

## **WELCOME!**

*Welcome to Yokosuka!* 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.

### **Yokosuka Naval Base**

Yokosuka Navy Base is located in the middle of the Miura Peninsula in the southeast portion of Kanagawa Prefecture, and faces Tokyo Bay on the east. Yokosuka City occupies the central part of the Miura Peninsula in south-eastern Kanagawa Prefecture and faces Tokyo Bay to the east and Sagami Bay to the west. It is located 50 km from Tokyo, and 20 km from Yokohama. The northern edge of Yokosuka City (north latitude 35°20') faces Yokohama City. The southern edge (north latitude 35°11') faces Miura City. From north to south, Yokosuka City extends 15.8 km. The eastern edge of Yokosuka City (east latitude 139°45') faces the mouth of Tokyo Bay. The western edge (east latitude 139°35') faces Hayama, Miura District. From east to west, Yokosuka City extends 15.3 km. The city area encompasses 100.71 km<sup>2</sup>.

<http://www.city.yokosuka.kanagawa.jp/0140/english/index.html> The city became a municipality on February 15, 1907, the second city so designated in Kanagawa Prefecture following Yokohama City.

According to population estimates as of Jan 1, 2013, Yokosuka's population was 412,739, with 165,221 households. The climate is similar to the Washington D.C. and Norfolk, VA areas; however, the spring and fall rainy seasons may be compared to the wet climate of Seattle, Washington. The seasons are well defined and are divided into six distinctive periods, unlike the four seasons we are familiar with in the United States.

Fleet Activities, Yokosuka comprises 568 acres and is located 43 miles south of Tokyo at the entrance of Tokyo Bay and approximately 18 miles south of Yokohama. CFAY is the largest overseas U.S. Naval installation in the world and is considered to be one of the most strategically important bases in the U.S. military. [http://www.cnrc.navy.mil/regions/cnrj/installations/cfa\\_yokosuka.html](http://www.cnrc.navy.mil/regions/cnrj/installations/cfa_yokosuka.html)

Yokosuka is ideally located to give assigned personnel the opportunity to study Japan's past or catch a glimpse of her future. You can travel to the nearby port city of Shimoda for the Black Ship Festival to commemorate Commodore Matthew C. Perry's landing in 1853; or, board a train for the short trip to Tokyo. At the Yokosuka-Chuo train station, which is just a short walk from the main gate, you can purchase a ticket north to Tokyo or south to the beaches at the tip of the Miura peninsula. There are a wide variety of recreational options at your fingertips. On Yokosuka base at the 300,000 square foot Fleet Recreation Center, located within footsteps of

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the waterfront, you will have access to a huge gym, several racquetball courts, a state-of-the-art weight room, outdoor gear and even an internet café.

Yokosuka is an ever-changing and always improving Navy Community located near the cosmopolitan centers of Tokyo and Yokohama, ideally situated to encourage both local and international touring. You will find great shopping at the Navy Exchange and Commissary, as well as recreational opportunities, banks and credit unions, chapels, clubs and more. There is no question that living and working overseas may be different at times from what you are accustomed to, but at the same time the opportunities for personal and professional growth that await you are boundless.

Yokosuka is an accompanied tour area with concurrent travel of dependents authorized. On-base housing is authorized for accompanied personnel of grades GS-12 and above although limited. There is a five-year occupancy limit for civilians due to the critical shortage of Navy Family housing in the Yokosuka/Yokohama area. Waiting lists for housing in other areas of Japan vary.

This Statement of Living and Working Conditions is designed to provide general information for prospective appropriated fund civilian employees of U.S. Navy in Yokosuka. This Statement of Living and Working Conditions does not constitute a part of the Transportation Agreement. 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 your duty location.

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)

## **MISSION STATEMENT**

The primary mission is:

**Supporting our Fleet** - through services and facilities to forward deployed naval forces whenever and wherever needed. Our challenge is to anticipate and provide fleet service and support needs on demand.

**Supporting our Fighters** - by ensuring they have 100% access to the services and tools they need to succeed in professional and personal endeavors allowing them to focus on their mission.

