help service members and families deal with the stress of moving by providing education, information, and individual assistance. Relocation specialists provide services to help you adjust to your move quickly and successfully, whether you are arriving or departing the NAF Atsugi area. Classes and workshops are offered to ease your transition.

*Area Orientation Brief (AOB)/Inter-Cultural Relations (ICR) Class* -- By direction of the NAF Atsugi Commanding Officer, as of July 1, 2006, all personnel assigned to NAF Atsugi, and its tenant commands, are required to attend the Area Orientation Brief (AOB)/ Intercultural Relations (ICR) course in addition to the Driver's Safety/License Class in order to receive a driver's license. No one will be issued a driver's license until they have completed the requirements above without a special waiver from the Base Commanding Officer. This applies to the following: active duty service members, DOD Civilians, DODEA personnel, civilian contractors and the family members of all personnel listed above. It is

recommended to register as soon as possible.

Reservation for Area Orientation Brief and Intercultural Class is recommended 3-4 weeks in advance at the Fleet and Family Support Center, NAF Atsugi. The Area Orientation Brief is offered 8:30 am- 4:00 p.m. every Monday.

The Intercultural Class schedule is as follows:

- Tuesday- 8:30 a.m.-3:45 p.m.
- Wednesday - 8:15 a.m. - 3:15 p.m.
- Thursday - Guided and unguided field trip. All participants will meet at FFSC RM. 129 at 8:30 a.m.
- Friday - 8:30 a.m. -3:00 p.m.

*Permanent Change of Station (PCS) Workshop* -- Get the latest on travel rules and pay, household goods shipments, and vacating quarters or your Japanese home.

*Sponsor Workshop* -- Learn to be a well-informed sponsor and ensure inbound personnel and family members are briefed and warmly welcomed in Japan. The instructor will highlight ways to help your incoming command families before they arrive, how to help them adjust once they have arrived, and places that you and the incoming family can go for information. If you plan on sponsoring a command family, this class will provide you with a wonderful checklist to ensure that you don't miss any important issues for incoming families.

*Loan Closet* -- Fleet and Family Support Center, Atsugi offers a temporary use basis Hospitality Kits, which includes: Dish, Cooking and Accessory Kits.

- Dish Kit: Silverware, Plates, Glasses, Cups
- Cooking Kit: Pots and Pans, Knives, Utensils, Cutting Board
- Accessory Kit: Toaster, Iron, Coffee Maker, Can / Bottle Opener, Handheld Mixer, Electric Knife, Telephone

These kits are designed and intend to support the basic living needs of a family during brief arrival and departure periods to ease the relocation stress. The service members and their family even civilians can loan the kit for a month. Extensions of loaning the kits are granted on a case by case basis.

Please visit [Facebook page](#).

## Loan Closet

### **Items Available**

Both the Atsugi Housing Welcome Center (AHWC) and Fleet & Family Support Center (FFSC) offer loaner household items and furniture for temporary use while awaiting for Household Goods shipment.

The Housing Office provides furniture -

Living Room: Couch, chairs, lamps, coffee and end tables.

Dining Room: Table and chairs

Bedroom: Bed (double size for adults, single for children), dresser, night stand and lamps

FFSC offers, on a temporary use basis, Hospitality Kits, which includes: Dish, Cooking and Accessory Kits.

Dish Kit: Silverware, Plates, Glasses, Cups

Cooking Kit: Pots and Pans, Knives, Utensils, Cutting Board

Accessory Kit: Toaster, Iron, Coffee Maker, Can / Bottle Opener, Handheld Mixer, Electric Knife, Telephone

A tabletop ironing board is also available for checkout.

### **How to Borrow**

Contact the relocation assistance program manager for more information.

## Financial Assistance

### **Financial Assistance**

The cost of living in Japan is higher. The Navy compensates for this difference by a Cost of Living Allowance (COLA) included in the active duty service member's pay. The amount of COLA is adjusted as the yen rate fluctuates.

We recommend you to carry yen when you are traveling with your family in Japan. Dollars are not accepted and not all credit cards are accepted throughout Japan. You can change dollar to yen at Narita Airport upon your arrival.

It would be wise for incoming personnel to pay off as much debt as possible before coming to NAF Atsugi. CSD does not encourage personnel to take advance pay for any purpose other than to cover debt. Please remember that advance pay is a loan, not a gift. It must be paid back.

*Housing Costs*The Navy will provide assistance including Temporary Lodging Assistance (TLA) and Move-In Housing Allowance (MIHA). However, incoming personnel will not receive this assistance directly upon arrival. To move into a Japanese residence, one must pay the following: Appreciation Money (one month's rent) + Agent's Fee (one month's rent) + Security Deposit (one month's rent) + one month advance rent. Therefore, one should have four month's rent to move in to his/her off-base residence. The Appreciation Money and Agent's Fee are reimbursed by the Navy. It is wise to prepare to pay for miscellaneous expenses out-of-pocket and consider allowances to come later as reimbursement.

House rental off base will be based on rate and rank, number of dependents and the yen rate. The leasing amount is from \$2,500-\$1,950. Allowance for utilities are the following:

ALLOWANCE UTILITIES	Percentage	Amount
With Dependents	100%	\$797.18
Without Dependents	75%	\$597.18
Sharing	50%	\$398.40

*Transportation Costs*We recommend to incoming personnel to have \$1,500 - \$3,000 to cover the purchase of a car and miscellaneous expenses such as: Fees are based on rank, rate and age of an individual.

- Insurance or JCI- 30,000 yen or (\$300)
- Registration Initial payment- 4,200 yen (\$42)
- Weight Tax -8,400-21,000 (\$84-\$210)
- License Plate-1,500 (\$15)
- If you live off base you have to pay for parking certificate -2,600 yen (\$26)
- Weight tax decal 700 yen (\$7)

### **Personal Financial Management (PFM)**

Atsugi's Fleet and Family Support Center's Personal Financial Management Program provides financial education, training and counseling that emphasize long-term financial responsibility through instruction on sound money management, debt management, saving, investing and retirement planning. Classes offered:

- Home and Car Buying Strategies
- Checkbook Management and Banking Basics
- Consumer Awareness
- Developing Your Spending Plan
- Credit Management
- Financial Planning for Deployment
- \$\$\$ and the Move
- Military Pay Issues
- Savings & Investments Introduction
- Insurance Issues
- The Basics of Retirement Planning
- Mutual Fund Basics
- Teens and Money

*Financial Management Services*

Counseling and resources are available as well as a variety of workshops including savings and investment, car buying strategies and budgeting assistance. Classes are given both as requested and on a scheduled basis.

## Emergency Assistance

### **Planning for Emergencies**

Emergency Services for NAF Atsugi includes American Red Cross that provides relief to victims of disasters and help people prevent, prepare , respond to emergencies, financial assistance, emergency communication and help with Humanitarian. ARC can be contacted at 011-81467-63-6794 or DSN 315-264-6794.

### *Navy Marine Corps Relief Society*

The Navy-Marine Corps Relief Society is a nonprofit, charitable organization that provides financial, educational, and other assistance to members of NAF Atsugi. Counseling, loans, grants, various services, baby budgeting and referral to other community resources are available. There are no fees for such help. NMCRS can be contacted at DSN 315-264-3691.

### *NEO (Non Combatant Evacuation Operation)*

Each Command of NAF Atsugi has a NEO representative that will assist you in filling out NEO forms as well as provide training to prepare you for an evacuation. You can call at DSN 315-264-4181 or 011-81467-63-4181. NEO forms are available [online](#).

In case of emergency just dial 119 or 911 for on Base and for off base is 119 or 0462730119.

