WELCOME ABOARD

COMMANDER, FLEET ACTIVITIES YOKOSUKA

https://www.cnic.navy.mil/regions/cnrj/installations/cfa_yokosuka.html

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Welcome to Fleet Activities Yokosuka

Congratulations on your orders to Yokosuka, Japan. We are looking forward to having you aboard. You are about to embark on an exciting tour of duty in the fast paced seventh fleet area of operations. Yokosuka is an exciting place to live and is home to Commander Fleet Activities and our only permanently forward deployed carrier strike group. Yokosuka is located about 43 kilometers from Tokyo. There is much to see and do so your off-duty time can be filled with many exciting adventures, please see our MWR page for more details and take advantage of all the region has to offer during your tour.

As the Command Master Chief, please allow me to assist you in ensuring a successful transition to your new home in Japan. If you have received your orders, it is our focus to ensure your sponsor is assigned and contacts you as soon as possible. If you have not been contacted by your sponsor email me at CFAY_CMD_SPONSOR@FE.NAVY.MIL. It is my conviction to make certain that you and your family are well taken care of. Proactive engagement on your part with your sponsor and our Ombudsman (cfayombudsman@yahoo.com), can solve many issues and concerns before you arrive onboard, thus paving the way for a smooth transition.

Again, congratulations on your orders to Yokosuka. You are on your way to the Pacific's best kept secret…Fleet Activities Yokosuka. Welcome Aboard Shipmates!!!

Sincerely,
Derek F. Mullenhour
CFAY Command Master Chief

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

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

Those with families are encouraged to check with the Navy Lodge or Navy Gateway Inns & Suites prior to arrival to ensure room availability. **We highly encourage making reservations far in advance using the phrase "PCS Move**." A checklist will be provided by your Command Admin to help you with tasks in order to ease your move and smooth your transition to Yokosuka, Japan.

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

- Confirm reservation for Area Orientation Brief/Intercultural Relations (AOB/ICR) (Microsoft Teams. Should be complete during Restriction of Movement)
- Enroll in a Housing Office Brief
- Visit Personal Property Office
- Visit Tricare Benefits Coordinator

Again, congratulations and we will see you soon!

Safe travels

Information Websites

Commander, Fleet Activities Yokosuka (CFAY)

CNIC CFAY: https://www.cnic.navy.mil/regions/cnrj/installations/cfa_yokosuka.html/
Official website of Commander Fleet Activities, Yokosuka

AFN Yokosuka Facebook: https://www.facebook.com/AFNYokosuka
Explore local events and stories for Yokosuka

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

Fleet and Family Support Center (FFSC):
https://www.cnic.navy.mil/regions/cnrj/installations/cfa_yokosuka/ffr.html

Monthly schedules, class handouts, and more

Yokosuka Enhanced Spouse Sponsorship (YESS) Program: https://yessyokosuka.wordpress.com
Sponsorship program for spouses, by spouses

Morale, Welfare, and Recreation (MWR) Information: https://www.navymwryokosuka.com/
Latest information about MWR services in Yokosuka

Pet Information

Public Health Command District – Japan: https://www.usarj.army.mil/units/vet/
Visit for availability, recommendations and checklists regarding pets in Japan

Yokosuka Veterinary Treatment Facility: https://www.facebook.com/yokosukavetclinic/
VTF offers veterinary care by appointment only and assists with obtaining proper quarantine documents.

Japan Animal Quarantine Services:

http://www.maff.go.jp/aqs/english//animal/im_index.html

Pet Importation & Requirements for Japan

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

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

As of 6 June 2005, Japan began enforcing a new quarantine program for import and export of animals and pets. Active duty military members, members of the civilian component and their respective dependents enter Japan under the US-Japan Status of Forces Agreement (SOFA). The

SOFA sets forth rights and responsibilities
applicable to US Forces individuals who enter Japan. The US Forces, Japan (USFJ) thus negotiated with the Government of Japan (GOJ) to resolve how this new pet quarantine program would affect SOFA status personnel. This memorandum
provides guidelines and recommendations for SOFA status personnel assigned to Japan who will be transporting personal pets into Japan.

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

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

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

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

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

1. Japanese Animal Quarantine Service regulations require that all animals entering Japan be examined to be free from communicable diseases. Owners must report to the Veterinary Treatment Facility within 72 hours of arrival and bring documentations to register without bringing the pet. Animals that are found to be disease free will be released to the owner's custody, subject to the following restrictions:
   a. Three (3) copies of the rabies vaccination certificate (DD208, the original and two copies) must accompany the animal during transit. The rabies vaccination must have been administered more than 30 days but less than 365 days prior to the animal's entry

into Japan.

b. An animal that is less than 90 days old does not require a rabies vaccination but will be placed in a Japanese or U.S. Forces quarantine facility. Upon reaching 90 days of age, the

animal will be given a rabies vaccination and kept in a quarantine facility for a period of 30 days. After 30 days, the animal will be released to the owner for a required "home quarantine." (Note: Quarantine in Japanese facilities will be at the owner's expense.) **Please refer to the web site above or at the end of this section, for the latest information of pet quarantine periods.**

c. Three (3) copies of the health certificate (DD 2209, the original and two copies) must also accompany the animal during transit. The veterinarian who examines your pet issues this certificate, which must be dated within ten days before the animal's arrival into Japan.

d. Important! If the rabies vaccination and/or the health certificates are obtained from an off-base or civilian veterinarian, you must take the original rabies certificate/health certificate to a Field Office of the U.S. Department of Agriculture (USDA). A USDA veterinarian must sign both certificates and place the USDA stamp on the back of each copy. The signature without the stamp is not valid for entry into Japan. Failure to have certificates stamped will result in quarantine until the stamp is obtained via U.S. Mail. GOJ authorities will not recognize an individual (state) department of agriculture stamp. The stamp must be USDA!

2. Companion animals arriving in Japan aboard commercial aircraft:
   a. Companion animals that enter at a Japanese airport are to be picked up at the airport and processed through the Japanese Animal Quarantine Service at the airport.
   b. Before the animal can be processed by the Animal Quarantine Service Personnel, the owner or authorized representative (via Special Power of Attorney) must fill out a Form 380EJ "Customs Free Import and Export of Cargo" or "Customs Declaration of Personal Property." This form is available at the Customs Check Point upon entry.
   c. Upon arrival at the Animal Quarantine Counter the Japanese personnel will initiate a Pet Quarantine and Examination Certificate (Form MDJ-270). Pet owners or their authorized representative (via Special Power of Attorney) must be able to provide the following information:
      - military address (duty station)
      - rank/rate
      - duty phone
      - temporary address
   d. You will be required to sign this form stating you will present your pet for quarantine examination following the required period of "Home Quarantine" at a U.S. Forces Veterinary Office. Failure to present the animal for quarantine release may result in a fine of up to 50,000 Japanese yen (at 115 yen to the U.S. dollar, this is approximately $435.00).
   e. Japanese Animal Quarantine Service Officials are on duty whenever flights are scheduled to arrive.
   f. Additional information may be obtained upon arrival from the Yokosuka Veterinary Clinic, 243-6820.

