

## STATEMENT OF LIVING AND WORKING CONDITIONS JAPAN

### **WELCOME TO JAPAN!**

*Welcome!* Or as they say in Japan, “YOKOSO.” Soon you will be experiencing a wonderful opportunity to live and work in a foreign country. If this happens to be your first Navy tour or first overseas tour, rest assured that Japan is truly a delightful and exciting country in which to be stationed. In addition, Japan will provide many memorable pages even for the seasoned traveler’s scrapbook. The Japanese are kind, polite, and friendly. They are genuinely interested in learning about you and the American lifestyle. In return, they take great pride in acquainting you with their fascinating traditions and customs. See <http://www.jnto.go.jp/eng/> for additional information from the Japanese National Tourist Organization.

This Statement of Living and Working Conditions is designed to provide general information for prospective appropriated fund civilian employees of U.S. Navy installation and Commands in Sasebo, Japan. Many subjects covered in this Statement are subject to change at any time. Readers are therefore encouraged to visit the hyperlinks referenced throughout this Statement and to verify information of specific concern prior to accepting a position.

In addition to the Statement of Living and Working Conditions, your sponsor will provide you with a “Welcome Aboard” packet, containing information about the local area and the various facilities, services and programs available to members of the Navy community in Sasebo, Japan.

Life overseas presents numerous challenges and imposes unique demands upon an American, but it can be a rich, rewarding and memorable experience once you master the mechanics of overseas living.

Some other websites which may be useful are:

[www.japantimes.co.jp](http://www.japantimes.co.jp) (Japan Times – English newspaper) [www.us-japan.org](http://www.us-japan.org)  
(US/Japan links (Japanese-American Societies)  
<http://web-jpn.org/kidsweb/index.html> (Kids Web Japan)  
[http://www.cnrc.navy.mil/regions/cnrj/installations/cfa\\_sasebo.html](http://www.cnrc.navy.mil/regions/cnrj/installations/cfa_sasebo.html) (Commander  
Fleet Activities Sasebo)

# **MISSION STATEMENT**

The primary mission of the Naval commands in Japan is to maintain and operate base facilities for logistic servicing of U.S. Naval Forces, Japan and other units of the operating forces assigned in the Western Pacific.

## **CFAS Mission:**

**"Enable forward deployed U.S. and Allied Forces while providing superior support to their families."**

Commander Fleet Activities Sasebo (CFAS) is the home of the Navy's only forward-deployed Amphibious Ready Group, anchored by USS Bonhomme Richard (LHD 6). Supporting Bonhomme Richard, our seven other forward-deployed ships and all U.S. Seventh Fleet ships is the mission of this installation. The base is strategically important in carrying out our defense treaty with Japan in ensuring peace and stability throughout the region. CFAS is Commander Naval Region Japan's installation of the year in 2005, 2007 and 2009.

[http://www.cnic.navy.mil/regions/cnr/installations/cfa\\_sasebo.html](http://www.cnic.navy.mil/regions/cnr/installations/cfa_sasebo.html)

# **PRE-TRANSIT INFORMATION**

Once you have accepted the position, the Sasebo Satellite Human Resources Office (HRO) in Sasebo, Japan will do the processing for your overseas tour in Japan. HRO Sasebo will assign you a sponsor to assist in making the necessary arrangements for your travel overseas. You (and your dependents, if applicable) will be furnished information and instructions regarding passports and visas, physical examinations, dependents' entry approval, issuance of travel orders, baggage allowance, shipment of household goods and automobile, and other pertinent details.

You (and your dependents, if applicable) will be required to travel by air from the port of embarkation, unless there are medically contra-indicated reasons why you should not do so.

You should ensure that your processing office keeps the Human Resources Office in Sasebo, Japan informed of your flight schedule and itinerary, and you should also keep your sponsor informed.

Be sure to obtain plenty of copies of your PCS orders prior to departure. You will need them when making arrangements for travel, shipment of your household goods and again upon arrival in Japan for confirming lodging reservations, entry on base, etc.

## **Dependent Entry Approval**

One of the most important aspects of living in Japan is physical and emotional suitability. Individuals/large families requiring specialized services or consideration of any kind should carefully contemplate the decision to transfer to Japan, since housing and services in an overseas environment may be unavailable or limited. Accordingly, if a family member has a chronic illness or serious emotional problems, it would be advisable that he/she does not accompany you to Japan, since medical facilities are limited. Please be aware that personnel with pre-existing medical conditions, i.e., asthma, will not receive priority housing in Government quarters.

## **Passports**

It is imperative that you start applying for passports for yourself and authorized family members as soon as you accept the job offer so as not to delay your move to Japan. (Selectees are expected to report for duty within 45 days of acceptance of job offer or receipt of PCS orders). Separate passports are required for each child, and keep in mind that you and your family members may obtain a no-fee passport. Family members who are not U.S. citizens may not be issued a no-fee official passport. They must possess a current passport from their countries of origin and a copy of their sponsor's official orders. If you and/or your family members already possess tourist passports, you/they may use them for entry into Japan, but must have copies of orders and military/government identification in order to have those passports stamped into country under the Status of Forces Agreement (SOFA). Please link to [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1148.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1148.html) for information on the requirements for entry of personnel. Information on application for US passports is at [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html)

## **Sponsor**

A sponsor is designated for each newly selected employee. The sponsor provides you with current information on living and working conditions, answers questions, meets you upon arrival, and otherwise assists you in making the transition from your current location to your duty station overseas. If, after your selection and notification, you have not heard from your sponsor, you should inquire through your Human Resources Office servicing HR Specialist or contact your sponsor directly. The Human Resources Office Sasebo Satellite will provide you your sponsor's name, email address and telephone number.