### *Information and Referral Assistance*

Information is the key to enjoy your stay in Japan, and the Atsugi Fleet & Family Support Center Information and Referral (I&R) staff strives to find answers/solutions to a variety of personal questions/needs. The I&R professionals are bi-lingual Japanese/English speaking staff that assist newcomers with getting acquainted to their new duty station, and provide referral services for a variety of complex personal needs. I&R staff translate our selection of detailed Japanese neighborhood, train, bus and ferry maps for customer.

### **Victim Advocate**

Silence Hides Violence! If you or someone you know are a victim of Domestic Violence, and need help, please call our 24/7 Domestic Violence Victim Advocates at 080-5471-0970 or 080-5495-0972 (within Japan), or from CONUS dial 011-81-80-5471-0970 or 011-81-80-5495-0972.

Our Family Advocacy Program (FAP) can be contacted (Monday through Friday, except holidays) at 0467-63-4188 (within Japan), DSN: 315-264-4188, COM:011-81-467-63-4188; or contact our 24/7 Domestic Violence Victim Advocates; or go to our [FFSC website](#), and click on "Family Advocacy" to learn more.

To contact NAF Atsugi Emergency numbers from On base dial 119, from Off base dial 0467-63-0911. Japanese Emergency number Off base is 119.

To contact NAF Atsugi Security from On base dial 264-3200, from Off base dial 0467-63-3200, from CONUS dial 011-81-467-63-3200.

## Legal Assistance

### Legal Services

Limited legal assistance is available, free of charge, at the NAF Atsugi Legal Office. Additional service available at the Navy Legal Service Office located at Fleet Activities Yokosuka. Appointments are required. Yokosuka Navy Legal available at NAF Atsugi every first Wednesday of the month.

#### *Types of Services*

Services cover personal legal needs in the following general areas:

1. Wills and estates
2. Powers of attorney
3. Adoptions
4. Divorce/separation
5. Non-support problems
6. Income taxes
7. Consumer problems
8. Indebtedness
9. The Soldiers and Sailors Civil Relief Act
10. Immigration and naturalization
11. Real estate

Appointments are required and can be made by calling DSN 315-243-5141 ext 3.

#### *Japanese Legal Advisor*

A Japanese Legal Advisor is also available for assistance to those who have questions or problems concerning:

1. The Japanese civilian community, including the Status of Forces Agreement
2. Japanese criminal law
3. Divorces and adoptions
4. Real estate matters
5. Other issues that may arise in one's personal daily contacts with the local community

The Japanese Legal Advisor is available five days a week.

Powers of attorney and notary services are available every Tuesday and Thursday, from 1:30 p.m. - 3:00 p.m. No appointment is necessary. *All services are available to active duty members, military retirees, DoD civilians and all family members.* For Household claims we recommend that you must deliver the DD Form1840 (Notice of Loss or Damage) to your local Personal Property office within 70 days of delivery of your household goods or your claim will be reduced or will be denied. A power of attorney is recommended if military service member is deployed.

### Claims Services

## Deployment Support

### **Family Deployment Support**

Fleet and Family Support Center Provides quality educational program for deploying and returning service members. Basic training and workshops are also provided to spouses and children to cope up with the different challenges that they may encounter during deployment.

### **Deployment Readiness Briefs**

#### *Pre-deployment*

Briefs and assistance are designed to assist the service members and their families in dealing more effectively with extended separations by planning in advance, both practically and financially, and in understanding the emotional aspects of deployment. Family members learn how to use their coping skills and to communicate more effectively.

#### *During deployment*

We focus on the need of families during deployments. We offer programs and services that will empower you to survive and thrive, including making new friends and getting to know your OMBUDSMAN, finding a job, volunteering, financial and personal counseling, and life skills education classes.

#### *Homecoming*

Briefs and information assist navy families in discussing normal reactions that family members are likely to experience when the Service Member returns. Information is provided on ways to smooth adjustment issues as a couple, to reunite with children, to manage life changes, and to cope with the stress and readjustment to different work and social schedules and recreational activities.

### **Individual Augmentee (IA) deployment**

These assignments are unique and present challenges that are very different than traditional Navy deployments. FFSC NAF Atsugi has special services specifically for IAs and their family members, including Deployment Preparation Briefs and Homecoming Briefs.

### **Services for Spouses and Children of Deployed**

We also have programs for parenting, stress management, clinical counseling, budgeting, and spouse employment. Information and referral services are available to assist you with other military and community resources

### **Navy Family Ombudsmen**

Navy Family Ombudsmen are communications links, information and referral resources, and advocates for command family members. Appointed by the Commanding Officer, Command Ombudsmen are volunteers and spouses of service members within the command. As an official command representative, the Ombudsman is a point of contact for all family members connected to the command - including spouses, parents, and extended family members.

### **Kid's Fun Day**

Kid's Fun Day is offered at Shirley Lanham Elementary School. It is designed for the children to familiarize themselves with the variety of military and civilian resources within the NAF Atsugi community. Child safety and stranger awareness information are provided prior to staying home alone without parental supervision.

List of the following classes are listed below:

- Pre-Deployment Briefs
- Deployment for Kids
- Kids Fun Day
- Home Alone
- Playgroup for Children
- Return and Reunion Workshops

- Stress and Anger Management class

## Contact Information

**DSN Dialing Instructions:** When dialing a DSN number from U.S. installation to U.S. installation, it is unnecessary to dial the 312 area code. When dialing a DSN number to/from overseas locations, the DSN area code must be included.

KANAGAWA-KEN  
AYASE-SHI FUKAYA OOGAMI  
Atsugi, Japan 252-1101  
Phone 011-81-467-63-3628  
Phone (DSN) 315-264-3628  
Fax 011-81-467-63-3241  
Fax (DSN) 315-264-3241  
[Email](#) | [Website](#) | [Map](#)

**Adult Education Centers**  
Navy College Office  
NAF Atsugi Navy College Office  
PSC 477 Box 5  
FPO, AP 96306-1205  
Phone 011-81-467-63-3280  
Phone (DSN) 315-264-3280  
Fax 011-81-467-63-3356  
Fax (DSN) 315-264-3356  
Mon - Fri 8:00 a.m. - 4:30 p.m.  
Sat, Sun and Holidays- Closed  
[Email](#) | [Website](#) | [Map](#)

**Automotive Services**  
Navy Exchange Automotive Service Center  
NAF Atsugi Navy Exchange Autoport  
PSC 477 Box 10  
FPO, AP 96306-1209  
Phone 011-81-467-63-3726  
Phone (DSN) 315-264-3726  
Fax 011-81-467-78-2695  
Fax (DSN) 315-264-3726  
Mon - Sat 7:30 a.m. - 7:00 p.m.  
Holidays and Sun 10:00 a.m. - 5:00 p.m.  
[Email](#) | [Website](#) | [Map](#)

**Automotive Services**  
Automotive Skills Center  
NAF Atsugi Automotive Skills Center  
PSC 477 Box 20 MWR  
FPO, AP 96306-1220  
Phone 011-81-467-63-3780  
Phone (DSN) 315-264-3780  
Fax 011-81-467-63-6886  
Fax (DSN) 315-264-6886  
Mon - Sun 1:00 p.m. - 9:00 p.m. (except Sat)  
Sat - 10:00 a.m. - 6:00 p.m.  
Holidays - Closed  
[Email](#) | [Website](#) | [Map](#)

**Barracks/Single Service Member Housing**  
Combined Bachelor Housing (CBH)  
NAF Atsugi Combined Bachelor Housing  
PSC 477 Box 19  
FPO, AP 96306-1299  
Phone 011-81-467-63-3440  
Phone (DSN) 315-264-3440  
Fax 011-81-467-63-3256  
Fax (DSN) 315-264-3256  
24 hours, 7 days a week  
[Email](#) | [Website](#) | [Map](#)