3. Pets are **NOT** allowed aboard the scheduled Navy shuttle buses. If you are arriving with

your pet(s), you will need to arrange,
perhaps with the assistance of your sponsor, alternate transportation to the base. For more information, email cfay_bus@fe.navy.mil or contact the Family Assistance Support Team at (DSN) 243-3531 to arrange transportation.

4. Most military families will reside at Temporary Lodging (Navy Lodge) for periods of up to 60 days while seeking housing on or off base. All rooms at the Navy Lodge are pet friendly. All kennel boarding fees, including the official assigned quarantine period, are the owner's responsibility.

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

- You can make reservations at the Navy Exchange Kennel by calling (DSN) 243-4530. From the U.S. call 011-81-46-816-4530.
- The hours at the kennel are M-F 0900-1500, Sat. 1000-1100, closed on
- Sundays. Japanese veterinarians also board animals, but the cost is high.

5. Military veterinary general and surgical care is available on a limited basis by appointment only. Surgical services are primarily for the control of animal population (spay/neuter), but other services may be available.

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

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

The information in this section is always subject to change.

Yokosuka and Japan Sites

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

What's New in Yokosuka:

https://www.city.yokosuka.kanagawa.jp/0535/foreign_languages/docments/wniy42.pdf

Discover Yokosuka City's history and attractions

Japan National Tourism Organization:
https://www.japan.travel/en/

Cultural and tourist information about Kanagawa and all of Japan

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

HyperDia: http://www.hyperdia.com/en/

Jorudan Co., Ltd.: https://www.jorudan.co.jp/company/english/index.html

Timetables of railways in Japan

Financial Planning for PCSing

Changes in Your Benefits, Entitlements and Allowances

Let's compare your current income in Yokosuka to your new location by using the table below. BAH tables can be found at http://www.defensetravel.dod.mil/site/bahCalc.cfm and https://www.dfas.mil/MilitaryMembers/payentitlements/Pay-Tables/PayTableArchives/ displays pay scales on the DFAS site.

	Current Duty Station	Yokosuka	Difference
Base Pay			
BAH			
BAS			
Special Pay			
COLA			
OHA			
TOTAL			_____

By visiting www.militaryinstallations.dod.mil you can find out specific information about where you are going, as well as creating a tailored calendar of tasks for your move.

MyPCS

https://www.applocker.navy.mil/#!/apps/544A0D5E-55CD-4B39-B06A-AC43396256D5

You can download the MyPCS app for when you are mobile.
MyPCS Mobile provides the following capabilities:

a. Shipping Household Goods
b. Family Move
c. Entitlements & Budgeting
d. Sailor Admin

Sailors enter their official detaching date from their current command and the webpage calculates the number of days until PCS. Sailors are guided through a questionnaire that generates a personalized, step-by-step checklist Sailors can print and use throughout their move. They can even email a copy to their spouse, parent or anyone they choose. Based on the detaching date selected, the checklist outlines necessary activities and due dates, offering tips and resources for each category. This includes a task bar that indicates how far along Sailors are in completing their PCS activities. If they fall behind, alerts are sent as reminders to complete specific tasks.

Two examples of moving off-base to show a realistic possible *impact* on a household's income/savings:

#1: E5 W/O Dependents

Overseas Housing Allowances

JAPAN

Location: **YOKOSUKA (KA)** , Location Code: **J P 0 6 1**

PAY PERIOD: **10-01-2020**

For an **E 5 without dependents**, the Overseas Housing Allowances are as follows:

Monthly Allowances Effective: 20181216	**Local Currency**	**US DOLLARS**
OHA Rental Allowance	189000.00 JAPANESE YEN	$ 1862.62
Utility/Recurring Maintenance Allowance	65326.50 JAPANESE YEN	$ 643.80
Move-In-Housing Allowance (MIHA)	63731 JAPANESE YEN	$ 628.08

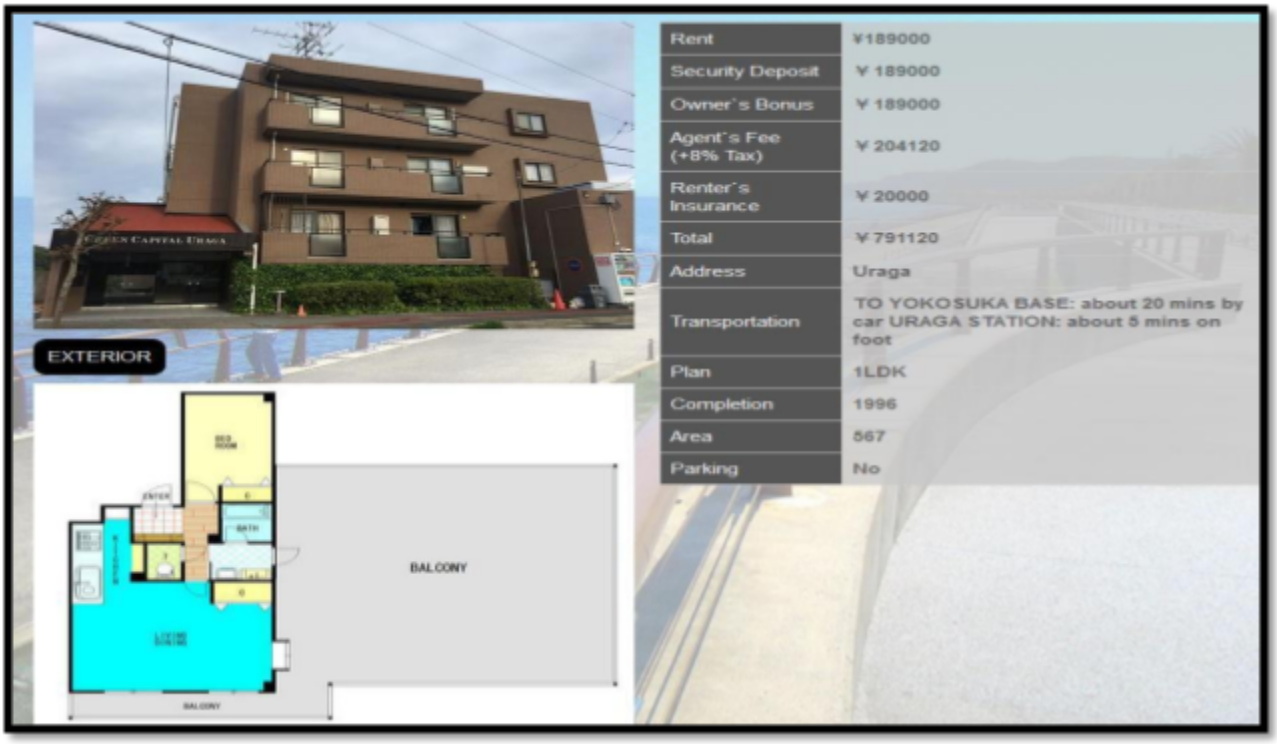
Climate code is: **2**

Rate of Exchange (ROE): **101.469999999528** / ROE Effective: **20201001**

For more information on the above allowances, see the DoD Financial Management Regulations, Volume 7A, or Frequently Asked Questions (FAQs).