**Supporting our Families** - by meeting the needs of our active duty married and single Sailor, civilian, civil service, and contractor families across a broad spectrum of services to provide quality of life at home in Yokosuka.

**Supporting our Community** - through strong partnerships between Fleet Activities, Yokosuka, and the Japanese community. A vibrant, good neighbor relationship is critical to sustained superior U.S. and Japanese international relations.  
(<http://www.cfay.navy.mil/fayhist.htm>)

## **PRE-TRANSIT INFORMATION**

Once you have accepted the position, the servicing Human Resources Office (HRO) in Japan and/or Yokosuka will advise you of the HRO that will do the processing for your tour in Yokosuka. This will be either the HRO servicing the activity where you are employed, or, if you are not a current Federal Civil Service employee, by a designated Department of Defense HRO in the vicinity where you reside.

The processing HRO will make the necessary arrangements for your travel overseas. You and your dependents 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 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. Dependents also usually travel by air.

You should ensure that your processing office keeps the Human Resources Office in 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 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, etc.

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### **Dependant 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. .

### **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.) 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. You will be furnished information and instructions regarding passports and visas, physical examinations, immunizations, family member entry approval, issuance of travel orders, baggage allowance, shipment of household goods and automobile, and other pertinent details by your processing Human Resources Office. 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 <https://www.fcg.pentagon.mil/fcg.cfm> and then to the section on Japan (Pacific) 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 processing Human Resources Office or contact your sponsor directly. Your processing Human Resources Office should have your sponsor's name, mailing address, email address and telephone number. If you are a current DoD employee, you may utilize the SITES database online at <http://www.cfay.navy.mil/fscyoko/index.htm> for up-to-date information on each installation.

### **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. Kennel space is costly, availability is limited, and spaces for large dogs are limited. Pets are **NOT** allowed in the Navy Lodge or in high-rise government

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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. Special import procedures and in-home quarantine rules apply.

### **Customs**

You and your dependents will be required to go through a customs inspection upon arrival in Japan. Your baggage will also be checked. If you are arriving at Yokota Air Base, do not bring plants or agricultural products with you. They will be confiscated, as there is no agricultural inspector available. <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 1300 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 will 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 waiting lists may be quite long. 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 [http://www.cnrc.navy.mil/regions/cnri/installations/cfa\\_yokosuka/ffr/housing\\_and\\_lodging.html](http://www.cnrc.navy.mil/regions/cnri/installations/cfa_yokosuka/ffr/housing_and_lodging.html) prior to making a decision to accept a position in Yokosuka if this is a concern to you.

### **Electrical Appliances**

Electrical service in the community is 100V, 50 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

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(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. You may also wish to order clothing and other items from mail order catalogs. If your favorite catalogs do not offer online shopping, you might want to bring those catalogs and order forms with you.

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

POV shipments to Japan are permitted, subject to embargo or waiver requirements, but are not recommended. 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 POV's to meet the strict environmental/emissions standards imposed by the host nation governments, in Japan. Even vehicles manufactured in Japan and meeting California emissions requirements, re-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, 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.

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### **Firearms**

Members assigned to Naval Installations in Japan, Singapore, and Diego Garcia are not allowed to import any type of handgun, rifle, shotgun, pellet/air/BB guns, spear guns, prohibited knives 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. (Reference Section 2303, Foreign Service Act of 1980 (PL96-46) and Title 5 US Code 5927, (as implemented by DoS Standardized Regulations, Chapter 850 and Financial Management Regulations, Volume 8). 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. Your PCS orders must contain a fund-cite for advance pay.

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 advance will be charged to the gaining activity's current fiscal year funds.

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 \$5,000 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. Employees may also consider requesting an advance of pay to cover additional expenses, such as those associated with obtaining a private rental.

### **Payroll Office**

Defense Finance and Accounting System Cleveland is the servicing payroll office for Navy Civil Service employees assigned to Japan, Diego Garcia, Singapore and Korea. Customer Service Representatives (CSRs) are located at each duty station.