**Beauty/Barber Shops**  
Navy Exchange Beauty Shop  
NAF Atsugi Navy Exchange Beauty Shop  
PSC 477 Box 10  
FPO, AP 96306-1209  
Phone 011-81-467-63-3746  
Phone (DSN) 315-264-3746  
Fax 011-81-467-63-3748  
Fax (DSN) 315-264-3748  
Mon and Sat- 9:00 a.m. - 5:00 p.m.  
Tue, Wed, Thu - 9:00 a.m. - 6:00 p.m.  
Sun and Holidays - Closed  
[Email](#) | [Website](#) | [Map](#)

**Beauty/Barber Shops**  
Navy Exchange Barber Shop  
NAF Atsugi Navy Exchange Barber Shop  
PSC 477 Box 10  
FPO, AP 96306-1209  
Phone 011-81-467-63-6201  
Phone (DSN) 315-264-6201  
Fax 011-81-467-63-3748  
Fax (DSN) 315-264-3748  
Mon- Fri 8:30 a.m. - 6:00 p.m.  
Sat 8:30 a.m. - 5:00 p.m.  
Sun 9:00 a.m. - 4:00 p.m.  
Holidays - Closed  
[Map](#)

**Beneficiary Counseling Assistance Coordinators**  
TRICARE  
Atsugi US Naval Branch Clinic ATTN: TRICARE  
PSC 477 Box 2  
FPO, AP 96306-1602  
Phone 011-81-467-63-4686 / 011-81-6160-64-3954 (BCAC)  
Phone (DSN) 315-264-4686  
Fax 011-81-467-63-4680  
Fax (DSN) 315-264-4680  
Mon, Tue, Thu and Fri 7:30 a.m. - 3:00 p.m.  
Wed 7:30 a.m.-11:45 a.m.  
Wed afternoon- Closed  
Sat, Sun and Holidays - Closed  
[Email](#) | [Website](#) | [Map](#)

**Chapels**

Chaplain Department  
 NAF Atsugi Chaplain Department  
 PSC 477 Box 18  
 FPO, AP 96306-1218  
 Phone 011-81-467-63-3202  
 Phone (DSN) 315-264-3202  
 Fax 011-81-467-63-3315  
 Fax (DSN) 315-264-3315  
 Mon - Fri 8:00 a.m. - 4:30 p.m.  
 Sat, Sun and Holidays - Closed  
[Email](#) | [Website](#) | [Map](#)

**Child Development Centers**

Child Development Center (CDC)  
 MWR, CDC  
 PSC 477 Box 20  
 FPO, AP 96306-1220  
 Phone 011-81-467-63-3524 / 011-81-467-63-6518  
 Phone (DSN) 315-264-3524/6518  
 Fax 011-81-467-63-6366  
 Fax (DSN) 315-264-6366  
 Mon - Fri 6:15 a.m. - 6:00 p.m.  
 Sat, Sun and Holidays - Closed  
 Hourly Care:  
 Mon - Fri - 8:00 a.m. - 5:00 p.m.  
 Sat, Sun and Holiday - Closed  
 Registration and Referral:  
 Mon - Fri - 8:00 a.m. - 5:00 p.m.  
 Sat, Sun and Holidays - Closed  
 Family Child Care:  
 Mon - Fri - 7:30 a.m. - 5:30 p.m.  
 Sat, Sun and Holidays - Closed  
[Email](#) | [Website](#) | [Map](#)

**Child and Youth Registration and Referral**

Child Development Center (CDC)  
 MWR, CDC  
 PSC 477 Box 20  
 FPO, AP 96306-1220  
 Phone 011-81-467-63-3588 / 011-81-467-63-6212  
 Phone (DSN) 315-264-3588/6212  
 Fax 011-81-467-63-6366  
 Fax (DSN) 315-264-6366  
 Mon - Fri 6:15 a.m. - 6:00 p.m.  
 Sat, Sun and Holidays - Closed  
 Hourly Care:  
 Mon - Fri - 8:00 a.m. - 5:00 p.m.  
 Sat, Sun and Holiday - Closed  
 Registration and Referral:  
 Mon - Fri - 8:00 a.m. - 5:00 p.m.  
 Sat, Sun and Holidays - Closed  
 Family Child Care:  
 Mon - Fri - 7:30 a.m. - 5:30 p.m.  
 Sat, Sun and Holidays - Closed  
[Email](#) | [Website](#) | [Map](#)

**Citizenship and Immigration Services**

Navy Legal Service Office (NLSO)  
 NAF Atsugi Legal Office  
 PSC 477 Box 9  
 FPO, AP 96306-1209  
 Phone 011-81-467-63-3692 / 011-81-467-63-3341  
 Phone (DSN) 315-264-3692/3341  
 Fax 011-81-467-63-4580  
 Fax (DSN) 315-264-4580  
 Mon - Fri 7:30 a.m. - 4:00 p.m.  
 Sat, Sun and Holidays - Closed  
[Website](#) | [Website](#) | [Map](#)

**Civilian Personnel Office**

Human Resources Office  
 NAF Atsugi HRO  
 PSC 477 Box 12  
 FPO, AP 96306-1212  
 Phone 011-81-467-63-3424  
 Phone (DSN) 315-264-3424  
 Fax 011-81-467-63-3215  
 Fax (DSN) 315-264-3215  
 Mon - Fri 7:30 a.m. - 4:00 p.m.  
 Sat, Sun and Holidays - Closed  
[Email](#) | [Website](#) | [Map](#)

**Commissary/Shoppette**

Navy Exchange Mini-Mart  
 NAF Atsugi Navy Exchange Mini-Mart  
 PSC 477 Box 10  
 FPO, AP 96306-1209  
 Phone 011-81-467-63-3715  
 Phone (DSN) 315-264-3715  
 Fax 011-81-467-63-3748  
 Fax (DSN) 315-264-3748  
 Mon - Sun 7:00 a.m. - 10:00 p.m.  
[Email](#) | [Website](#) | [Map](#)

**Commissary/Shoppette**

Commissary  
 NAF Atsugi Commissary  
 PSC 477 Box 24  
 FPO, AP 96306-2324  
 Phone 011-81-467-63-3257  
 Phone (DSN) 315-264-3257  
 Fax 011-81-467-63-3330  
 Fax (DSN) 315-264-3330  
 Tue - Fri 9:00 a.m.-3:00 p.m.  
 Sat and Sun 9:00 a.m. - 6:00 p.m.  
 Mon and Holidays - Closed  
[Email](#) | [Website](#) | [Website](#) | [Map](#)

**Dental Clinics**

Branch Health Clinic (BHC)  
 Atsugi US Naval Branch Clinic  
 PSC 477 Box 2  
 FPO, AP 96306-1602  
 Phone 011-81-467-63-3612  
 Phone (DSN) 315-264-3612  
 Fax 011-81-467-63-3808  
 Fax (DSN) 315-264-3808  
 Mon - Fri 7:30 a.m. - 4:00 p.m.  
 Sat, Sun and Holidays - Closed  
[Website](#) | [Map](#)

**Deployment/Mobilization**

Fleet and Family Support Center - Deployment  
 Atsugi, Japan  
 PSC 477 Box 32  
 FPO, AP 96306-1232  
 Phone 011-81-467-63-4182 / 011-81-467-63-4175  
 Phone (DSN) 315-264-4182/4175  
 Fax 011-81-467-63-3241  
 Fax (DSN) 315-264-3241  
 Mon, Tue, Thu and Fri - 7:30 a.m. - 5:00 p.m.  
 Wed - 7:30 a.m. - 3:30 p.m.  
 Sat, Sun and Holidays - Closed  
[Email](#) | [Website](#) | [Map](#)