Please note- Above calculations are date and currency sensitive, this information is to give a general idea of:

- The resource to find your allowance (https://www.defensetravel.dod.mil/site/ohaCalc.cfm) and how to maximize your benefits when receiving an OHA



Please note- The total move in cost for this apartment is ~$7,325.; the owner's bonus & agents fee will be refunded to the SM or Civilian over a 12 month period, the deposit will be the SM or the Civilians responsibility. It is also common to charge an additional month's rent to this which would increase this example by ~$1,750 for a Total of ~$9,075. Most SM's or Civilians do not have this amount in savings and if they do it clears out most of it. Please consider this when deciding to move off-base. Also, if you do not have a choice in the matter-please reach out to your CFS or the PFM (FFSC) to assist in financial planning to avoid any hardship and to get referral options for assistance.

#1: E6 W/ Dependents

Overseas Housing Allowances

JAPAN

Location: **YOKOSUKA (KA)** , Location Code: **J P 0 6 1**

PAY PERIOD: **10-01-2020**

For an **E 6 with dependents**, the Overseas Housings Allowances are as follows:

Monthly Allowances Effective: 20181216	**Local Currency**	**US DOLLARS**
OHA Rental Allowance	233333 JAPANESE YEN	$ 2299.53
Utility/Recurring Maintenance Allowance	87102 JAPANESE YEN	$ 858.40
Move-In-Housing Allowance (MIHA)	63731 JAPANESE YEN	$ 628.08

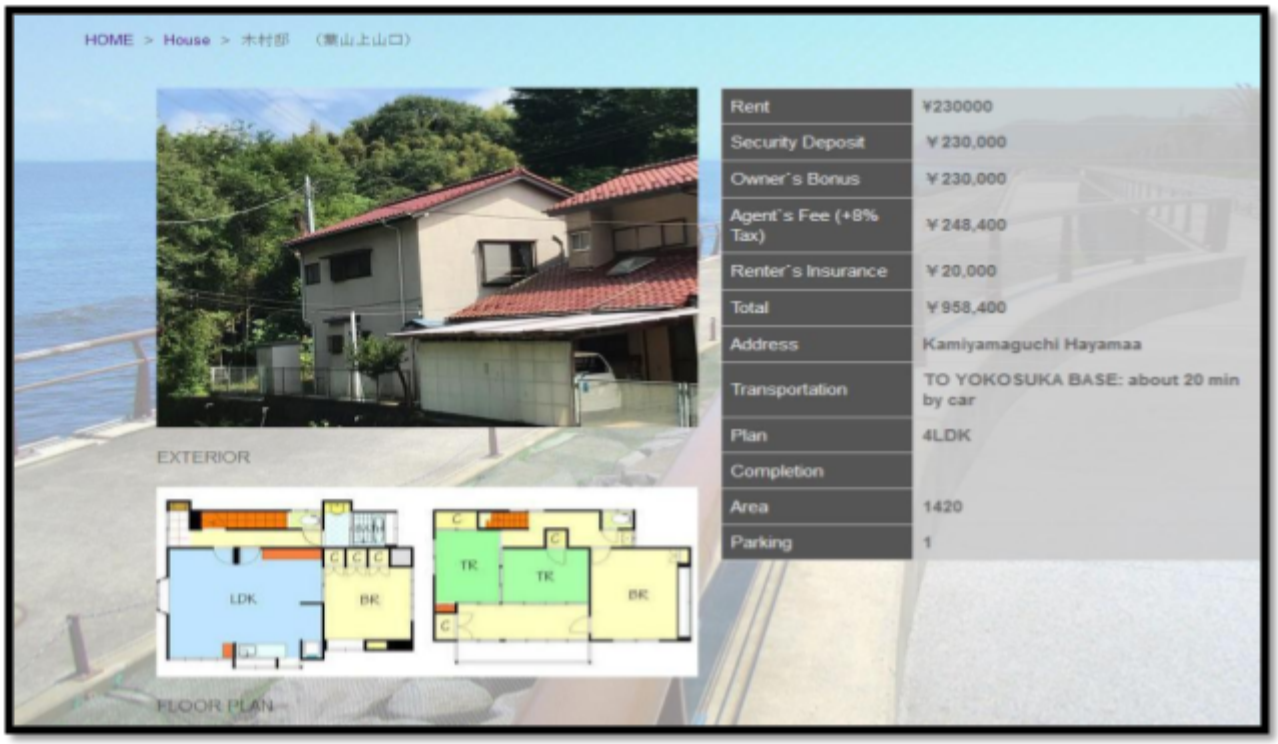
Climate code is: **2**

Rate of Exchange (ROE): **101.469999999528** / ROE Effective: **20201001**

For more information on the above allowances, see the DoD Financial Management Regulations, Volume 7A, or Frequently Asked Questions (FAQs).

Please note- Above calculations are date and currency sensitive, this information is to give a general idea of:

- The resource to find your allowance (https://www.defensetravel.dod.mil/site/ohaCalc.cfm) and how to maximize your benefits when receiving an OHA



Please note- The total move in cost for this apartment is ~$8,874; the owner's bonus & agents fee will be refunded to the SM or Civilian over a 12 month period, the deposit will be the SM or the Civilians responsibility. It is also common to charge an additional month's rent to this which would increase this example by ~$2,129 for a Total of ~$11,003. Most SM's or Civilians do not have this amount in savings and if they do it clears out most of it. Please consider this when deciding to move off-base. Also, if you do not have a choice in the matter-please reach out to your CFS or the PFM (FFSC) to assist in financial planning to avoid any hardship and to get referral options for assistance.

These examples are not to defer any SM or Civilian from off-base housing; in fact there are benefits to either. Sharing these examples is simply to bring awareness and help assist in the financial planning of the matter. Please do not hesitate to contact the FFSC Personal Finance Manager (PFM) or your Command Financial Specialist (CFS) with any questions or concerns.

Fleet and Family Support Center Resources

For information about a specific class, the monthly schedule, or to register, please call 243-3372.