### **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.

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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 an International Airport or Base Terminal between 0800 and 1600, Monday through Friday, and are unable to get in contact with your sponsor, please call your HRO or liaison office for assistance:

Yokosuka      DSN 243-5725; CML  
                    (046) 816-5725  
                    042-552-2511 Ext: 58034

A DSN telephone is available at the DOD Airline counter, (Terminal One, Narita International Airport, and Tokyo), that you can use to call your base. Should you arrive after working hours, ask the operator to connect you with the Command Duty Officer (CDO).

### **PROCESSING**

You are expected to report to the Human Resources Office for processing no later than the first working day following your arrival. You should hand-carry all processing papers provided to 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.

Those reporting to Yokosuka should check in at the respective HRO/Liaison Office for your activity processing not later than the first workday following your arrival between 0900H and 1500H.

### **TEMPORARY ACCOMMODATIONS AFTER ARRIVAL**

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

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There are some quaint western-style hotels and Ryokan (traditional Japanese inns <http://www.ryokan.or.jp/english/>) 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).

The Ryokan is the traditional accommodation of Japan and differs widely from those provided by western-style hotels. One can enjoy a home-like atmosphere at a Ryokan and receive personalized service that is novel to the most experienced traveler. As a guest at a Ryokan, you will most likely be assigned to a sitting room with an adjoining anteroom and a veranda, each section being partitioned off from the others by sliding paper-paneled fusuma. The floor is made of tatami (woven straw). Ryokan guests are requested to remove their shoes at the entrance and slippers are provided for walking along the passages and corridors. However, the slippers are not supposed to be used inside the rooms on tatami. Beds are prepared on the tatami at bedtime by the maid.

We recommend that you send an express shipment with linens, kitchenware, toys, etc. A limited amount of loaner furniture and dish packs are available. You will require these items if your permanent Housing becomes available before your household goods arrive.

The HRO will provide you specific information on allowances, entitlements and assist you in submitting the necessary forms for reimbursement. To properly itemize your travel expenses, you should keep a detailed record of departure and arrival times, layovers, and cost. Keep all receipts because you will be required to submit a claim for reimbursement of authorized travel and transportation expenses incurred while in an official travel status.

In general, personnel with Transportation Agreements will be allowed to receive TQSA [http://aoprals.state.gov/content.asp?content\\_id=239&menu\\_id=81](http://aoprals.state.gov/content.asp?content_id=239&menu_id=81), for the reasonable cost of temporary quarters incurred by you and your family upon arrival in the overseas area, for a period not in excess of 90 days. TQSA will be terminated sooner, upon occupancy of permanent quarters. You are also eligible to receive TQSA for up to one month immediately preceding final departure, subsequent to vacating permanent quarters.

TQSA also includes costs for meals, laundry, and dry cleaning for those residing in temporary quarters. Since the type/amount of the allowances vary depending upon the location of your assignment, and are subject to change or terminate without prior notice, you should contact your sponsor or HRO to ascertain details and specific amounts, at the time of your arrival. Receipts for reimbursement of these costs should be retained.

### **QUARTERS – GOVERNMENT, BACHELOR, PRIVATE RENTALS**

[http://www.cnmc.navy.mil/regions/cnrj/installations/cfa\\_yokosuka/ff](http://www.cnmc.navy.mil/regions/cnrj/installations/cfa_yokosuka/ff)

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[r/housing\\_and\\_lodging.html](#)

### **Government Quarters**

GS-12s and above are authorized on-base housing in Yokosuka. Waiting lists for housing in Yokosuka vary. 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) [http://aoprals.state.gov/content.asp?content\\_id=241&menu\\_id=81](http://aoprals.state.gov/content.asp?content_id=241&menu_id=81) 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. Monthly cost of off-base housing can range from \$1,500 to \$3,500, depending on the size and quality of the house and distance to the base. 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.

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.

There is a critical shortage of Navy Family Housing in Yokosuka. Both on-base quarters and off-base private rentals will likely be considerably smaller than your current housing in the United States. Please be aware that housing in Japan over approximately 1,700 sq. ft. is rare. Individual houses are typically 1,000 to 1,500 sq. ft. Finding a private rental that meets the needs of a large family will be difficult and extremely expensive. Therefore, it is recommended that you consult with your sponsor regarding the availability of larger private rentals. Keep in mind the difficulties involved in locating larger housing within your Living Quarters Allowance (LQA), and carefully consider the waiting period for government quarters, when making your decision to transfer to Yokosuka.