**DoD Schools**

Zama American High School  
 Department of the Army  
 Zama American High School Unit 45005  
 APO, AP 96434-5005  
 Phone 011-81-3117-63-3181 / In Japan 0464 07 3182  
 Phone (DSN) 315-263-3181  
 Fax 011-81-3117-63-3826  
 Fax (DSN) 315-263-3826  
 Mon - Fri 7:00 a.m. - 3:45 p.m.  
 Sat, Sun and Holidays - Closed  
[Email](#) | [Website](#) | [Map](#)

**Emergency Relief Services**

Yokota American Red Cross  
 Yokota AFB American Red Cross  
 Bldg. 4018 Rm.212  
 APO, AP 96328-5000  
 Phone 011-81-3117-55-7522  
 Phone (DSN) 315-225-7522  
 Fax 011-81-3117-55-9693  
 Fax (DSN) 315-225-9693  
 Mon - Fri 7:30 a.m. - 4:30 p.m.  
 Sat, Sun & Holiday - Closed  
[Email](#) | [Website](#) | [Map](#)

**Enrollment/EFMP**

Naval Branch Health Clinic - EFMP Enrollment  
 Officer in Charge  
 US Naval Air Facility  
 PSC 477 Box 2  
 FPO, AP 96306-1602  
 Phone 011-81-3117-64-3953  
 Phone (DSN) 315-264-3953  
 Fax 011-81-467-63-3808  
 Fax (DSN) 315-264-3808  
 Mon - Fri 7:30 a.m. - 4:00 p.m.  
 Sat, Sun and Holidays - Closed  
[Website](#) | [Map](#)

**Exchange(s)**

Navy Exchange Home Store  
 NAF Atsugi Home Store  
 PSC 477 Box 10  
 FPO, AP 96306-1209  
 Phone 011-81-467-63-3931  
 Phone (DSN) 315-264-3931  
 Fax 011-81-467-70-8678  
 Fax (DSN) 315-264-8678  
 Mon - Sat 10:00 a.m. - 7:00 p.m.  
 Sun - 10:00 a.m. - 5:00 p.m.  
 Holidays - Open  
[Email](#) | [Website](#) | [Map](#)

**DoD Schools**

Shirley Lanham Elementary School  
 Shirley Lanham Elementary School  
 PSC 477 Box 38  
 FPO, AP 96306-1299  
 Phone 011-81-467-63-3664  
 Phone (DSN) 315-264-3664  
 Fax 011-81-467-63-4476  
 Fax (DSN) 315-264-4476  
 Mon - Fri 7:00 a.m. - 4:00 p.m.  
 Sat, Sun and Holidays - Closed  
[Email](#) | [Website](#) | [Website](#) | [Map](#)

**Educational and Developmental Intervention Services (EDIS)**

Educational and Developmental Intervention Services  
 Attn: EDIS  
 PSC 475, Box 1  
 Code 002E  
 U.S. Naval Hospital Yokosuka  
 FPO, AP 96350-1600  
 Phone 011-81-46-816-7260  
 Phone (DSN) 315-243-7260  
 Fax 011-81-46-816-9869  
 Fax (DSN) 315-263-6900  
 Mon - Fri 7:00 a.m. - 4:00 p.m.  
 Sat, Sun & Holidays - Closed  
[Email](#) | [Website](#) | [Map](#)

**Emergency Relief Services**

Navy and Marine Corps Relief Society (NMCRS)  
 Navy and Marine Corps Relief Society Atsugi, Japan  
 PSC 477 Box 9  
 FPO, AP 96306-1299  
 Phone 011-81-467-63-3691  
 Phone (DSN) 315-264-3691  
 Fax 011-81-467-63-3623  
 Fax (DSN) 315-264-3623  
 Mon, Wed and Fri - 11:00 a.m. - 3:00 p.m.  
 Tue, Thu, Sat, Sun and Holiday - Closed  
[Email](#) | [Website](#) | [Map](#)

**Exceptional Family Member Program/Special Needs**

Primary Care  
 Atsugi US Naval Branch Clinic  
 PSC 477 Box 2  
 FPO, AP 96306-1602  
 Phone 011-81-467-63-3958  
 Phone (DSN) 315-264-3958  
 Fax 011-81-467-63-3808  
 Fax (DSN) 315-264-3808  
 Mon - Fri 7:00 a.m. - 4:00 p.m.  
 Sat, Sun and Holidays - Closed  
[Website](#) | [Map](#)

**Exchange(s)**

Navy Exchange Mini-Mart  
 NAF Atsugi Navy Exchange Mini-Mart  
 PSC 477 Box 10  
 FPO, AP 96306-1209  
 Phone 011-81-467-63-3715  
 Phone (DSN) 315-264-3715  
 Fax 011-81-467-63-3748  
 Fax (DSN) 315-264-3748  
 Mon - Sun 7:00 a.m. - 10:00 p.m.  
[Email](#) | [Website](#) | [Map](#)

**Exchange(s)**

Navy Exchange Main Store  
 NAF Atsugi Navy Exchange Retail Store  
 PSC 477 Box 10  
 FPO, AP 96306-1209  
 Phone 011-81-467-63-3750/3719/3721  
 Phone (DSN) 315-264-3750/3719/3721  
 Fax 011-81-467-78-2667  
 Fax (DSN) 315-264-2667  
 Mon - Sat 10:00 a.m. - 7:00 p.m.  
 Sun - 10:00 a.m. - 5:00 p.m.  
 Holidays - Open  
[Email](#) | [Website](#) | [Map](#)

**Family Center**

Fleet and Family Support Center  
 Atsugi, Japan  
 PSC 477 Box 32  
 FPO, AP 96306-1232  
 Phone 011-81-467-63-3628  
 Phone (DSN) 315-264-3628  
 Fax 011-81-467-63-3241  
 Fax (DSN) 315-264-3241  
 Mon, Tue, Thu and Fri - 7:30 a.m. - 5:00 p.m.  
 Wed - 7:30 a.m. - 3:30 p.m.  
 Sat, Sun and Holidays - Closed  
[Email](#) | [Website](#) | [Map](#)

**Family Advocacy Program**

Family Advocacy Program (FAP), FFSC  
 Fleet and Family Support Center Atsugi, Japan  
 PSC 477 Box 32  
 FPO, AP 96306-1232  
 Phone 011-81-467-63-4188  
 Phone (DSN) 315-264-4188  
 Fax 011-81-0467-63-3241  
 Fax (DSN) 315-264-3241  
 Mon, Tue, Thu and Fri - 7:00 a.m. - 5:00 p.m.  
 Wed - 7:00 a.m. - 3:30 p.m.  
 Sat, Sun and Holidays - Closed  
[Email](#) | [Website](#) | [Map](#)

**Family Child Care/Child Development Homes**

Child Development Center (CDC)  
 MWR, CDC  
 PSC 477 Box 20  
 FPO, AP 96306-1220  
 Phone 011-81-467-63-3588 / 011-81-467-63-6212  
 Phone (DSN) 315-264-3588/6212  
 Fax 011-81-467-63-6366  
 Fax (DSN) 315-264-6366  
 Mon - Fri 6:15 a.m. - 6:00 p.m.  
 Sat, Sun and Holidays - Closed  
 Hourly Care:  
 Mon - Fri - 8:00 a.m. - 5:00 p.m.  
 Sat, Sun and Holiday - Closed  
 Registration and Referral:  
 Mon - Fri - 8:00 a.m. - 5:00 p.m.  
 Sat, Sun and Holidays - Closed  
 Family Child Care:  
 Mon - Fri - 7:30 a.m. - 5:30 p.m.  
 Sat, Sun and Holidays - Closed  
[Email](#) | [Website](#) | [Map](#)