## **Pets**

Few Japanese landlords allow pets, and few rental properties have yards. We strongly recommend you leave your pets at your current location until rental quarters that accept pets can be located. Please check with your sponsor, or Human Resources Office, to find out about additional pet importation requirements. Kennel space is costly, availability is limited, and spaces for large dogs are few. Pets are NOT allowed in the Navy Lodge or in high-rise government quarters. Base housing that permits pets is largely being replaced by high-rises, so having pets may result in a significantly longer wait for government quarters. Breeding or commercial raising of animals in government quarters is prohibited.

## **Customs**

You and your dependents will be required to go through a customs inspection upon arrival in Japan. Your baggage will also be checked. Do not bring plants or agricultural products with you. They

will be confiscated, as there is no agricultural inspector available. Please visit the website below for additional information regarding procedures and prohibited articles.

<http://www.customs.go.jp/english/passenger/index.htm>

### **Household Goods**

Limited loaner furniture is available for eligible accompanied personnel awaiting shipment of household goods. Although household goods shipments are not weight-restricted for Navy installations in Japan, i.e., civilians are entitled to bring as much as 18,000 lbs. of personal property to Japan, please remember that government, and in particular private rental housing, may be smaller than that to which you have become accustomed. Japanese housing (even entire houses) typically averages less than 1500 sq ft. Therefore, you should carefully consider what furniture and appliances you will want to ship. Staircases in Japanese houses are usually narrow and steep, and it may not be possible to carry large furniture items to the second floor. (Please also see page 16.) Household goods that will not be needed in Japan should be placed in non-temporary storage prior to your departure. Your local Personal Property Office or processing civilian personnel office should provide you with information concerning non-temporary storage of household goods. Depending on availability, unaccompanied personnel may be authorized government household appliances (i.e., refrigerator, microwave oven, washer/dryer, space heaters, dehumidifier, etc.) for use in off-base housing. Availability fluctuates, and there could be a waiting list. Appliances may be leased from Japanese commercial companies for use in off-base housing, with a 2-year lease. Delivery charges are in addition to the monthly charge. Living Quarters Allowance may be used to pay for the rentals, as long as the appliances are necessary items, and not convenience items (e.g., television sets, DVD players, etc.), and the rental contracts are not a separate contract with the same landlord as the off-base housing unit. In some cases, the Housing Office may be able to negotiate with the landlord to install the appliances and increase the house rent to cover the costs. (NOTE: US washers/dryers and refrigerators will not work in Japan because of the 100V/50 cycle electricity; microwave ovens generally will work, however clocks will not keep correct time.) Please check on the current situation with the Housing Office prior to making a decision to accept a position in Sasebo if this is a concern to you [http://www.cnic.navy.mil/regions/cnrj/installations/cfa\\_sasebo/ffr/housing\\_and\\_lodging.html](http://www.cnic.navy.mil/regions/cnrj/installations/cfa_sasebo/ffr/housing_and_lodging.html) or visit: <http://www.japanbases.com/forums/aff/578.aspx>

### **Electrical Appliances**

Electrical service in the community is 100V, 60 cycle AC. Most U.S. electrical appliances will work, although at somewhat reduced efficiency, using local power. American clothes dryers may work here, but the cost of installation is prohibitive (exceeds the cost of the dryer). Step-up transformers are available in the Navy Exchange for those appliances that are particularly sensitive to voltage changes.

### **Clothing**

Be sure to bring enough clothes and shoes for the whole family to last until your express shipment and/or household goods arrive. Also, be sure to allow for change of season and include rainwear if arriving during the Spring or Fall. The four seasons are distinct and you will need clothes for the extremes of hot and cold weather.

The Navy Exchange carries an assortment of men's, women's and children's clothing and shoes. However, your size may not always be available in the styles or quality you prefer.

### **Privately Owned Vehicles (POV's)**

POV shipments to Japan are permitted, subject to embargo or waiver requirements, but are not recommended. Effective 1 Apr 96, the assistant Secretary of Defense (Management & Policy) has granted limited case-by-case waiver authority to Commander USFJ for shipment of post-1976 vehicles to mainland Japan only. Certain requirements/restrictions may cause personal and financial hardships encountered in modifying POVs to meet the strict environmental/emissions standards imposed by the host nation governments, especially in Japan. Even vehicles manufactured in Japan and meeting California emissions requirements, imported to Japan, must undergo a two-day emissions test, which costs approximately ¥192,600 (between \$1,700-\$2,000 depending upon the conversion rate at the time), and requires driving the vehicle to the Yokota area where it must remain overnight.

Although earlier-model cars may be shipped, cost of compliance with Japanese emission control and safety standards would significantly increase should the vehicle fail the inspection(s). Vehicles that do not pass inspection will not be shipped back to CONUS at government expense.

Used Japanese cars are readily available, are fairly inexpensive, have the advantage of right-hand drive, and meet Japanese emission control standards. Also, Japanese public transportation is excellent on mainland Japan, and rental vehicles are available on base for off-base excursions.

Motorcycles are popular means of transportation in Japan. However, because of the inherent dangers involved in operating motorcycles, specific licensing requirements must be met, as well as stringent safety and emission system controls in compliance with Japanese laws. Purchase of a new or used motorcycle in Japan is a relatively straightforward transaction with prices comparable to those in the U.S. If you have a state-approved or U.S. military issued motorcycle license, be sure to bring it with you, as it may reduce the time spent in qualifying for a license. If you plan to ship a motorcycle to Japan, it would be advisable to have your sponsor check the vehicle specifications with the Security Department to ensure that the motorcycle will pass Japanese standards without excessive and costly modifications.

### **Firearms**

Members assigned to Naval Installations in Japan are not allowed to import any type of handgun, rifle, shotgun, pellet/air/BB guns, spear guns, prohibited knives (as defined on page 24), or explosives.

### **Advance of Pay**

Civilian employees moving to foreign overseas areas on permanent assignment orders are authorized a one-time salary advance of up to three months pay.