### **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 and is not used in retirement annuity calculations. [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)**

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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=81](http://aoprals.state.gov/content.asp?content_id=215&menu_id=81)

### **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) [http://aoprals.state.gov/content.asp?content\\_id=247&menu\\_id=81](http://aoprals.state.gov/content.asp?content_id=247&menu_id=81) 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 5816 of the Joint Travel Regulations. <http://www.defensetravel.dod.mil/site/travelreg.cfm>

The amounts of allowable miscellaneous expenses are specified in 5818 of the Joint Travel Regulations. <http://www.defensetravel.dod.mil/site/travelreg.cfm> 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.

### **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.

### **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

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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 hours per day, five 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 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 hours for less than 3 years service; six hours for three years but less than fifteen years of service; and eight 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 Employee Relations Specialist at your 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 hours for each full biweekly

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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. 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. For more detailed information, please contact your Employee Relations Specialist at your servicing HRO.

### **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.

- From Japan: West Coast - Continental United States (CONUS), Korea, Alaska, Hawaii, Guam, and intra-country Japan.
- From Diego Garcia: West Coast - Continental United States (CONUS), Hawaii, Guam, Singapore, Japan, and Spain.
- From Singapore: West Coast - Continental United States (CONUS), Korea, Hawaii, Guam, and Japan.
- From Korea: Continental United States (CONUS), Japan, Hawaii, Guam, Singapore and Diego Garcia

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 (SF-71). 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.yokota.af.mil/news/story.asp?id=123214478>

### **TOUR OF DUTY**

The initial tour of duty in Yokosuka is 36 months. There may be a different tour of duty if you are moving from another overseas area.

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Prior to completion of an initial tour of duty in Japan, the Commanding Officer may offer you an invitation to extend for up to two additional years, 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 effected 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 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 twelve 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 Department of Defense Priority Placement Program Handbook dated July 2011, requires that initial registration will be for all DoD activities during the 1<sup>st</sup> year in the PPP. Employees will initially register by region from which recruited, last resided preceding overseas service, or another region closer to the overseas area. If not placed within three months, registration will be expanded to all DoD activities in the PPP zone meeting the same definition. If not placed within six months, registration will be expanded to all DoD activities in the Continental of United States (CONUS). If not placed within one year, registration will be amended for only Navy positions within CONUS. Registrants are not permitted to register for specific DOD activities.* Detailed information concerning overseas employment is contained in DoDI 1400.25, Volume 1230 dated July 26, 2012 and applicable appendices thereto.

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Additional questions regarding exercise of return rights or placement through the PPP should be discussed with your servicing HRO 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 and the base pay is comparable to U.S. wages.

Although dependents have preference over non-dependents, they follow veterans in the referral process, as veterans hold a higher preference for all civil service positions. When filling GS-1 through GS-15 positions, highly qualified dependent spouses of active duty military members will receive preference over dependents of civilian employees. Those who are neither dependents nor veterans do not have any preference.

Dependents are given excepted appointment under the Department of Defense Dependent Hire Program with a time limit not exceeding the sponsor's tour by two months. These appointments do not confer competitive (career/career-conditional) status. By authority in Executive Order 12362 of 12 May 1982, as amended by Executive Order 12721, upon returning to the U.S., a dependent 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 has been in this status while serving in the overseas position(s);
- has accompanied the sponsor on official assignment at the overseas area while serving in the overseas position(s);
- exercises his/her eligibility for noncompetitive appointment within three years of returning to the U.S.; and,
- meets all qualification requirements for the position in the U.S.

Interested personnel should contact the HRO at the base where the sponsor is assigned or where they are being relocated in order to obtain additional information. Available positions in the Yokosuka serviced area are listed online at

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[http://www.cnrc.navy.mil/regions/cnrj/om/human\\_resources/US\\_Jobs.html](http://www.cnrc.navy.mil/regions/cnrj/om/human_resources/US_Jobs.html) and advertised each Friday in the base newspaper, The Seahawk: <https://seahawkumitaka.wordpress.com/category/job-opportunities/>. MWR vacancies are listed in the MWR section.