**Finance Office**

Family Member Assistance Team (FMAT)  
 Family Member Assistance Team Atsugi, Japan  
 PSC 477 Box 6  
 FPO, AP 96306-1706  
 Phone 011-81-467-63-3381  
 Phone (DSN) 315-264-3381  
 Fax 011-81-467-63-3380  
 Fax (DSN) 315-264-3380  
 Mon - Fri 8:00 a.m. - 4:00 p.m.  
 Sat, Sun and Holidays - Closed  
[Email](#) | [Map](#)

**Golf Courses**

Atsugi Golf Course  
 NAF Atsugi Golf Course  
 PSC 477 Box 20 MWR  
 FPO, AP 96306-1220  
 Phone 011-81-467-63-6749  
 Phone (DSN) 315-264-6749  
 Fax 011-81-467-63-6886  
 Fax (DSN) 315-264-6886  
 Mon - Sun 6:15 a.m. - 5:00 p.m.  
[Email](#) | [Website](#) | [Map](#)

**Gymnasiums/Fitness Centers**

Ranger Gym  
 NAF Atsugi MWR ATTN: Ranger Gym  
 PSC 477 Box 20  
 FPO, AP 96306-1220  
 Phone 011-81-467-63-6160  
 Phone (DSN) 315-264-6160  
 Fax 011-81-467-63-6440  
 Fax (DSN) 315-264-6440  
 Open 24 hours, 7 days a week  
[Email](#) | [Website](#) | [Map](#)

**Financial Institutions**

Navy Federal Credit Union (NFCU)  
 Navy Federal Credit Union Yokosuka Branch  
 PSC 473 Box 79  
 FPO, AP 96349-0079  
 Phone 011-81-468-16-3333  
 Phone (DSN) 315-243-3333  
 Fax 011-81-468-16-2659  
 Fax (DSN) 315-241-2659  
 Mon - Fri - 8:30 a.m.-5:30 p.m.  
 Sat - 8:00 a.m. - 2:00 p.m.  
 Sun and Holidays - Closed  
[Website](#) | [Map](#)

**Gymnasiums/Fitness Centers**

Halsey Gym  
 NAF Atsugi MWR ATTN: Halsey Gym  
 PSC 477 Box 20  
 FPO, AP 96306-1220  
 Phone 011-81-467-63-3560  
 Phone (DSN) 315-264-3560  
 Fax 011-81-467-63-6640  
 Fax (DSN) 315-264-6640  
 Mon - Sun - 5:30 a.m.- 10:00 p.m.  
[Email](#) | [Website](#) | [Map](#)

**Hospital/Medical Treatment Facility(s)**

Primary Care  
 Atsugi US Naval Branch Clinic  
 PSC 477 Box 2  
 FPO, AP 96306-1602  
 Phone 011-81-467-63-3958  
 Phone (DSN) 315-264-3958  
 Fax 011-81-467-63-3808  
 Fax (DSN) 315-264-3808  
 Mon - Fri 7:00 a.m. - 4:00 p.m.  
 Sat, Sun and Holidays - Closed  
[Website](#) | [Map](#)

**Household Goods/Transportation Office (inbound)**

Personal Property Shipping Office (PPSO)  
 Personal Property Shipping Office  
 PSC 477 Box 4  
 FPO, AP 96306-9998  
 Phone 011-467-63-3131  
 Phone (DSN) 315-264-3131  
 Fax 011-81-467-63-4138/4139  
 Fax (DSN) 315-264-4138/4139  
 Mon - Fri - 8:00 a.m. - 3:30 p.m.  
 Sat, Sun and Holidays - Closed

[Email](#) | [Map](#)

**Housing Office/Government Housing**

Atsugi Housing Welcome Center (AHWC)  
 Commander Naval Forces Japan, Atsugi  
 Housing Welcome Center  
 PSC 477 Box 33  
 FPO, AP 96306-0033  
 Phone 011-81-467-63-3795  
 Phone (DSN) 315-264-3795  
 Fax 011-81-467-63-0979  
 Fax (DSN) 315-264-3230  
 Mon, Tue, Thu and Fri - 8:00 a.m. - 4:30 p.m.  
 Wed - 8:00 a.m.- 3:00 p.m.

[Email](#) | [Website](#) | [Map](#)

**ID/CAC Card Processing**

Personnel Support Dettachment (PSD)  
 Customer Service Desk Atsugi  
 PSC 477 Box 6  
 FPO, AP 96306-1206  
 Phone 011-81-467-63-3063  
 Phone (DSN) 315-264-3063  
 Fax 011-81-467-63-3108  
 Fax (DSN) 315-264-3108  
 Mon - Fri - 8:00 a.m. - 4:00 p.m.  
 Sat, Sun and Holidays - Closed

[Email](#) | [Website](#) | [Map](#)

**Information and Referral Services**

Licensing Office  
 PSC 477 Box 14  
 Atsugi, Japan  
 FPO, AP 96306-1214  
 Phone 011-81-467-63-3794 / 011-81-467-63-3983  
 Phone (DSN) 315-264-3794/3983  
 Fax 011-81-467-63-4120  
 Fax (DSN) 315-264-4120  
 Mon, Tues, Thur and Fri 8:00-11:00 a.m.  
 & 12:00 - 3:30 p.m.  
 Wed and Holidays - closed

[Email](#) | [Website](#) | [Map](#)

**Library**

Station Library  
 Station Library NAF Atsugi, Japan  
 PSC 477 Box 20 MWR  
 FPO, AP 96306-1220  
 Phone 011-81-467-63-3776  
 Phone (DSN) 315-264-3776  
 Fax 011-81-467-70-1947/In Japan: 0467-70-1947  
 Fax (DSN) 315-264-1947  
 Mon - Thu - 10:00 a.m. - 10:00 p.m.  
 Fri - Sun - 10:00 a.m. - 7:00 p.m.  
 Holidays - Closed

[Email](#) | [Website](#) | [Map](#)

**Household Goods/Transportation Office (outbound)**

Personal Property Shipping Office (PPSO)  
 Personal Property Shipping Office  
 PSC 477 Box 4  
 FPO, AP 96306-9998  
 Phone 011-467-63-3131  
 Phone (DSN) 315-264-3131  
 Fax 011-81-467-63-4138/4139  
 Fax (DSN) 315-264-4138/4139  
 Mon - Fri - 8:00 a.m. - 3:30 p.m.  
 Sat, Sun and Holidays - Closed

[Email](#) | [Map](#)

**Housing Referral Office/Housing Privatization**

Atsugi Housing Welcome Center (AHWC)  
 Commander Naval Forces Japan, Atsugi Housing Welcome Center  
 PSC 477 Box 33  
 FPO, AP 96306-0033  
 Phone 011-81-467-63-3795  
 Phone (DSN) 315-264-3795  
 Fax 011-81-467-63-0979  
 Fax (DSN) 315-264-3230  
 Mon, Tue, Thu and Fri - 8:00 a.m. - 4:30 p.m.  
 Wed - 8:00 a.m.- 3:00 p.m.