Advance pay may also be requested when reassignment occurs between foreign duty stations, when the new duty station is a foreign area located outside the continental United States, excluding Hawaii, Alaska, the commonwealth of Puerto Rico, the Canal Zone, and territories and possessions of the United States. You may request a salary advance no earlier than one month prior to departure and no later than two months after arrival at the foreign duty station. You must agree to immediate lump-sum repayment of the outstanding balance if employment is terminated prior to liquidation of the advance pay amount. The maximum amount to be

advanced will be the employee's base pay for six pay periods.

If requested prior to departing for overseas, the Disbursing Officer servicing the Payroll Office, where your pay records are currently maintained, may make the advance payments. Otherwise, the Disbursing Officer at the new overseas duty station will authorize payment. The maximum period for repayment of the advance will be 26 pay periods. Deductions will begin on the first pay period after the advance is made.

### **Funds**

You should have between \$4,000 and \$7,000 with you, depending upon the size of your family, to cover living expenses pending receipt of your first paycheck and reimbursement for travel claim expenses.

### **Pay**

Pay periods are biweekly with payday every other week. Wages and other income derived from U.S. Government employment are not subject to Japanese taxes. However, you are subject to payroll deduction for U.S. federal income tax and you are required to file a federal tax return. Quarters and post allowances are not considered part of the basic wages; consequently, federal tax is not imposed on these allowances. The filing and payment of state income taxes are the employee's responsibility. Check with your home state to determine what your responsibilities are with regard to state income tax. Direct Deposit to a financial institution is mandatory.

Locality pay is not authorized overseas. If you are currently receiving locality pay, this will be discontinued on the date you enter the rolls of the overseas activity. Locality pay will not be used in setting pay in an overseas area. Employees considering retirement upon completion of their overseas tour should carefully weigh the economic benefits of overseas employment vs. the likely reduction in annuity compared to remaining in the United States.

# **ARRIVAL IN THE FAR EAST**

Your sponsor will coordinate your ground transportation for you. If you are arriving at Fukuoka International Airport or Nagasaki Airport between 0800 and 1600, Monday through Friday, and are unable to get in contact with your sponsor, please call your Sasebo Satellite HRO servicing HR Specialist.

Should you experience delays or arrive after working hours, ask the operators to connect you with the **Command Duty Officer (CDO) at DSN 252-3531**.

## **PROCESSING**

You are expected to report to the Human Resources Office Sasebo Satellite for processing not later than the first working day following your arrival (0800). You should hand-carry all processing papers provided to you. Please ensure that you do not pack this material in your household goods shipment. Be sure to bring your passport, dependent entry approval, medical records, Notification of Personnel Action (SF-50), and all the processing papers and information provided to you by the Human Resources or civilian personnel office that processed you for assignment to your overseas location.

## **TEMPORARY ACCOMMODATIONS AFTER ARRIVAL**

When you arrive at your duty station, you will either be billeted in the NGIS, the Navy Lodge <http://www.navy-lodge.com> or other base lodging, or in a nearby Japanese hotel. Your sponsor will assist you in making reservations for lodging and provide you with additional information upon request prior to your arrival.

There are some quaint western-style hotels and Ryokan (traditional Japanese inns) <http://www.ryokan.or.jp/english/index.html> available which are approved for Temporary Quarters Subsistence Allowance (TQSA) in addition to the Navy Lodge and other approved government facilities. In most of the large, modern hotels, rooms may be either western- or Japanese-style. Some hotels allow shoes to be worn inside; however, many of the small hotels require that shoes be removed and slippers used in the corridors (if this is the case, slippers will be provided, but usually not in larger sizes).

## **Government Quarters**

There is currently a waiting list for on-base government housing in Sasebo. The current waiting period is from fourteen to twenty-four months for three-bedroom housing, and nine to thirteen months for four-bedroom housing. There is a five-year occupancy limit for civilians due to the critical shortage of Navy Family housing.

## **Private Rentals/Living Quarters Allowance**

The Living Quarters Allowance (LQA) is intended to reimburse an employee for substantially all of the cost for the private rental of residence quarters whenever free government quarters are not provided. Such costs include rent, plus any costs not included therein for heat, light, fuel, gas, water, and electricity. The maximum cost of off-base housing is set at 185,000 yen. Your out-of-pocket move-in expenses will range from four to five months' rent to cover

security deposit, first month's rent, agent's fee and landlord appreciation fee. Advance pay will help defray initial move-in costs. Average costs by bedroom are provided below:  
IMC = Initial Move-in Cost HUS = Housing Unit Size in square feet The Housing Referral Office will assist you in locating suitable off-base housing, reviewing and approving the lease agreement, and ensuring that the house is inspected for compliance with sanitary and structural standards. Sanitary conditions on Navy facilities are comparable to those found in the United States. Sanitary facilities off-base are also good, but vary depending on the area, as is the case in the United States.

### **POST ALLOWANCE**

Post Allowance is a cost-of-living allowance granted to eligible employees officially stationed at a foreign post where the cost of living, exclusive of housing costs, is substantially higher than in Washington, D.C. The amount of the allowance is based on annual salary, number of dependents, and post allowance classification. The post allowance is included as a part of an employee's regular paycheck, and is not subject to Federal taxes. Check with your tax preparer on state tax requirements. The amount of post allowance received is not a percentage of annual salary but rather "expendable income," meant to assist in defraying living expenses. [http://aoprals.state.gov/content.asp?content\\_id=245&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=245&menu_id=78)

### **SEPARATE MAINTENANCE ALLOWANCE (SMA)**

Separate Maintenance Allowance is intended to assist in offsetting the additional expense incurred to maintain a separate household. If there is a justifiable reason why eligible family members cannot accompany or remain at an employee's newly assigned overseas post, the employee may be eligible for SMA.

[http://aoprals.state.gov/content.asp?content\\_id=215&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=215&menu_id=78)

### **EDUCATIONAL TRAVEL**

Educational Travel is provided at government expense for qualified dependent students for the purpose of attending a full-time course for secondary, undergraduate college education or an accredited post-secondary vocational or technical education.