A limited number of non-government employment opportunities are periodically available in the area with Community Bank, the Navy Federal Credit Union, and Central Texas College. 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.

**FEDERAL EMPLOYEES COMPENSATION ACT (FECA) – INJURY COMPENSATION**

Federal employees in overseas areas qualify for the same benefits under FECA as when assigned to the U.S. The Federal Employees Compensation Act, as amended, provides compensation and medical care benefits to civilian employees for disability caused by personal injuries sustained in the performance of duty, and for illness and diseases caused by conditions of employment. The Act also provides for the payment of funeral and burial expenses and compensation for dependents if the injuries or diseases cause the employee's death. For specifics on eligibility criteria, see <http://www.usda.gov/da/shmd/comques.htm>

**FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (FEGLI)**

The Federal Employees' Group Life Insurance (FEGLI) program covers all Federal employees unless excluded by law or regulation. Coverage is automatic unless specifically waived. The amount of the regular life insurance depends on your basic annual pay and the employee and the Government share the cost of premiums. In addition to regular insurance, eligible employees may elect optional insurance for which they must pay full cost. All insurance is term and does not carry any cash surrender or loan privileges.

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Transferring employees enrolled in FEGLI will continue that coverage. Transferring employees not currently enrolled in FEGLI must wait until the Office of Personnel Management announces an open season, or follow the procedure to apply for out-of-season enrollment (<http://www.opm.gov/insure/life/>). FEGLI coverage may be offered to new employees depending on the type of appointment. If eligible to enroll, you must do so within thirty-one days after appointment.

### **FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM (FEHB)**

The Federal Employees Health Benefits Program applies overseas. To learn more about overseas carriers, please visit <https://www.opm.gov/healthcare-insurance/healthcare/plan-information/compare-plans/>. The employee organization plans require membership in the organization. Membership is obtained by enrolling in the plan and paying the required one-time or annual fee. The Government pays a part of the cost of this health insurance, if one elects to enroll, and the remainder is deducted from the employee's salary through payroll deductions. Detailed information on the above plans may be obtained from the Office of Personnel Management website. <http://www.opm.gov/healthcare-insurance/healthcare/> [Note that coverage by U.S. HMOs is not available to overseas employees and that if dependents remain in the states, the employee does not have the option of continuing HMO coverage for them.]

### **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 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 <http://www.ctcd.edu/> and the University of Maryland <https://www.asia.umuc.edu/> offer some adult education courses and degree programs as well as online schools such as University of Phoenix <http://www.phoenix.edu/>. Other programs may be available. Please visit: [http://www.cnrc.navy.mil/regions/cnrj/om/regional\\_workforce\\_development.html](http://www.cnrc.navy.mil/regions/cnrj/om/regional_workforce_development.html)

### **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

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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, Japan that there be 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

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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.

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

You will be working with host nation employees on a day-to-day basis. You may even 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/index.html>). Taxis are plentiful and tipping is not expected.

## **FACILITIES AND SERVICES**

### **Medical and Dental**

Medical - <http://www.med.navy.mil/sites/nhyoko/Pages/default.aspx>

Dental - <http://www.med.navy.mil/sites/nhyoko/Pages/dental.aspx>

The U.S. Naval Hospital (USNH), Yokosuka, Japan is a relatively new five-story facility that serves military and Department of Defense civilian personnel. It is the central medical complex for Naval bases in Japan. In addition to the Yokosuka facility, USNH has branch clinics at Atsugi, Sasebo, and Yokohama. There are also US Naval hospitals and clinics available in Okinawa. U.S. Air Force hospital facilities and medical services are available in Misawa.

The Naval Hospital Branch Clinics provide outpatient medical care. Presently, there are no inpatient facilities at the clinics. Patients requiring hospitalization are sent to the Navy Hospital here in Yokosuka or to local hospitals.