[Email](#) | [Website](#) | [Map](#)

**Information and Referral Services**

Information and Referral (I & R), FFSC  
 Fleet and Family Support Center Atsugi, Japan  
 PSC 477 Box 32  
 FPO, AP 96306-1232  
 Phone 011-81-467-63-3628  
 Phone (DSN) 315-264-3628  
 Fax 011-81-467-63-3241  
 Fax (DSN) 315-264-3241  
 Mon, Tue, Thu and Fri - 7:30 a.m. - 5:00 p.m.  
 Wed - 7:30 a.m. - 3:30 p.m.  
 Sat, Sun and Holidays-Closed

[Email](#) | [Website](#) | [Map](#)

**Legal Services/JAG**

Navy Legal Service Office (NLSO)  
 NAF Atsugi Legal Office  
 PSC 477 Box 9  
 FPO, AP 96306-1209  
 Phone 011-81-467-63-0779  
 Phone (DSN) 315-264-3692  
 Fax 011-81-467-63-4580  
 Fax (DSN) 315-264-4580  
 Mon - Fri 7:30 a.m. - 4:00 p.m.  
 Sat, Sun and Holidays - Closed

[Website](#) | [Map](#)

**Loan Closet**

Relocation Assistance Program (RAP), FFSC  
 PSC 477 BOX 32  
 FPO, AP 96306-1232  
 Phone 011-81-467-63-4182  
 Phone (DSN) 315-264-4182  
 Fax 011-81-467-63-3241  
 Fax (DSN) 315-264-3241  
 Mon - Fri 6:30 a.m. - 4:30 p.m.  
 Sat, Sun and Holidays - Closed

[Email](#) | [Website](#) | [Map](#)

**MWR (Morale Welfare and Recreation)**

Morale, Welfare and Recreation  
 NAF Atsugi MWR  
 PSC 477 Box 20  
 FPO, AP 96306-1220  
 Phone 011-81-467-63-6615  
 Phone (DSN) 315-264-3781  
 Fax 011-81-467-63-6336  
 Fax (DSN) 315-264-6336  
 Mon - Sat - 8:00 a.m. - 4:00 p.m.  
 Sat, Sun and Holidays - Closed  
[Email](#) | [Website](#) | [Map](#)

**New Parent Support Program**

New Parent Support Program (NPSP),  
 FFSC  
 Fleet and Family Support Center Atsugi,  
 Japan  
 PSC 477 Box 32  
 FPO, AP 96306-1232  
 Phone 011-81-467-63-4178  
 Phone (DSN) 315-264-4178  
 Fax 011-81-467-63-3241  
 Fax (DSN) 315-264-3241  
 Mon, Tue, Thu and Fri - 7:30 a.m. - 5:00  
 p.m.  
 Wed - 7:30 a.m. - 3:30 p.m.  
 Sat, Sun and Holidays - Closed  
[Email](#) | [Website](#) | [Map](#)

**Personal Financial Management Services**

Personal Financial Management (PFM),  
 FFSC  
 Fleet and Family Support Center Atsugi,  
 Japan  
 PSC 477 Box 32  
 FPO, AP 96306-1232  
 Phone 011-81-467-63-4175 / 011-81-467  
 -63-4173  
 Phone (DSN) 315-264-4175/4173  
 Fax 011-81-467-63-3241  
 Fax (DSN) 315-264-3241  
 Mon, Tue, Thu and Fri - 7:30 a.m. - 5:00  
 p.m.  
 Wed - 7:30 a.m. - 3:30 p.m.  
 Sat, Sun and Holidays - Closed  
[Email](#) | [Website](#) | [Map](#)

**Personnel Support Office**

Personnel Support Detachment (PSD)  
 Customer Service Desk Atsugi  
 PSC 477 Box 6  
 FPO, AP 96306-1206  
 Phone 011-81-467-63-3063  
 Phone (DSN) 315-264-3063  
 Fax 011-81-467-63-3108  
 Fax (DSN) 315-264-3108  
 Mon - Fri - 8:00 a.m. - 4:00 p.m.  
 Sat, Sun and Holidays - Closed  
[Email](#) | [Website](#) | [Map](#)

**Relocation Assistance Program**

Relocation Assistance Program (RAP),  
 FFSC  
 PSC 477 BOX 32  
 FPO, AP 96306-1232  
 Phone 011-81-467-63-4182  
 Phone (DSN) 315-264-4182  
 Fax 011-81-467-63-3241  
 Fax (DSN) 315-264-3241  
 Mon - Fri 6:30 a.m. - 4:30 p.m.  
 Sat, Sun and Holidays - Closed  
[Email](#) | [Website](#) | [Map](#)

**Military Clothing Sales**

Uniform Shop  
 NAF Atsugi Uniform Shop  
 PSC 477 Box 10  
 FPO, AP 96306-1209  
 Phone 011-81-467-63-3712  
 Phone (DSN) 315-264-3712  
 Fax 011-81-467-63-3748  
 Fax (DSN) 315-264-3748  
 Mon - Fri - 10:00 a.m. - 6:00 p.m.  
 Sat - 10:00 a.m. - 3:00 p.m.  
 Sun and Holidays -Closed  
[Email](#) | [Website](#) | [Map](#)

**Non-appropriated Funds (NAF) Human Resources**

Morale, Welfare and Recreation  
 NAF Atsugi MWR  
 PSC 477 Box 20  
 FPO, AP 96306-1220  
 Phone 011-81-467-63-6615  
 Phone (DSN) 315-264-3781  
 Fax 011-81-467-63-6336  
 Fax (DSN) 315-264-6336  
 Mon - Sat - 8:00 a.m. - 4:00 p.m.  
 Sat, Sun and Holidays - Closed  
[Email](#) | [Website](#) | [Map](#)

**Personnel Support Office**

Family Member Assistance Team (FMAT)  
 Family Member Assistance Team Atsugi, Japan  
 PSC 477 Box 6  
 FPO, AP 96306-1706  
 Phone 011-81-467-63-3381  
 Phone (DSN) 315-264-3381  
 Fax 011-81-467-63-3380  
 Fax (DSN) 315-264-3380  
 Mon - Fri 8:00 a.m. - 4:00 p.m.  
 Sat, Sun and Holidays - Closed  
[Email](#) | [Map](#)

**Personnel Support Office**

SATO Travel  
 Customer Service Desk Atsugi ATTN: SATO Travel  
 PSC 477 Box 6  
 FPO, AP 96306-1706  
 Phone 011-81 467 63-6291  
 Phone (DSN) 315-264-6291  
 Fax 011-81 467 63-3108  
 Fax (DSN) 315-264-3108  
 Mon - Fri - 8:00 a.m. - 6:00 p.m.  
 Sat, Sun and Holidays - Closed  
[Email](#) | [Website](#) | [Map](#)

**Restaurants/Fast Food**

Corner Pocket  
 NAF Atsugi Corner Pocket  
 PSC 477 Box 20 MWR  
 FPO, AP 96306-1220  
 Phone 011-81-467-63-3782  
 Phone (DSN) 315-264-3782  
 Fax 011-81-467-63-3347  
 Fax (DSN) 315-264-3347  
 Mon - Thu - 10:00 a.m. - 11:30 p.m.  
 Fri - Sun - 10:00 a.m. - 12:00 p.m.  
[Email](#) | [Website](#) | [Map](#)

**Restaurants/Fast Food**

Whispering Pines Restaurant  
 NAF Atsugi Whispering Pines Restaurant  
 PSC 477 Box 20 MWR  
 FPO, AP 96306-1220  
 Phone 011-81-467-63-3572  
 Phone (DSN) 315-264-3572  
 Fax 011-81-467-63-5110  
 Fax (DSN) 315-264-5110  
 Fri, Sat, Sun - 6:30 a.m. - 5:00 p.m.  
 Mon- Thurs - 6:30-3:30  
[Email](#) | [Website](#) | [Map](#)