[http://aoprals.state.gov/content.asp?content\\_id=250&menu\\_id=81](http://aoprals.state.gov/content.asp?content_id=250&menu_id=81)

### **MISCELLANEOUS EXPENSE ALLOWANCE**

The Miscellaneous Expense Allowance (MEA) is for the purpose of defraying various contingent costs associated with relocation of a residence in connection with an authorized or approved permanent change of station. The allowance is related to expenses that are common to living quarters' furnishings, household appliances, and other general types of costs inherent in relocation of a place of residence. No advance of funds for the MEA is authorized. An appropriate transportation agreement must be signed.

A miscellaneous expense portion of the Foreign Transfer Allowance is authorized for new appointees assigned to first duty stations or as otherwise excluded under C9004 of the Joint Travel Regulations, Vol. 2. The amounts of allowable miscellaneous expenses are specified in C9003, JTR, Vol. 2. [http://aoprals.state.gov/content.asp?content\\_id=247&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=247&menu_id=78)

For current employees, travel voucher or Subvoucher (DD Form 1351-2) will be used in submitting claims for reimbursement of a miscellaneous expense allowance and will be submitted to Personnel Support Detachment after arrival at the overseas duty post.

<http://www.dfas.mil/pcstravel/civentitlements/miscexpenseallowance.html>

## **ALLOWANCES SUBJECT TO CHANGE**

Allowances are subject to change without notice. Changes to or cancellation of allowances are not acceptable reasons for returning you or your family members to the United States, at Government expense, prior to completion of your tour of duty. Specific information on allowances may be obtained from your Sasebo servicing HR Specialist.

## **PERSONAL PROPERTY – HOUSEHOLD GOODS**

Express shipment of unaccompanied baggage to Japan takes approximately thirty days from the West Coast and forty days from the East Coast. Major household good shipments have been averaging sixty days from the West Coast and eighty days from the East Coast. When you arrive at your duty station, your sponsor will help you contact the Personal Property Office to make arrangements for delivery. If you cannot accept your shipment because housing is not yet available, temporary storage can be arranged for a limited period of time. If your goods have not arrived, you will be asked to leave a telephone number or address where you can be reached when the shipment arrives.

When your goods are delivered, it is very important to check-off each carton and piece of furniture listed on the inventory. You should know in advance where you want the larger pieces of furniture placed since the mover is responsible for one-time placement only. If any of your goods are lost or damaged, note it on the inventory form and notify the Personal Property Office immediately. A government inspector may either stop by during delivery or may be requested, and a written report will be prepared to verify the loss or damage. You may submit a claim for all lost or damaged property. To do this, you must obtain a repair estimate for damaged items. The Personal Property Office will advise and assist you in preparing the required forms.

It should be noted that in order to collect for lost or damaged items, those items must appear on the carrier's inventory. Without this proof of shipment and original condition, no claim can be awarded.

## **HOURS OF WORK**

Generally, work is eight (8) hours per day, five (5) days per week (Monday through Friday). The actual time the workday starts and finishes vary with the command. The standard schedule is from 0800 to 1630 - 1700, depending on whether thirty or sixty minutes are authorized for lunch. Some commands also offer Alternate or Compressed Work Schedules.

## **HOLIDAYS**

Navy employees in Japan observe regular U.S. legal holidays. There is no entitlement to time off for observance of Japanese holidays, except in a leave status.

## **ANNUAL AND SICK LEAVE**

All U.S. Government employees accrue leave under the Annual and Sick Leave Act of 1951. This law provides for employees to accrue annual leave on the basis of their total Federal creditable civilian and/or military service. Accrual rates for full-time employees for each biweekly pay period are: four (4) hours for less than 3 years service; six (6) hours for three years but less than fifteen years of service; and eight (8) hours for fifteen or more years of service.

Employees recruited from the United States for duty overseas may accumulate up to forty-five days (360 hours) annual leave. The forty-five days maximum annual leave may be retained after your return to the states until such time as your leave balance falls below 45 days during the leave year. Please contact your servicing specialist at Sasebo HRO for further explanation of the maximum retainable annual leave regulation. Annual leave is granted as workload permits.

Full-time employees accrue sick leave on the basis of four (4) hours for each full biweekly pay period.

### **HOME LEAVE**

Employees who are eligible to accumulate 45 days of annual leave will accrue home leave at the rate of 5 calendar days for each 12-month period in Japan. Amounts may vary at locations outside Japan; please check with your servicing HR specialist for other duty stations in the Pacific area. Home leave is initially granted only after completion of 24 months of continuous creditable service outside the U.S. You must have completed 24 months of continuous overseas duty only once before you are entitled to use home leave. Previously accumulated home leave may be used at any time during subsequent overseas tours, subject to certain restrictions during the last months of the current tour. Home leave is most frequently used in conjunction with "renewal agreement travel," at which time an employee, who has been offered and has accepted an invitation to extend his/her overseas tour, elects to perform round-trip travel between overseas tours. There are other situations in which home leave may be taken. Home leave can not be used with PCS travel. For more detailed information, please contact your Sasebo HRO servicing specialist.

### **ENVIRONMENTAL AND MORALE LEAVE (EML)**

Eligible civilian employees and their dependents are authorized to participate in the EML program. Under this program, participants may be provided space-available transportation on DOD-owned or controlled aircraft between an approved EML origination site and one approved destination site for the purpose of taking ordinary leave in more desirable locations. Approved destination sites may change at any time.