Work and Family Life Programs

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

Family Employment Readiness Program (FERP)
- 10 Steps to Federal Employment
- Effective Resume Writing
- Employment Overview Interview Techniques
- Getting Started Teaching English
- Modeling in Japan

Life Skills Education
- Communication & Stress English as a Second Language Pre-Marital Workshop Operational Stress Control Japanese Spouse Group
- Myers-Brigss Personality Type Testing Time Management
- Suicide Awareness

Personal Finance Management (PFM) Command
- Financial Specialist (CFS) Training
- Home Buying Basics
- Credit Management
- Thrift Savings Plan (TSP) Guidance

Relocation Assistance Program (RAP)
- Area Orientation Brief/Intercultural Relations (AOB/ICR) Training
- Hospitality Kits
- New Spouse Orientation 101 Smooth Move (PCS) Workshop Sponsorship
- Orientation Training

Transition Assistance Program (TAP)
- Pre-Separation Brief VA Benefit Information T-GPS classes Capstone

Clinical Advocacy Program Counseling

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

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

Individual Counseling
- Divo rce
- Grief
- LGB T
- Military Lifestyle Parenting
- Personal Self Development Self Esteem
- Stress

Exceptional Family Member Program

- Enrollment Assistance
- Networking & Support
- Education & Awareness

New Parent Support

- Boot Camp for New Dads Home/Office Visits
- Parenting/Prenatal Classes Ages & Stages Screening

Nurturing
Connections
Information and
Referral Military

Family Education
Infant Massage
Classes

Crisis Response

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

Yokosuka Enhanced Spousal Sponsorship (YESS)

YESS

YOKOSUKA ENHANCED SPOUSE SPONSORSHIP PROGRAM

WHAT IS YESS?

It is a sponsorship program just **FOR SPOUSES, BY SPOUSES**

The mission of the Yokosuka Enhanced Spouse Sponsorship program is to ease the transition of families arriving in the Yokosuka area by providing a friendly and personal connection for military and civilian spouses.

YESS volunteers share the common goal of providing to every newcomer a warm welcome, access to information, and a sense of belonging to the Yokosuka Naval Base community. As a sponsorship program created "by spouses, for spouses," we value the importance of showing respect and compassion for newcomers as well as fellow volunteers

Interested in learning more?

Please complete the form on the back as thoroughly as possible so we can best connect you with a YESS Sponsor with similar interests and family composition.

CONTACT US AT
YESS.YOKOSUKA@GMAIL.COM

FIND US ONLINE
http://yessyokosuka.wordpress.com/
facebook.com/YESS.Yokosuka.Spouses

Family Employment Readiness Program (FERP) Resources

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

Fleet and Family Support Center (FFSC) Job Fairs
Our Job Fair provides the opportunity for job seekers to meet local employers and learn about job opportunities.

Fleet and Family Support Center (FFSC) Classes, Workshops and Trainings
For more information regarding topics, schedules and to register, please call 243-3372/ 046-816-3372.

- Getting Started Teaching English
- Effective Resume Writing
- Employment Overview
- 10 Steps to Federal Employment
- Interview Skills
- Career Exploration
- Teen Employment
- One on One Consultations
- Volunteer Opportunities: A good way to get your foot in the door and network with potential employers is to volunteer. FFSC has options and information for volunteer opportunities. Contact 243-3372/046-816-3372.

Department of the Navy in Yokosuka

- CNRJ HRO: www.cnic.navy.mil/regions/cnrj/om/human_resources/US_Jobs.html
- Defense Commissary Agency (DECA): www.usajobs.gov
- FISC Yokosuka & Sasebo: www.usajobs.gov
- Morale, Welfare, and Recreation (MWR): www.navymwryokosuka.com/jobs
- Navy Exchange (NEX): www.mynavyexchange.com/work4us/
- Seahawk Umitaka: seahawkumitaka.wordpress.com/category/job-opportunities/
- U.S. Naval Ship Repair Facility (SRF Yokosuka & Sasebo): www.srf.navy.mil/

Other Companies and websites with Positions in Yokosuka

- AIU Insurance: Call 243-9832/046-816-9832 for more information
- Alutiiq LLC: www.altutiq.com
- Americable: americablejapan.net/ (or call 241-2288/046-896-2288)
- American Red Cross: www.redcross.org/about-us/careers
- Armed Forces Services Corp. (AFSC): www.afsc.com
- Aveningtech: http://www.aveningtech.com/index.php/employment
- Base Taxi: Call 243-4444/046-816-4444 for information

- CACI: www.caci.com/

- Chenega
- Three Star Med Pro
- Community Bank: www.dodcommunitybank.com/home/customer_service/careers
- Department of Defense Education Activity (DoDEA): www.dodea.edu/Offices/HR/
- Leidos: www.leidos.com/careers/opportunities
- Navy College: 243-8131/046-816-8131 to ask about positions with partner institutions or visit navycollege.navy.mil
- Navy Federal Credit Union: www.navyfederal.org/about/careers.php
- SERCO: jobs.serco-na.com (under Job Location search both Japan and APO)
- The Navy Marine Corps Relief Society: www.nmcrs.org/jobs
- United Services Organizations (USO): uso.org/careers or uso.balancetrak.com/

Other Possible Employment Options in Yokosuka

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

Worldwide Organizations (additional sites that may include Yokosuka)

- Army and Air Force Exchange Service (AAFES): odin.aafes.com/employment/
- CDI Marine Company: www.cdicorp.com/staffing
- Computer Sciences Corporation (CSC): www.csc.com/careersus/flxwd/16005-careers
- Corporate Gray (Navy to civilian): www.corporategray.com
- Decypher: www.decypher.com/careers/
- GBX Consultants, Inc.: gbxconsultants.com/
- General Dynamics Information Technology: www.gdit.com/careers/
- Global Engineering & Construction, LLC: www.global-engllc.com/home/careercenter.html
- Huntington Ingalls Industries: http://www.huntingtoningalls.com/careers/search
- Indtai Inc.: indtai.com/

- NORSCO: http://www.noresco.com/energy-services/en/us/careers/
- Raytheon: http://jobs.raytheon.com/

- The Spouse Channel (military.com): www.military.com/spouse
- TÜV Rheinland Japan (Engineering): www.tuv.com/en/japan/home.jsp
- U.S. Embassy in Tokyo: japan2.usembassy.gov/e/info/tinfo-jobs.html
- VetJobs (both veterans and spouses): www.vetjobs.com
- Zeiders: www.zeiders.com

Federal Employment

- Air Force Personnel Center: www.afciviliancareers.com/
- Department of Defense Education Activity (DoDEA): www.dodea.edu/Offices/HR/
- Federal Jobs Digest: www.jobsfed.com
- Federal Jobs: www.americajob.com
- Jobs requiring security clearance: www.clearedconnections.com
- USA Jobs: www.usajobs.gov/

Top Job Boards

www.careerbuilders.com
www.collegerecruiter.com
www.linkedin.com/job/c-linkedin-jobs
www.execunet.com
www.usajobs.gov
www.simplyhired.com
www.dice.com
www.indeed.com
www.glassdoor.com
www.hound.com
www.net-temps.com

Exceptional Family Member Program (EFMP)

EFMP Liaison can be reached at 243-9605/3372

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

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

Type of support offered (but not limited to)

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

Eligibility

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

Enrollment

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

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

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

Family Assistance Support Team (FAST)

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

FAST Office is located at CRC Bldg. 4th floor, room 438.