**Restaurants/Fast Food**

Parchezi's  
 NAF Atsugi MWR ATTN: Parchezi's  
 PSC 477 Box 20 MWR  
 FPO, AP 96306-1220  
 Phone 011-81-467-63-6383 / 011-81-467-63-6104  
 Phone (DSN) 315-264-6383/6104  
 Fax 011-81-467-63-6886  
 Fax (DSN) 315-264-6886  
 Mon - Sun - 10:30 a.m. - 10:00 p.m.  
 Holidays - open  
[Email](#) | [Website](#) | [Map](#)

**Restaurants/Fast Food**

Skymasters  
 NAF Atsugi MWR ATTN: Skymasters  
 PSC 477 Box 20  
 FPO, AP 96306-1220  
 Phone 011-81-467-63-3660  
 Phone (DSN) 315-264-3660  
 Fax 011-81-467-63-6336  
 Fax (DSN) 315-264-6336  
 Mon - Fri - 11:00 a.m. - 9:00 p.m.  
 Sat - 4:00 p.m. - 9:00 p.m.  
 Sun - Closed  
[Email](#) | [Website](#) | [Map](#)

**School Age Care**

Youth Activities  
 NAF Atsugi MWR ATTN: Youth Activities  
 PSC 477 Box 20  
 FPO, AP 96306-1220  
 Phone 011-81-467-63-3878  
 Phone (DSN) 315-264-3878  
 Fax 011-81-467-63-6336  
 Fax (DSN) 315-264-6336  
 Youth Activities:  
 Summer Operating Hours:  
 Mon - Fri - 9:00 a.m. - 6:00 p.m.  
 Winter Operating Hours:  
 Mon - Fri - 6:00 a.m. - 9:00 a.m.; 1:00 p.m. - 6:00 p.m.  
 Sat, Sun and Holidays - Closed  
[Email](#) | [Website](#) | [Map](#)

**School Liaison Office/Community Schools**

School Liaison Office/Community Schools  
 Naval Air Facility, Atsugi Japan  
 PSC 477 Box 20  
 FPO, AP 96306-0005  
 Phone From U.S. 011 81 467 63 4185 / In Japan 0467 63 3878  
 Phone (DSN) 315-264-4185  
[Email](#) | [Website](#) | [Map](#)

**Restaurants/Fast Food**

Officer's Club  
 NAF Atsugi MWR ATTN: Officer's Club  
 PSC 477 Box 20  
 FPO, AP 96306-1220  
 Phone 011-81-467-63-3620  
 Phone (DSN) 315-264-3620  
 Fax 011-81-467-63-6336  
 Fax (DSN) 315-264-6336  
 Mon - Closed  
 Tue - Sat - 11:15 a.m. - 1:00 p.m. and 5:15 p.m. - 8:00 p.m.  
 Sun - 8:30 a.m. - 1:30 p.m. and 5:15 p.m. - 8:00 p.m.  
[Email](#) | [Website](#) | [Map](#)

**Restaurants/Fast Food**

Club Trilogy  
 NAF Atsugi MWR ATTN: Club Trilogy  
 PSC 477 Box 20  
 FPO, AP 96306-1220  
 Phone 011-81-467-63-3736  
 Phone (DSN) 315-264-3736  
 Fax 011-81-467-63-6336  
 Fax (DSN) 315-264-6336  
 Mon - Fri - 10:30 a.m. - 2:00 p.m.  
 Sat - Sun - Closed in the morning  
 Sat - Sun - 4:00 p.m. - 8:30 p.m.  
 Sun - Closed  
[Email](#) | [Website](#) | [Map](#)

**Retirement Services**

Retired Affairs Office  
 Fleet and Family Support Center  
 PSC 477 Box 32  
 FPO, AP 96306  
 Phone 011-81-467-63-3628  
 Phone (DSN) 315-264-3628  
[Email](#) | [Map](#)

**School Liaison Office/Community Schools**

Japan Region School Liaison Officer  
 PSC 473 Box 60 N921  
 BBldg. 1555 (PSD) Room 226  
 FPO , AP 96349-0060  
 Phone 011-81-46-816-2588  
 Phone (DSN) 315-243-2588  
 Fax 011-81-46-816-3222  
 Mon - Fri 8:00 a.m. - 5:00 p.m.  
 (by appointment)  
[Email](#) | [Website](#) | [Website](#) | [Map](#)

**Spouse Education, Training and Careers**

Family Employment Readiness Program (FERP), FFSC  
 Fleet and Family Support Center Atsugi, Japan  
 PSC 477 Box 32  
 FPO, AP 96306-1232  
 Phone 011-81-467-63-3514 / 011-81-467-63-4182  
 Phone (DSN) 315-264-3514/4182  
 Fax 011-81-467-63-3241  
 Fax (DSN) 315-264-3241  
 Mon, Tue, Thu and Fri - 7:30 a.m. - 5:00 p.m.  
 Wed - 7:30 a.m. - 3:30 p.m.  
 Sat, Sun and Holidays - Closed  
[Email](#) | [Website](#) | [Map](#)

**Temporary Lodging/Billeting**

Navy Lodge  
 Navy Lodge, Atsugi Japan  
 PSC 477 Box 10  
 FPO, AP 96306-0003  
 Phone 011-81-467-63-3304  
 Phone (DSN) 315-264-6880  
 Fax 011-81-467-63-3243  
 Fax (DSN) 315-264-6882  
 24 hours, 7 days a week  
[Email](#) | [Website](#) | [Map](#)

**Transition Assistance Program**

Transition Assistance Program (TAP), FFSC  
 Fleet and Family Support Center  
 PSC 477 BOX 32  
 FPO, AP 96306-1232  
 Phone 011-81-467-63-3514  
 Phone (DSN) 315-264-3514  
 Fax 011-81-467-63-3241  
 Fax (DSN) 315-264-3241  
 Mon, Tue, Thu and Fri - 7:30 a.m. - 5:00 p.m.  
 Wed - 7:30 a.m. - 3:30 p.m.  
 Sat, Sun and Holidays - Closed  
[Email](#) | [Website](#) | [Map](#)

**Travel Office**

SATO Travel  
 Customer Service Desk Atsugi ATTN:  
 SATO Travel  
 PSC 477 Box 6  
 FPO, AP 96306-1706  
 Phone 011-81 467 63-6291  
 Phone (DSN) 315-264-6291  
 Fax 011-81 467 63-3108  
 Fax (DSN) 315-264-3108  
 Mon - Fri - 8:00 a.m. - 6:00 p.m.  
 Sat, Sun and Holidays - Closed  
[Email](#) | [Website](#) | [Map](#)

**VA Facilities**

VA Representative  
 Fleet and Family Support Center  
 PSC 477 BOX 32  
 FPO, AP 96306  
 Phone 011-81-467-63-3628  
 Phone (DSN) 315-264-3628  
[Map](#)

**Veterinary Services**

Camp Zama District Veterinary Command  
 Commander USARJ, ATTN: District  
 Veterinary Command  
 Unit 45005  
 APO, AP 96343-0054  
 Phone 011-81-3117-63-5914  
 Phone (DSN) 315-263-5914  
 Fax 011-81-3117-63-5912  
 Fax (DSN) 315-263-5912  
 Mon, Tue and Fri - 8:00 a.m. - 4:00 p.m.  
 Wed, Thu, Sat, Sun - Closed  
[Email](#) | [Website](#) | [Map](#)