Participants are limited to two trips a year, either unaccompanied, accompanied with sponsor, or in combination. Whenever a participant commences travel on space available transportation in an EML travel category, a trip is counted against the participant's entitlement of two trips per year regardless of whether or not the participant utilized EML for return travel. Entitlements are not cumulative; trips may not be saved from one year to the next. Sponsors must have an approved annual leave request. Current EML flights to the contiguous US terminate on the West Coast. There are certain restrictions on when an employee becomes eligible for EML flights and the timeframe for use during the first six months and last six months of a tour. More information is available at:

<http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1050-210.pdf>

### **TOUR OF DUTY**

The initial tour of duty in Sasebo Japan is 36 months. There may be a different tour of duty if you are moving from another overseas area. Prior to completion of an initial tour of duty in Sasebo Japan, the Commanding Officer may offer you an invitation to extend for up to an

additional 24 months, but usually not to exceed five years total. Any extension beyond the initial tour shall be at the invitation of management and requires management certification of satisfactory performance, currency of knowledge/skills, and successful adaptation to the overseas environment. An extension will not be affected without the employee's concurrence.

Employees who complete an initial tour of duty and who are invited to extend their tours may be eligible for renewal agreement travel (RAT) at government expense to their home of record in the U.S. and return. A renewal tour of duty normally begins upon return to Japan. Be sure to check with your servicing HR specialist prior to making RAT arrangements.

### **FIVE (5) YEAR OVERSEAS LIMITATION**

It is the policy of the Department of Defense and Department of Navy to limit civilian employment in foreign areas to five years, except for certain excluded categories of positions/personnel. As a condition of employment in foreign areas, covered career or career-conditional employees will sign a Rotation Agreement, agreeing to the terms and conditions specified therein concerning rotation and return placement from the foreign area. Normally, employment will not be offered or extended so as to continue employment in foreign areas more than five years without an intervening period of twenty four (24) months residency in the United States. All overseas service in appropriated fund positions counts toward the five-year period.

### **RETURN RIGHTS/RETURN PLACEMENT**

Return rights are initially granted for the duration of one tour of duty overseas and may be extended without concurrence of the losing DoD activity for a total period of five years from the starting date of the initial tour. An employee's entitlement to statutory return rights upon extension beyond the initial tour continues for a total period of five years and may not be denied or waived during this period. An administrative extension of return rights beyond five years is permitted only when the activity to which the employee has return rights agrees to an extension.

Return placement for those employees who choose not to extend or who are not invited to extend their tour of duty is accomplished either by exercise of return rights to their former employer or through the Priority Placement Program (PPP), if eligible for registration. [Please note that Navy OCPMINST 12301.2, CPI 301-C, 3, g., requires that initial registration will be from Region from where last resided, last recruited preceding overseas service or closer region to the overseas activity i.e. Zone 4 or (Seattle, San Francisco Region). If not placed within 90 days, registration will be expanded to the full zone of the region currently registered and all DoD components. If not placed within 180 days, expanded to the entire 50 states and all DoD components. Registrants are not permitted to register for specific DOD activities. Detailed information concerning overseas employment is contained in CPI 301.5 and applicable appendices thereto. Additional questions regarding exercise of return rights or placement through the PPP should be discussed with your servicing HR Specialist prior to signing your Transportation Agreement or departing for the overseas area.

## **EMPLOYMENT OPPORTUNITIES FOR DEPENDENTS**

The number of civil service and non-appropriated fund positions are limited in an overseas area. A large percentage of these positions are of clerical nature.

Dependents are given excepted appointments under the Schedule "A" Program with a time limit not exceeding the sponsor's tour by two months. These appointments do not confer competitive (career/career-conditional) status. Upon returning to the U.S., a military spouse/family member MAY be eligible for noncompetitive term, temporary or career-conditional appointment if he/she:

- is a United States citizen
- has accumulated twelve months of creditable overseas service in an appropriated fund position(s) under a local hire authority
- has received a satisfactory or better performance rating for his/her overseas service
- is currently a family member of a Federal civilian employee, non-appropriated fund employee or of a member of a uniformed service who was officially assigned to the overseas area and is assigned to an official assignment and has been serving in this capacity while in the overseas area.

Interested personnel should contact the HRO at the base where the sponsor is assigned or to which being relocated in order to obtain additional information.

Available positions in the Sasebo serviced area are listed online at

([http://www.cnic.navy.mil/regions/cnrj/om/human\\_resources/US\\_Jobs.html](http://www.cnic.navy.mil/regions/cnrj/om/human_resources/US_Jobs.html))

and posted at the HRO Sasebo Satellite office bulletin boards inside the HRO Sasebo Building (PW47) until the closing date of the vacancy. A limited number of non-government employment opportunities are periodically available in the area with Banks on base. Employment opportunities in the local community are primarily limited to those positions involved in teaching English to Japanese. Interested persons should contact the HRO at the base where the sponsor is assigned or to which being relocated in order to obtain additional information

## **TRAINING AND DEVELOPMENT**

Training opportunities are limited in overseas areas. Equal Employment Opportunity, Prevention of Sexual Harassment, Standards of Conduct, and other mandatory training courses are conducted locally, as well as some management training. Other specialized training may be held on-site or off-site--subject to interest, need and availability of funds. Assistance is available for enrollment in US Department of Agriculture National Independent Study Center correspondence courses in a variety of subjects. Participants must be nominated by their activity and be job-related in order for the employing activity to pay course costs.

Central Texas College, the University of Maryland, and the University of Phoenix offer some adult education courses and degree programs. Contact the local Navy College for more information.

## **STANDARDS OF PERSONAL CONDUCT**

Each American overseas has the important task and privilege of being a goodwill ambassador of the United States. The individual behavior of each American is the primary basis on which Host Nationals form their opinions of Americans. Their opinions of Americans, in turn, have a direct bearing on what they will do at the polls to back up their Government's pro-American foreign policy. Your behavior, and that of your family, is the subject of critical scrutiny. To be an "unofficial goodwill ambassador" to our hosts requires sincerity, cordiality, discretion, tact and understanding.