FAST Office Operating Hours:

Monday - Friday 0800-2200 Tuesday 0800-

ID Lab

Monday – Friday 0800-1700

Emergencies are handled 24hrs a day by calling: FAST Duty Officer at 090-8046-5452

Services Provided

- IDs for Active Duty Personnel,
  Government Employees, Contractors, and Dependents

- Defense Enrollment Eligibility Reporting System (DEERS) Updates
- Transportation Requests
- When ship is underway, Command Pay and Personnel Administrator (CPPA) may assist as a liaison between PSD and the ship's CPPA to help process the following:
  - TLA and TLA Extensions
  - OHA/MIHA/OHA Advances
  - Assist in the transmission of Page 2 Updates

Community Information & Referral Call Center (CIRCC)

CIRCC is supportive branch of the FAST office, established during the COVID-19 pandemic. This branch provides information about CFAY health and safety policy, leave and liberty guidance, as well as travel restrictions and general information about CFAY instructions. Although these maybe stressful times, we are responding to emails, phone calls, and social media inquiries daily. The CIRCC has become an essential part of CFAY and the Japanese community with this battle against COVID-19. Below is our operating hours and contact information.

CIRCC Operating Hours:

Monday-Friday: 0700 – 1900
Saturday-Sunday: 0900 -- 1400

For urgent matters afterhours, contact the CIRCC Duty Officer: 090-8046-5452

Email: CIRCC@fe.navy.mil

Services Provided:

- Provides guidance on instructions pertaining to, but not limited to:
  - Health and Safety
  - Leave and Liberty
  - Travel Restrictions
  - Base Closures and Restrictions
  - Restriction of Movement (ROM)
  - Base Guest Policies

- Sponsors non-Yokosuka based personnel while they are in ROM, ensuring their basic needs are met while in quarantine.
- All of the services provided by the FAST office.

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

This three day training is **mandatory** for all SOFA sponsored personnel (military service members, civilian employees, and adult family members) within 30 days of reporting to Yokosuka in accordance with COMNAVFORJAPANINST 1740.5, even if you have previously served in Japan. It is designed to the reduce stress and frustration of moving to Yokosuka by ensuring newly reporting personnel are introduced to current CFAY policies, programs, services, responsibilities, and facilities in accordance with COMFLEACTINST 1740.3C. Additionally,

certified attendance is required for anyone who intends to obtain a U.S. Forces Japan driver's license during their stay.

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

Child care reservations must be made prior to attending AOB/ICR and as far in advance as possible. For information on childcare please go to *www.navymwryokosuka.com*. Age limits and contact numbers for each of the centers are outlined in Childcare Information sheet after the schedule is described. Useful documents regarding childcare can be found at https://elibrary.cnic-n9portal.net/document-library/.

Military and civilian are required to attend every brief. If you miss any portion of AOB/ICR you will be required to reschedule the entire AM/PM session for the portion that you missed. This includes housing appointments, medical/dental, etc. appointments, re-enlistments, command responsibilities, etc. In order to receive a certificate of completion, all portions must be completed.

CFAY Road Test Waiver Process for USFJ 4EJ (NO DRIVING TEST DURING COVID)

After completing AOB/ICR, the Traffic Safety Local Hazard Briefing, and pass a Written Exam, personnel that fall under following conditions will be waived from taking a road test in order to obtain USFJ Form 4EJ;

- **All Former USFJ 4EJ holders that have departed Japan less than 5 years ago.**
  - **Must present an expired USFJ Form 4EJ as proof.**
  - **Or must present proof in writing from the issuing authority (other than CFAY) that shows you departed Japan less than 5 years ago.**
- **All Former USFJ 4EJ holders that that have departed Japan less than 5 years ago as confirmed on CFAY Driver's License DB, no proof required.**

****Note: No USFJ Form 4EJ with On-Base Only limitation and/or OF-346 will not be eligible. If proof or record cannot be confirmed before the Traffic Safety Local Hazard briefing, a road test will be required to complete the USFJ 4EJ issuing process.**

Childcare Information

- *Main Base Child Development Center (CDC) for ages 6 weeks-5yrs*
- *Main Base School Age Care (SAC) for grades K-12yrs*
- *Ikego Child Development Center (CDC) for ages 6 weeks-5yrs*
- *Child Development Home (CDH)-Ages vary per provider*
- *Ikego School Age Care (SAC) from K-5th grade*
- *Youth Sports for ages 3-18yrs*

- *Teen Center from 6th – 12 grade*

Waiting Lists

Military families may be placed on a waiting list for child care when care is not available. Families may request child care by visiting https://militarychildcare.cnic.navy.mil/. This Department of Defense website serves all military families seeking child care and provides access to military- operated child care options world-wide. Families may search for and request care, manage their requests, and update their profile online, making it easier for them to find the child care they need.

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

** If 5 year old is already enrolled in school, child should go to School Age Care Center.

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

Military families are subject to unique stressors associated with military life, including deployments, remote tours of duty, and extended working hours. The "Give Parents a Break (GPAB)" program is designed to give family members a short break from parenting in order to help them deal with these types of stressful situations, and enjoy a night out with friends. For more information, please contact Yokosuka Child Development at 243-3219 or the Ikego Child Development at 246-8060 or visit us at https://www.facebook.com/yokosukacyp

What to do at the Airport

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

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

Scheduled AMC flights typically arrive at Yokota AFB about 1115, with the actual time always subject to change. Navy buses usually depart Yokota AFB for CFAY about two hours after flight arrival and will be adjusted according to the actual arrival time if different than scheduled. Priority will be given first to service members (and families) traveling on PCS Orders. The bus ride is approx. 2 hours, but may vary due to traffic. There will be a CFAY greeter awaiting inside customs area at Yokota AFB AMC passenger terminal the arrival of Seattle flights **ONLY**. There is no Navy Liaison Office in the Yokota AFB AMC passenger terminal. The Army/Air Force Liaison or the Terminal Information Counter can provide information and assistance in the absence of the CFAY greeter.

Narita International (via commercial airlines)

These directions are based on arrival at Terminal 1, as that is the terminal from which the Yokosuka-bound buses depart. If you arrive at Terminal Two, take the free Airport Shuttle Bus to Terminal One from either bus stop 8 or 18 outside the terminal. Once at Terminal 1 you can catch

the bus by reporting to the 1st floor North West at the DOD Liaison counter. For information regarding lost luggage, please read the Lost Luggage section below.