**Victim Advocate Services**

Victim Advocate Services , FFSC  
 Fleet and Family Support Center  
 PSC 477 BOX 32  
 FPO, AP 96306-1232  
 Phone 011-81-467-63-4188 / 011-81-80-5471-0970/011-81-80-5495-  
 0972 (Domestic Violence) / Dial 119 (Emergency On/Off base)  
 Phone (DSN) 315-264-4188  
 Fax 011-81-467-63-3241  
 Fax (DSN) 315-264-3241  
 Mon, Tue, Thu and Fri - 7:30 a.m. - 5:00 p.m.  
 Wed - 7:30 a.m. - 3:30 p.m.  
 Sat, Sun and Holidays - Closed  
[Email](#) | [Website](#) | [Map](#)

**Welcome/Visitors Center**

Navy Lodge  
 Navy Lodge, Atsugi Japan  
 PSC 477 Box 10  
 FPO, AP 96306-0003  
 Phone 011-81-467-63-3304  
 Phone (DSN) 315-264-6880  
 Fax 011-81-467-63-3243  
 Fax (DSN) 315-264-6882  
 24 hours, 7 days a week  
[Email](#) | [Website](#) | [Map](#)

**Women, Infants, and Children (WIC & WIC-O)**

Women, Infants, and Children Overseas ( WIC &WIC-O)  
 PSC 477 Box 2  
 Women, Infant and Children Overseas ( WIC-WICO)  
 APO, AP 96306  
 Phone 011-81-467-63-4559  
 Phone (DSN) 315-264-4559  
 Fax 011-81-467-63-4869  
 Fax (DSN) 315-264-4869  
 Mon - Fri - 7:30 a.m. - 12:00 a.m. and 12:30 p.m. - 4:00 p.m.  
[Website](#) | [Map](#)

**Youth Programs/Centers**

Youth Activities  
 NAF Atsugi MWR ATTN: Youth Activities  
 PSC 477 Box 20  
 FPO, AP 96306-1220  
 Phone 011-81-467-63-3878  
 Phone (DSN) 315-264-3878  
 Fax 011-81-467-63-6336  
 Fax (DSN) 315-264-6336  
 Youth Activities:  
 Summer Operating Hours:  
 Mon - Fri - 9:00 a.m. - 6:00 p.m.  
 Winter Operating Hours:  
 Mon - Fri - 6:00 a.m. - 9:00 a.m.; 1:00  
 p.m. - 6:00 p.m.  
 Sat, Sun and Holidays - Closed  
[Email](#) | [Website](#) | [Map](#)

## Major Units

**Naval Pacific Naval Aviation Forecast Detachment**

Contact Information:

Officer in Charge

COMM: 011-81-467-63-4346

DSN: 315-264-4346

COMM FAX: 011-81-467-63-3497

DSN FAX: 315-264-3497

**Aircraft Intermediate Maintenance Detachment**

Contact Information:

Officer in Charge

COMM: 011-81-467-63-4246

DSN: 315-264-4246

COMM FAX: 011-81-467-63-3346

DSN FAX: 315-264-3346

**Command Fleet Air Forward (CFAF)**

Contact Information:

Officer in Charge

COMM: 011-81-467-63-3170

DSN: 315-264-3170

COMM FAX: 011-81-467-63-3347

DSN FAX: 315-264-3347

**Center for Naval Aviation Technical Training**

Contact Information:

Officer in Charge

COMM: 011-81-467-63-4861

DSN: 315-264-4861

COMM FAX: 011-81-467-63-3218

DSN FAX: 315-264-3218

**Naval Air Technical Data and Engineering Service Command**

Contact Information:

Officer in Charge

COMM: 011-81-467-63-3246

DSN: 315-264-3246

COMM FAX: 011-81-467-63-3245

DSN FAX: 315-264-3515

**FRCWP (Fleet Readiness Center Western Pacific)**

Contact Information:

COM: 01181-467-63-2752

DSN: 315-264-2752

COM FAX: 011-81-467-63-3134

DSN Fax: 315-264-3134

**Helicopter Anti-Submarine Squadron (Light) 51**

Contact Information:

Officer in Charge

COMM: 011-81-467-63-3975

DSN: 315-264-3975

COMM FAX: 011-81-467-63-3319

DSN FAX: 315-264-3319

**Fleet Logistics Support Squadron 30 Det. 5**

Contact Information:

Officer in Charge

COMM: 011-81-467-63-4346

DSN: 315-264-4346

COMM FAX: 011-81-467-63-3497

DSN FAX: 315-264-3497

**Carrier Airborne Early Warning Squadron 115**

Contact Information:

Officer in Charge

COMM: 011-81-467-63-3295  
DSN: 315-264-3295  
COMM FAX: 011-81-467-63-3395  
DSN FAX: 315-264-3395

**Strike Fighter Squadron 115**

Contact Information:  
Admin  
COMM: 011-81-467-63-4830  
DSN: 315-264-4830  
COMM FAX: 011-81-467-63-3495  
DSN FAX: 315-264-3495

**Strike Fighter Squadron 102**

Contact Information:  
Officer in Charge  
COMM: 011-81-467-63-3649  
DSN: 315-264-3649  
COMM FAX: 011-81-467-63-3607  
DSN FAX: 315-264-3607

**Helicopter Anti-Submarine Squadron 14**

Contact Information:  
Admin  
COMM: 011-81-467-63-3391  
DSN: 315-264-3391  
COMM FAX: 011-81-467-63-4642  
DSN FAX: 315-264-4642

**Strike Fighter Squadron 195**

Contact Information:  
Admin  
COMM: 011-81-467-63-4611  
DSN: 315-264-4611  
COMM FAX: 011-81-467-63-4610  
DSN FAX: 315-264-4610

**Public Works Department**

Contact Information:  
Officer in Charge  
COMM: 011-81-467-63-3351  
DSN: 315-264-3351  
COMM FAX: 011-81-467-63-3146  
DSN FAX: 315-264-3146

**NMCEAD (Naval Munition Command East Asia Division Detachment Yokosuka Atsugi Annex)**

Contact Information:  
COM: 01181-467-63-3771  
DSN: 315-264-4771  
COM FAX: 011-81-467-63-4494  
DSN Fax: 315-264-4494

**Tactical Electronics Warfare Squadron 136**

Contact Information:  
Officer in Charge  
COMM: 011-81-467-63-4503  
DSN: 315-264-4503  
COMM FAX: 011-81-467-63-3727  
DSN FAX: 315-264-3727

**Strike Fighter Squadron 27**

Contact Information:  
Admin  
COMM: 011-81-467-63-3296  
DSN: 315-264-3296  
COMM FAX: 011-81-467-63-4385  
DSN FAX: 315-264-4385

**Defense Contract Management Agency**

Contact Information:  
Officer in Charge  
COMM: 011-81-467-63-3517  
DSN: 315-264-3517  
COMM FAX: 011-81-467-63-3505  
DSN FAX: 315-264-3505

**Carrier Air Wing 5 (CAG-5)**

Contact Information:

Officer in Charge

COMM: 011-81-467-63-3251

DSN: 315-264-3251

COMM FAX: 011-81-467-63-3252

DSN FAX: 315-264-3252

Home of the Nation's only "9-11" Air Wing. The Wing consists of the following forward deployed squadrons:

VFA-27

VFA-102

VFA 115

VFA-195

VAQ-136

VAW-115

VRC-30 Det 5

HS-14

HSL-51-Det 3

**Fleet Logistics Support Squadron 30 Det 5 (VRC 30)**

Contact information:

Officer in Charge

COM: 011-81-467-63-3369

DSN: 315-264-3369

COM FAX: 011-81-467-63-3375

DSN FAX: 315-264-3375

Website: <https://www.cnic.navy.mil/atsugi/CVW-5/VRC-30DET5/INDEX.HTM>

**VRC-30**

Contact Information:

Officer In Charge

COMM: 011-81-467-63-3369

DSN: 315-264-3369