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

Those selected for positions in the Western Pacific (WESTPAC) should closely review the offer message, this Statement of Living and Working Conditions, and also consult

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the Patient Screening Office (DSN 243-9533/Commercial direct from CONUS--011-81-46-816-9533) at the U.S. Naval Hospital, Yokosuka, to determine whether medical facilities are adequate to support pre-existing medical conditions. Selectees should be screened by a Navy physician or private medical care provider to ensure that they meet the physical and mental requirements of the job for which selected, and to ensure that other medical conditions do not exist that would preclude the selectee from accepting an overseas assignment to WESTPAC. Selectees should also consider whether accompanying dependents have serious medical conditions that would preclude them from relocating with the selectee to the overseas duty assignment.

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 based on the type of care and treatment required. This will 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.

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 are available at each of the duty stations and offer routine care, limited prosthetic treatment, routine surgery, and limited maintenance orthodontic care. Other services are referred to the Dental Clinic in Yokosuka; however, it is extremely difficult to obtain an appointment. There is a charge for dental treatment. Dental treatment and care is also available in the local community.

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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 system <http://www.dodea.edu/Pacific/Japan/> 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. For the Atsugi area, students in grades seven and above go to the Army post at Camp Zama. School bus service is available. Nursery school facilities are provided on a fee basis and parents must provide transportation for pre- school children. Parochial and other non-DODEA schools are located in the Yokohama and Tokyo areas. 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.

### **Child Care/Pre-school**

Child care and pre-school services are available on a cost basis.

[http://cnic.navy.mil/regions/cnrj/installations/cfa\\_yokosuka/ffr/support\\_services/families/child\\_and\\_youth\\_programs/child\\_development\\_centers.html](http://cnic.navy.mil/regions/cnrj/installations/cfa_yokosuka/ffr/support_services/families/child_and_youth_programs/child_development_centers.html)

### **Family Services**

**Center** [http://www.cnic.navy.mil/regions/cnrj/installations/cfa\\_yokosuka/ffr.html](http://www.cnic.navy.mil/regions/cnrj/installations/cfa_yokosuka/ffr.html) The Fleet and Family Services Center sponsors short-term classes, such as Japanese Cooking, Money Management, Teaching English to Japanese, Japanese Phonetic Writing, Stress Management, and Child Development and Parenting classes.

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

prices. <https://www.mynavyexchange.com/storelocator/storedetails.jsp?storeid=464>.

AAFES provides similar goods and services at non-Navy locations such as Yokota Air Base Japan <https://www.shopmyexchange.com/exchange-stores/Japan/AP/apo/Yokota-1751007>.

### **Commissary Store**

The Commissary Stores in Japan carry a good selection of food items at reasonable prices. <https://www.commissaries.com/stores/html/store.cfm?dodaac=HQCWHK>

### **Banking**

Community Bank

[http://www.dodcommunitybank.com/home/customer\\_service/all\\_locations/Japan](http://www.dodcommunitybank.com/home/customer_service/all_locations/Japan) and

Navy Federal Credit Union <https://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 for Judaism, Latter Day Saints, and Islam may be arranged as community population dictates in Yokosuka. 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.

[http://www.jag.navy.mil/legal\\_services/riso/riso\\_japan.htm](http://www.jag.navy.mil/legal_services/riso/riso_japan.htm)

### **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.

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

The Armed Forces Network provides closed-circuit television programming for base-housing residents, and round-the-clock radio broadcasting services. Excellent quality cable TV and broadband connection is available in Yokosuka in most off-base residential areas at rates comparable to those in the US; numerous English language broadcasts on channels such as History, Discovery, Animal Planet, Disney, BBC, CNBC, CNN and various movie/sports channels are available. Please check with your sponsor for TV service available in other areas.

### **Stars and Stripes Newspaper**

The Stars and Stripes is available in kiosks on base and also for home delivery on base in Yokosuka. <http://www.stripes.com/news/pacific>. Please check with your sponsor for availability in other areas.

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

The Morale, Welfare and Recreation Department in Yokosuka 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 Yokosuka include operation of a Tours Office (Foreign and domestic) <https://mwryokosuka.wordpress.com/recreation/information-tours-ticketing/>, Hobby Shops, Theaters, Libraries, Gymnasiums, pools and Child care and pre-school centers. In addition to parks and tennis courts, 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. <https://mwryokosuka.wordpress.com/>