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

Haneda International (via commercial airlines)

These directions are based on arrival at Terminal 3, as that is the terminal from which the Yokosuka-bound buses depart. If you arrive at another Terminal, take the **GREEN** free Airport Shuttle Bus to Terminal 3. From Terminal 1 use bus stop #8 and for Terminal 2 use bus stop #9 which run every 4 minutes. Once Terminal 3 is acquired please follow the signs for **FREE CHARTER BUS** to the bus loading area on 2nd level arrivals as there is no DOD Liaison. Buses will arrive and load 15 minutes before departure times 1500 and 2000.

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

Under Status of Forces Agreement
Entered Japan: Date:
Port:
Immigration Inspector:

This mark is then over-stamped with the immigration officer's date stamp.

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

Lost Luggage

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

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

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

- Navy Lodge (base phone 243-6708; local 046-816-6708)
- NGIS (base phone 243-5685, local 046-816-5685)
- USS <name of your ship> (*only if you know your ship is in port!)

After providing the required information (above) to the Customer Service Representative, you will be given a receipt or card with contact phone numbers. The receipt/card will have instructions for you to call to check on your luggage after a specified time. There is little else you can do except to continue with the arrival process: get to the base, relax, and take stock of what you have on hand. When found, your luggage should arrive at the place you designated within a day or two. Most who have gone through this experience report luggage delivery well in advance of the suggested call-back time on the receipt/card.

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

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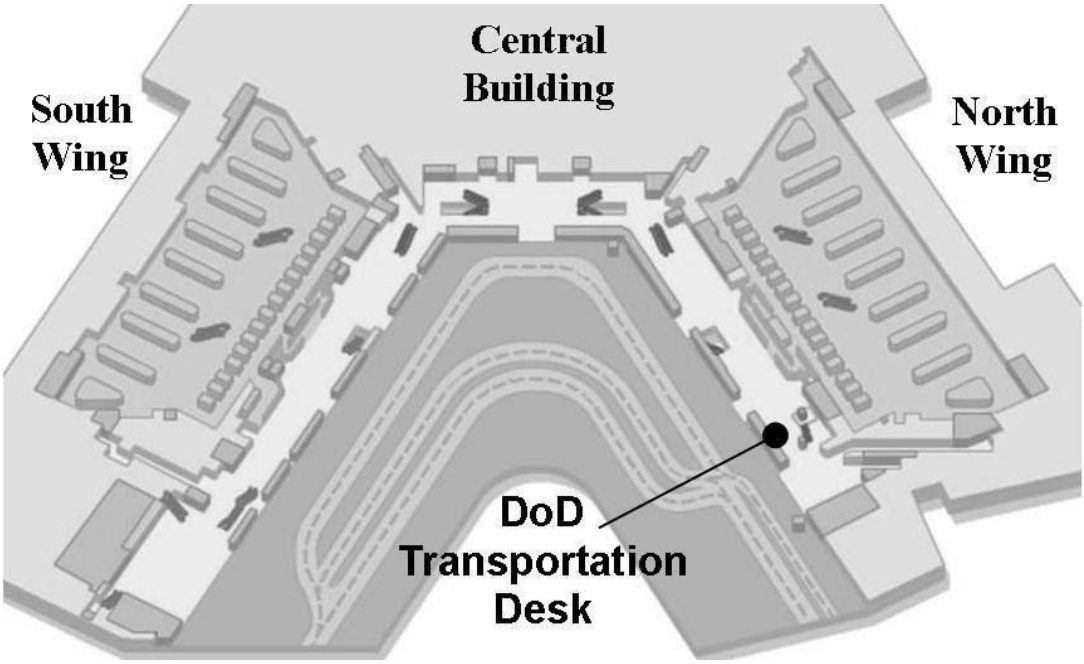
After completing Japanese Immigration and Customs formalities, exit into the arrival lobby.

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

DOD Transportation Liaison Counter/Desk



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

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

Make arrangements with the DOD Transportation Liaison (usually a U.S. civilian) for bus transportation to Commander, Fleet Activities and Yokosuka (CFAY). The Transportation Liaison will escort all passengers to the correct bus prior to departure. The liaison on duty represents all branches of the military services. Narita Airport Shuttle Bus departs Terminal One at 1630 and 2000 daily. These are coach buses run 365 days a year with a maximum seating capacity of 41 passengers. In the event that Yokosuka Base is placed in a HEIGHTENED FORCE PROTECTION status, government transportation to Yokosuka MAY BE LIMITED TO MILITARY PERSONNEL AND FAMILY MEMBERS OF MILITARY PERSONNEL ONLY, with approximately the same departure times.

Reservations are strongly encouraged (visit http://www.cnic.navy.mil/regions/cnrj/installations/cfa_yokosuka/about/installation_guide/getting_here/narita_airport_shuttle_bus.html or email cfay_bus@fe.navy.mil). However, if there were no reservations listed on the driver's manifest, seats would be given on a first-come-first-served basis. Passengers need to provide two types of photo ID, one of which **MUST** be a Military Identification Card.

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

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

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

orders; Family Entry Approval letter; Travel
document showing arrival date. The DSN fax number is 315-243-9594. The commercial number is 011-81-46-816-9594.

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

****Note**: Upon arrival at Yokosuka Base, the bus driver is authorized to drop off passengers only at NGIS/Navy Gateway Inns or TPU to start ROM. Your SPONSOR must meet you at either locations.**

Emergency Management

Want to know about Emergencies in Yokosuka?

Computer Desktop Notification System (CDNS) provides simultaneous emergency notifications to OneNet computer desktops, as well as home/work/personal emails, and mobile telephones. These notifications inform community members of emergencies as well as important updates such as Tropical Cyclone Conditions of Readiness (TCCOR) levels, gate closures, facility closures, weather advisories and other information that may impact the community. If they choose to register to the CDNS (Computer Desktop Notification System) before getting here they can do so in the Yokosuka home page at http://www.cnic.navy.mil/yokosuka where they have the registration instructions and the form as well.

U.S Naval Hospital Yokosuka Japan
Here to SERVE with CARE
Patient Information

PSC 475, Box 1
FPO AP 96350- 9998

Contact Information
<u>Central Appointments</u>
For All Eligible Patients in the Yokosuka area

TO CANCEL APPOINTMENTS:
DSN: 243-5352 Off Base: 046-816-5352

Appointment Reminder System:
When you get the reminder call,
Press 3 to cancel your appointment

Tricare Online Portal:
www.tricareonline.com

Ambulance
On Base: 911 Off Base: 119

Hospital Information-24-HR
US: 011-81-46-816-7144

DSN: 243-7144
Off Base: 046-816-7144

Prescription Refill System

US: 011-81-46-816-4689
DSN: 243-4689
Off Base: 046-816-4689

Is child care available at the hospital?