When a U.S. citizen employee's conduct, or that of his family, whether on or off duty, would be inimical to their continued presence in the country, or when the foreign government advises that the presence of a U.S. citizen in the country is not desired, the employee may be reassigned to an appropriate position in the U.S. under procedures applicable to the specific circumstances of the case.

## **CONDUCT OF MINOR (UNMARRIED) DEPENDENTS**

Parents are solely responsible for the indoctrination, care, supervision, and conduct of their children. Parents are to ensure that their children obey all local Navy regulations and instructions in addition to Japanese laws. Sponsors may be held responsible for restitution in cases where their dependents have caused personal injury or property damage. A copy of the local instruction governing conduct of minor dependents will be provided in your "Welcome Aboard" packet.

## **SOFA, LEGAL JURISDICTION, AND PROHIBITED ACTIVITIES**

Under the Status of Forces Agreement (SOFA) between the United States and Japan, U.S. Forces sponsored personnel, (including U.S. Civil Service employees and their dependents), are under the jurisdiction of the Japanese civil/criminal court system. Article XVI of the SOFA provides that, "It is the duty of members of the United States Armed Forces, the civilian component, and their dependents, to respect the laws of Japan and to abstain from any activity inconsistent with the spirit of this agreement, and, in particular, from any political activity in Japan."

It is the policy of Commander U.S. Naval Forces (CNRJ), Japan that there is no participation by U.S. Naval Forces personnel or dependents, military or civilian, either individually or in groups, in any unauthorized demonstrations, including those involving civil rights. Pertinent Japanese laws and ordinances do not generally require nondiscriminatory practices by Japanese businesses. Therefore, proprietors are free to choose their own clientele. Individuals who enter an establishment and refuse to leave upon request of the proprietor subject themselves to prosecution under the Japanese criminal statutes. Persons who have knowledge of discriminatory practices existing off-base should bring them to the attention of the Commanding Officer or sponsor's Commanding Officer.

All persons should be aware that strict laws exist concerning the use, possession, and or sale of stimulants, depressants and other narcotics. Japanese authorities strenuously enforce such laws, and penalties can be very severe. A civilian employee of the Department of Navy can, at minimum, expect expulsion from the country and, at worst, fines and imprisonment in Japanese prison. Administrative discipline, to include separation from employment, could be pursued.

There are severe penalties for violation of Japanese laws governing the illegal possession and use of firearms and other dangerous instruments. "Firearms" also include gas or air-operated pellet or "BB" guns. "Dangerous instruments" include, but are not limited to, straight razors, slingshots, nun-chucks, metal knuckles, blackjacks, saps, clubs or canes, (other than those required for walking), switch blade, butterfly knives, bolos, hunting knives, pocket knives, any other bladed weapon (or concealed blade), exceeding 2 3/8" in length, or similar devices. Assault is a serious charge in Japan. Persons are cautioned not to argue with, strike, or in any way become involved in an affray with a Japanese National.

The legal age for drinking alcoholic beverages in Japan is 20 years.

Black-market activities, such as illegal sale/transfer of duty-free items to unauthorized persons, except where allowed as "small customary gifts" under governing regulations, is a violation of Japanese customs laws, as well as a violation of U.S. Forces regulations, and could result in severe penalties.

Civilians are subject to punishment for offenses committed within the special maritime and territorial jurisdiction of the U.S. overseas under the Military Extraterritorial Jurisdiction Act of 2000. This act stipulates that whoever engages in conduct outside the U.S. that would constitute an offense punishable by imprisonment for more than 1 year shall be punished as provided for that offense. Such person would be arrested and delivered to the custody of U.S. civilian law enforcement authorities for removal to the U.S. for judicial proceedings in relation to the conduct or delivered to the appropriate authorities of a foreign country.

If you have any doubts as to what may or may not be an illegal act or activity, contact the base Staff Judge Advocate (Legal Officer) or Security Department, as appropriate. Crimes against the person or property of Americans living in Japan are exceedingly rare. Japan is considered by most Americans, one of the safest countries in which to live. Japanese police are alert, professional, courteous, and ready to assist you at any time. Personally, you will never feel safer than during the time you spend living in Japan.

### **INTERCULTURAL RELATIONS WORKSHOP**

Family Services Centers at Navy installations sponsor an Intercultural Relations Workshop for all newly arrived personnel and their spouses. This workshop has been designed to ease your adjustment overseas. Topics include tips for newcomers, information on Japanese culture, contrasting values, culture shock, communication (language and gestures) and a field trip. You will also be briefed on the services of various departments on base.

### **WORKING WITH HOST COUNTRY EMPLOYEES**

You will be working with host nation employees on a day-to-day basis. You may even lead or supervise host nation employees, who comprise the bulk of our civilian workforce. They are employed in professional, technical, clerical and trade and crafts positions. Our host nation workforce has long enjoyed the well-deserved reputation of being competent, loyal, courteous, and totally dedicated to duty. Their work efforts over the many years have contributed significantly to the successful accomplishment of the Navy's mission in the Far East. On a personal level, they have strengthened the bonds of friendship between their country and ours

by introducing us to their customs and culture and by allowing us to share a part of their lives. You will find the experience of working together rewarding and memorable.

## **PUBLIC TRANSPORTATION**

The Japanese public transportation system is one of the most efficient in the world. Trains and buses are clean, frequent and run on schedule. Railroads run to almost every town, and where trains leave off, buses take over. Commercial air flights are available from Nagasaki, Fukuoka, Haneda, and Narita Airports (<http://www.narita-airport.jp/en/>). Taxis are plentiful and tipping is not expected.

## **FACILITIES AND SERVICES**

### **Medical and Dental**

The U.S. Naval Hospital (USNH) has a medical/dental branch clinic in Sasebo. The Naval Hospital Branch Clinics provide outpatient medical care. Presently, there are no inpatient facilities at the clinics. Civilian patients may be referred to a local Japanese hospital to be diagnosed. Patients requiring hospitalization may be sent to a local Japanese hospital or to the Navy Hospital in Yokosuka.

The USNH staff includes specialists representing many major divisions of medicine and surgery. However, because of the size of the clinic and its staff, some specialized non-elective treatment may be beyond the services provided by the Naval Hospital, patients must sometimes be returned to the United States via the Medical Air Evacuation (MEDEVAC) System for treatment if eligible.

The U.S. government is not obligated to pay for medical treatment, unless a job-related injury or illness, irrespective if received from DoD facilities in the area or from private sources. Medical insurance is available from Federal providers with the exception of HMOs (HMOs are not available overseas). This means that the cost of medical care beyond policy limits must be absorbed by the employee. When provided by Japanese medical facilities, even if referred to by DoD facilities, costs for treatment can be significantly higher than rates for comparable services in the U.S. The method of payment (see below) may be much different from what occurs in the U.S. It is possible that your FEHB medical insurance will not be accepted at a Japanese medical facility or that your FEHB carrier will not accept the Japanese medical facility as an authorized provider; please be prepared financially for that contingency. You and your dependents may obtain outpatient medical care at Naval medical facilities in the overseas area. The charge is now based on the type of care and treatment required. This may include all medical examinations, tests, diagnosis, treatment, prescriptions, evaluations, and consultations during that day. Care that must be carried over to a second day and certain types of follow-up visits may be served under the original charge. There is also an inpatient care rate per day at the hospital.

For those civilian employees who are hospitalized in a local hospital, the hospital will expect full payment up-front on a monthly basis (upon receipt of a bill on or about the tenth of the following month). If hospitalized for less than a month, payment is expected at the time the patient is discharged from the hospital. The hospital also expects full payment up-front for examinations and/or medical treatments received on an outpatient basis.

Private hospitals may not be willing to wait for payment until the patient applies for and receives money from their FEHB carrier. It is up to the patient to reach agreement with the hospital as to how and when payment will be made. In some instances, signing of a written oath, with a cosigner, may be required for the patient to reach agreement with the hospital. Dental Clinics may be available for routine care, limited prosthetic treatment, routine surgery, and limited maintenance orthodontic care on a limited basis. In most cases, you will be referred to a Dentist on the Japanese economy. There is a charge for dental treatment. Coverage may be provided by your FEHB insurance plan or other health/dental insurance. Be sure to check with your plan information representative to determine whether the military medical/dental facilities and/or private treatment facilities are considered preferred providers while you are in an overseas area. This may vary not only among plans, but between the levels available within a carrier's plan. It should be noted that costs generally rise each fiscal year due to inflation. Optical care is available both at the Naval facilities and in the Japanese communities. Japanese lens grinding is considered to be excellent.

## **Schools**

### **The Department of Defense Education Authority (DODEA) school**

(<http://www.dodea.edu/>) in Japan provides schooling, books and transportation at government expense with the exception of minimal fees for lockers, laboratory supplies, etc. for eligible dependents. All facilities are well equipped with audio-visual aides and libraries are fairly modern. Schools are located in all the Naval bases. School bus service is available. Nursery school facilities are provided on a fee basis and parents must provide transportation for preschool children. Parochial and other non-DODEA schools are located in the Sasebo area. Parents must provide tuition fee and transportation to these schools. A wide range of educational programs for college degrees is also offered through the Educational Services Office on most bases.

DODEA-operated schools in overseas will provide your children with an education equivalent to that offered in the schools in the United States. High schools are accredited by the North Central Association of Colleges and Secondary Schools. Your children can make the change from the U.S. without undue interference with their studies or loss of credit. To register, students must have a copy of their sponsor's orders; a copy of the student's birth certificate or proof of age, report card/transcript from the school last attended, and updated immunization records.

Please check with the DODEA educational facility your dependents would attend to determine whether any necessary special education facilities you might require are available.

Everyone with school age children is encouraged to contact the Sasebo School Liaison to facilitate their transition into the schools.

### **Navy Exchange**

There is an Exchange that provides a variety of services, including auto service, retail sales, barber and beauty shops, laundry and dry cleaning service, photo processing, video rental, bookstore, gas station and cafeteria. The merchandise/furniture selection is adequate and meets the ordinary needs of most customers.

<http://www.navyexchange.com>

### **Autoport Convenience Store**

Exchange Stores carry a line of wine and spirits to satisfy community needs from cocktails to cooking at very reasonable prices.

### **Commissary Store**

The Commissary Stores in Japan carry a good selection of food items at reasonable prices. Please check with your sponsor for information on commissaries in other areas.

[http://www.commissaries.com/realign\\_maps/alpha\\_list.cfm](http://www.commissaries.com/realign_maps/alpha_list.cfm)

### **Banking**

Community Bank (<http://www.dodcommunitybank.com/>) and Navy Federal Credit Union (<http://www.navyfederal.org/>) are two financial institutions available in the overseas area. However, the Navy Federal Credit Union is not available at all locations. These financial institutions offer a range of services including check cashing, checking and savings accounts, automatic payroll deposits, loans, certificates of deposit, traveler's checks, money orders and foreign currency conversion. Please check with your sponsor to see if any other banking facilities are available in the area where you will be located.

### **Religious Services**

Protestant and Catholic Chaplains are assigned to all the bases and military facilities. Sunday school, Catholic Christian education, Bible classes and preparation for Baptism, First Communion and Confirmation are available. Religious services such as Jewish, Latter Day Saints, and Muslims may be arranged as community population dictates in Sasebo. Please check with your sponsor for religious services available in other areas

### **Legal Assistance**

Each base has a permanently assigned Legal Officer. Complex legal and/or tax problems should be concluded before your departure from Japan. Some services may be available from the legal assistance office, on a space-available basis. Please contact your local legal office for current information.

### **Post Office**

The US Military Post Office is available at all duty stations and provides services identical to those of the USPS. Operating hours vary, but the offices are generally open Monday through Saturday. Mail is delivered to the FPO in San Francisco and then entered into the USPS, and conversely, picked up at the FPO and delivered to the military post offices overseas. Postage rates are the same as intra-US.