To ensure the health and safety of patients and staff, young children are generally not permitted to accompany their parents/guardians to family member appointments. It is the parents' responsibility to arrange for childcare prior to visiting the hospital. If a clinical/administrative area becomes disrupted due to unsupervised children, patients will be asked to reschedule their appointment.

NURSE ADVICE LINE (NAL) IS HERE!

Telephone access to a nurse for triage services, self-care advice, and general health inquiries. Patients can call the NAL after regular appointment hours at: Toll free from DSN line: 94-888-901-7144; this number works from any DSN phone to include base housing. Toll free number from cell: 00-66-3382-1820; this number works for all carriers. Internet: https://mhsnurseadviceline.com/; patient can call, chat, or video chat with a nurse (this does not work from hospital workstations). When entering DODID number it asks for an 11 digit number patient will need to place a zero in front for it to work.

Patient Portal Appointments?

This allows you to make, change and cancel primary care and select self-referral appointments. You can view future and past appointments, set up email reminders and notifications. If you cannot find an appointment you like, please contact the clinic directly or use Secure Messaging to send your care team a request.

Can I access appointments for my family members?

Yes, you can access TOL Patient Portal appointments for yourself, adult family members with their consent and minor children (under 18).

Can I set up reminders to alert me of my appointment(s)?
Yes, you can set up to three email addresses for receiving reminders for clinic appointments when you make an appointment or within your "Profile" on the TOL Patient Portal home page.

1. Go to www.tricareonline.com and click "Log In."
2. Log in with your DoD CAC or DFAS myPay credentials. Click "Register" if you do not have a CAC card or reader.
3. Click "Appointments" on the TOL Patient Portal home page to make an appointment.
4. Select (1) patient name, (2) type of appointment and (3) reason for visit, e.g. diabetes follow up. Review the Clinic Instructions and select a date range then "Search for Appointments."
5. Select your appointment using the calendar to the right. Click "Choose this Appointment Time."
6. Review and Confirm appointment information. Click "Book this Appointment."

What is TRICARE Online (TOL)
Patient Portal Rx Refill?
This allows you to view your active prescriptions and their status (refills available, expired, etc.), select prescriptions to refill and our Pharmacy. You can link to TRICARE Mail Order Pharmacy to schedule delivery to a PSC address.

Can I refill prescriptions for my family members?
Yes! Simply enter the prescription number, choose our Pharmacy and click "Send Refill Request Now."

Can I set up Rx Refill reminders to alert me that my prescription is ready for pick up?
Yes, you can choose up to 3 email addresses. When your refill is ready, you will receive notifications. Plus, you will get an email if you forget to pick-up a prescription so you can request it again. Set up Rx Refill reminders in your "Profile" on the TOL Patient Portal home page.

Can I renew my prescriptions with TOL Patient Portal?
Yes, you can request a renewal using Secure Messaging. Simply click on the Secure Messaging icon on the TOL Patient Portal home page then log in to send the request to your health care team.

PATIENT PORTAL TRICARE® Online SECURE MESSAGING

What is Secure Messaging?
Secure Messaging (SM) brings your healthcare team to you by allowing you to communicate with them via secure email about non- urgent healthcare matters. Your provider or a team member will respond within 24 business hours. Enrollment is available to all active duty, retirees, family members and non-enrollees.

Why contact your provider in SM?

1. Request appointments and medication renewals.
2. Receive results of medical testing (Lab and Radiology)
3. Ask non-urgent questions regarding your care or in the future.

How do I enroll in SM?

1. If you already have an account, skip to PART B.
2. Go to: https://app.mil.relayhealth.com/
3. Find: Link to Register (Register Here) and Click
4. Register as a Patient and follow the instructions

PART B. How to Add a Provider

1. If you have a new account, you will see an ADD button on the Homepage to add your provider.
2. If there is no ADD button, click the Providers Tab.
3. View the list of your providers; it may be blank.
4. On the right side, over the grey bar, click on the "Add Provider or Facility for [patient's name]."
5. Important: please click on Advanced Search. Leave everything blank but the CITY field. Search.
6. All the providers in your city will be listed. "Select" your provider. If you are unable to find your provider, contact the clinic to request an email invitation.

Family Medicine 243-8721
Internal Medicine 243-7442
Pediatric Medicine 243-5505

How to Present a Positive Image to Our Japanese Hosts

When in Public

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

culture while you are here.

- Be polite and considerate. It is the way we expect foreigners to act when they're visiting the U.S.

In Shops and Restaurants

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

In a Japanese Home

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

Eating and Dining In Japan

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

A restaurant with traditional low tables

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

ITADAKIMASU AND GOCHISOSAMA in Japan, you say "*itadakimasu*" ("I gratefully receive") before starting to eat, and "*gochisaosama (deshita)"* ("Thank you for the meal") after

finishing the meal.

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

CHOPSTICKS (HASHI) The proper use of the chopsticks is the most fundamental element of Japanese table manners.

SOME OF THE MOST IMPORTANT CHOPSTICK (HASHI) RULES ARE:

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

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

SOME TABLE RULES

- Blowing your nose in public, and especially at the table, is considered bad manners.
- It is considered good manners to empty your dishes to the last grain of rice.

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

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

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

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

HOW TO EAT

Rice:

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

Sushi:

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

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

Sashimi:

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

enjoyed with
ground ginger rather than wasabi.

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

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

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

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

TABLE MANNERS

CHOPSTICKS Manny restaurants use disposable wooden chopsticks that come wrapped in paper. Remove the chopsticks from the paper and separate into two sticks. Although you might see other Japanese people rub the two sticks together to remove any thin fragments of wood, it is best not to follow this practice as you might embarrass your host. Perhaps he or she has brought you to a restaurant where the quality of the chopsticks is not very good. Pick up your food with smaller pointed ends.
Lacquer or plastic chopsticks are also used in more formal situations and in the home. These are slippery and more difficult to handle, so take your time with the food. These kinds of chopsticks are placed on a special chopstick resting piece, which is where your chopsticks should always be placed when not in use.
As you would use a serving spoon in a Western setting, use the larger serving chopsticks that may accompany a dish. If there isn't one, you may use the clean top ends of your chopsticks. These ends should never go into your mouth once you have decided to use the other ends to eat with.