### **Family Services Center**

The Family Services Center offers information and referral services, adjustment programs, individual/family counseling, and a variety of workshops and classes for personal growth and development.

<http://www.cnic.navy.mil/ffr.html>

### **Armed Forces Network (AFN)**

The Armed Forces Network provides closed-circuit television programming for base-housing residents, and round-the-clock radio broadcasting services. Please check with your cable provider for TV service available in other areas.

### **Morale, Welfare and Recreation Activities**

The Morale, Welfare and Recreation Department in Sasebo provides a wide variety of programs, services and activities to meet the physical, social, and leisure needs of assigned personnel and their dependents. The clubs and open-mess offer dining and excellent service at very reasonable cost. The clubs have facilities to cater private parties, hold formal and informal receptions, host stage shows, bingo, and other social events.

Other MWR activities in Sasebo include operation of a Tours Office (Foreign and domestic). Hobby Shops, Theaters, Libraries, Gymnasiums, pools and Child care and pre-school centers. In addition to parks, there are opportunities for golfing, sailing swimming, team sports and fitness activities, youth activities, and a variety of other classes and programs to meet virtually all recreation and leisure needs.

[http://www.cnmc.navy.mil/regions/cnrj/installations/cfa\\_sasebo/ffr/MWR.html](http://www.cnmc.navy.mil/regions/cnrj/installations/cfa_sasebo/ffr/MWR.html)

### **Sasebo Naval Base**

The primary mission of Commander, Fleet Activities, Sasebo is to provide complete logistical support to locally assigned vessels, tenant commands, operating fleet units, transient naval vessels, and other naval activities in Japan as directed.

Sasebo is located on the Northwest coast of Kyushu, the third largest -and with the exception of the Ryukyu Island chain - the southernmost of the Japanese islands. The southern tip of the Korean peninsula lies about 120 nautical miles to the northwest, Hong Kong about 1000 miles to the southwest, and Tokyo, about 900 miles to the northeast. Sasebo has been a Naval Port since the beginning of 20th century, first with the Japanese Imperial Navy and, since 1946, the American Navy. Today the harbor and shore facilities are shared by the U. S. Seventh Fleet and the Japanese Maritime Self Defense Force. The American military and civilian population of Sasebo consists of personnel assigned to Commander Fleet Activities, Sasebo and tenant commands, such as NAVSUP Fleet Logistics Center Yokosuka, Site Sasebo; Ship Repair Facility and Regional Maintenance Center, Detachment, Sasebo; Branch Medical and Dental Clinics; DOD Dependent Schools; Public Works Center Detachment, among other smaller commands.

Sasebo is an accompanied tour area, with concurrent travel of dependents authorized. Eligible accompanied personnel GS-7 and above may register for on-base Government housing. There are two Government housing areas. One is located near the main base and the other is located approximately 40 minutes driving time from the main base. An eligible employee may be offered Government housing at either of the two housing areas. The waiting period varies from twelve to twenty-four months. Off-base private rental housing is available within commuting distance of the main base.

The Sasebo area is a fascinating and varied part of Japan. The city itself has a population of 240,000 with many small industries as well as an important shipbuilding company (Sasebo Heavy Industries Co., Ltd.) Just off the coast of Sasebo Harbor is the Saikai National Park, a beautiful sea park that encompasses an area known as the 99 islands. Sasebo lies in the heart of a region renowned for its production of Noritake, Arita, Imari, and Karatsu chinaware. The kilns, where these beautiful products are produced, are less than two hours away by car. The fascinating city of Nagasaki (the prefectural capital) is approximately two hours from

Sasebo. Nagasaki is replete with areas of scenic and historical interest. Some attractions include the Peace Park, Dejima Island (which played a significant role in the cultural history of Japan by introducing Western civilization into the country), the site of the former Foreign Settlement (with its European style houses and gardens commanding a beautiful view of the harbor and city), the fascinating Glover Mansion (popularly known as the “Madam Butterfly House,” after the well-known opera of the same name by Puccini), and many other areas of historical and cultural interest.

Approximately 1.5 hours from Sasebo is Hirado Island. This area was made famous to Americans in the NBC mini-series “SHOGUN”, because it was here that the character Blackthorne, (who was actually William Adams), was shipwrecked. You can visit the feudal lord’s castle and visit William Adams’ grave, a truly memorable trip to the past. The Ureshino Hot Spring Resort is about 20 miles east of Sasebo. Ureshino is famous for its abundance of natural hot springs, beautiful mountains, and the peaceful atmosphere of a soft stream running through the town. It is a popular resort for those who like to relax and enjoy taking natural hot-spring baths. Sasebo and the surrounding areas are a photographer’s delight. Get to know the people and the customs of Japan for a rewarding and unforgettable experience. Sasebo’s climate is similar to that of Norfolk, Virginia. The rainy season usually starts about the first week in June and is over by mid-July. The summer is noted for its heat and humidity. Occasionally, light snowfall and brief periods of freezing temperatures may be experienced from December to March.

For more information about CFAS and the Sasebo area visit:

[http://www.cnrc.navy.mil/regions/cnrj/installations/cfa\\_sasebo/about.html](http://www.cnrc.navy.mil/regions/cnrj/installations/cfa_sasebo/about.html)

<http://travel.sasebo99.com/en/>

(Sasebo Tourism Information)

<https://www.facebook.com/CFASasebo?r>

(CFAS Facebook page)

For a viewing of CFAS and the Sasebo area check out this short YouTube video:

<http://www.youtube.com/watch?v=qRi6JoZHQ5w&list=PL551275AF83CA578D&feature=c4-overview-vl>

We are sure you will find your tour at Sasebo rewarding and interesting. The CFAS team looks forward to your arrival. **Once again, Welcome aboard!**