SLURPING It is the custom in Japan to make slurping noises while eating foods such as soupy noodles.
DISHES It is proper to lift small bowls of rice or soup to your mouth in order to eat. You would then be able to use your chopsticks to put solid food such as rice or the seaweed in miso soup into your mouth. A very small dish is used for soy sauce only, into which you may dip certain foods such as sushi or raw fish
SMOKING Typically, Japanese businessmen entertain during the evening hours by drinking, eating, and smoking. It is not unusual to smoke and eat at the same time. In more

formal

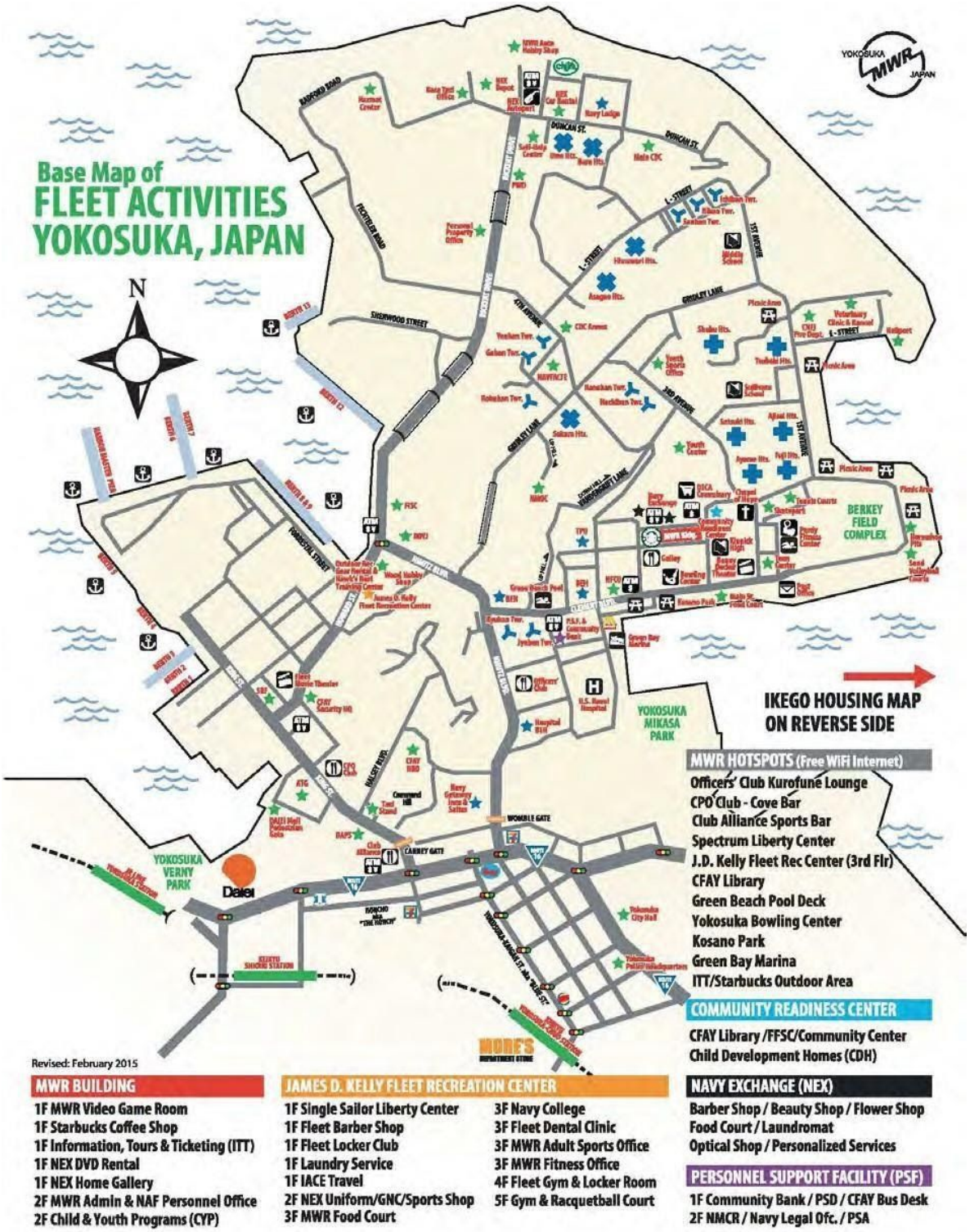
situations, smoking might be refrained at the beginning of an event. At any rate you should not be openly alarmed with the degree of smoking. Cigar smoking is uncommon.

SOME DEFINITE "DON'TS"

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

Base Maps

Fleet Activities Yokosuka, Japan Facilities



Ikego Housing Community

Ikego MWR Phone Numbers

MWR Office	246-8071	School Age Care	246-8301
Youth Sports	246-8301	Youth Club	246-8301
Child Development Center (CDC)	246-8060	West Valley Campground (Office)	243-5732
Community Pool	246-7988	Club Takemiya	246-8077

Yokosuka MWR Phone Numbers

Adult Sports Office	**241-2955**
Athletics Facilities	**243-5398**
Athletics Maintenance	**243-2051**
Auto Skills Center	**243-5456**
Aquatics Office	**243-2052**
Seahawk Natatorium	243-5620
Command Hill Pool	243-6830
Green Beach Pool	243-6410
Bowling Center	**243-4200 / 5158**
Child Development Program	
CD Homes	243-5478
Main CDC	243-3219
Main CDC Annex	241-4101 / 4102
Chili's Take-Out	**241-3842**
Chili's Grill & Bar	**241-3865**
Club Alliance	**243-3000 / 5951**
Italian Garden's Take Out	**241-3786**
C-Street Grille Take Out	**241-3785**
Community Center	**241-4111**
CPO Club	**243-5506**
Entertainment Office	**243-5215**
Fitness	**241-4486**
Fleet Gym Gear Issue	**243-5304**
Deployed Forces Support	**243-7284**
International Program Office	**243-4731**
ITT	**241-5056**
Liberty Center	**243-7346**
Library	**243-5574**
Theaters	
Benny Decker	243-5406
Fleet	243-5443
Movie Hotline	**243-6703**
MWR Food Court	**243-3245**
Officers' Club	**243-5030**
Outdoor Rec Center	**243-5732**
Sailing Center/Marina	**243-4155**
NAF Personnel Office	**243-1246**
Purdy Fitness Center	**243-5398**
Pavilion, Ball Field and Court Reservations	**241-2945**
School Age Care	**243-5492 / 3439**
Recreation Office	**243-1215**
Reference/Refferal Office	**243-4079**
Starbucks	**(046) 820-2791**
T-Shirt/ Plaque Shop	**243-9064**
Yokosuka Teen & Youth Club	**241-2098**
Wood Hobby Shop	**241-3692**
Youth Sports Office	**241-2952**

Wi-Fi Areas for Fleet Activities Yokosuka, Japan

CFAY Shuttle Services

Main Base Shuttle

Please
新しいルート図は右の通りで

- **Station Bus Renamed Yoko Pon Shuttle**

（バスの愛称は、ヨコポンシャトルです。）

- Buses Clearly Marked with Logos（バスに看板が表示されます。）
- Counter Clockwise Only
  （反時計回りのみの運行です。）
- Decreased waiting time
  （バスの待ち時間が減ります。）
- Stops Reduced from 25 to 8

（バス停が現行の25から8になります。）

- Operation hours: from 0630 to 1930

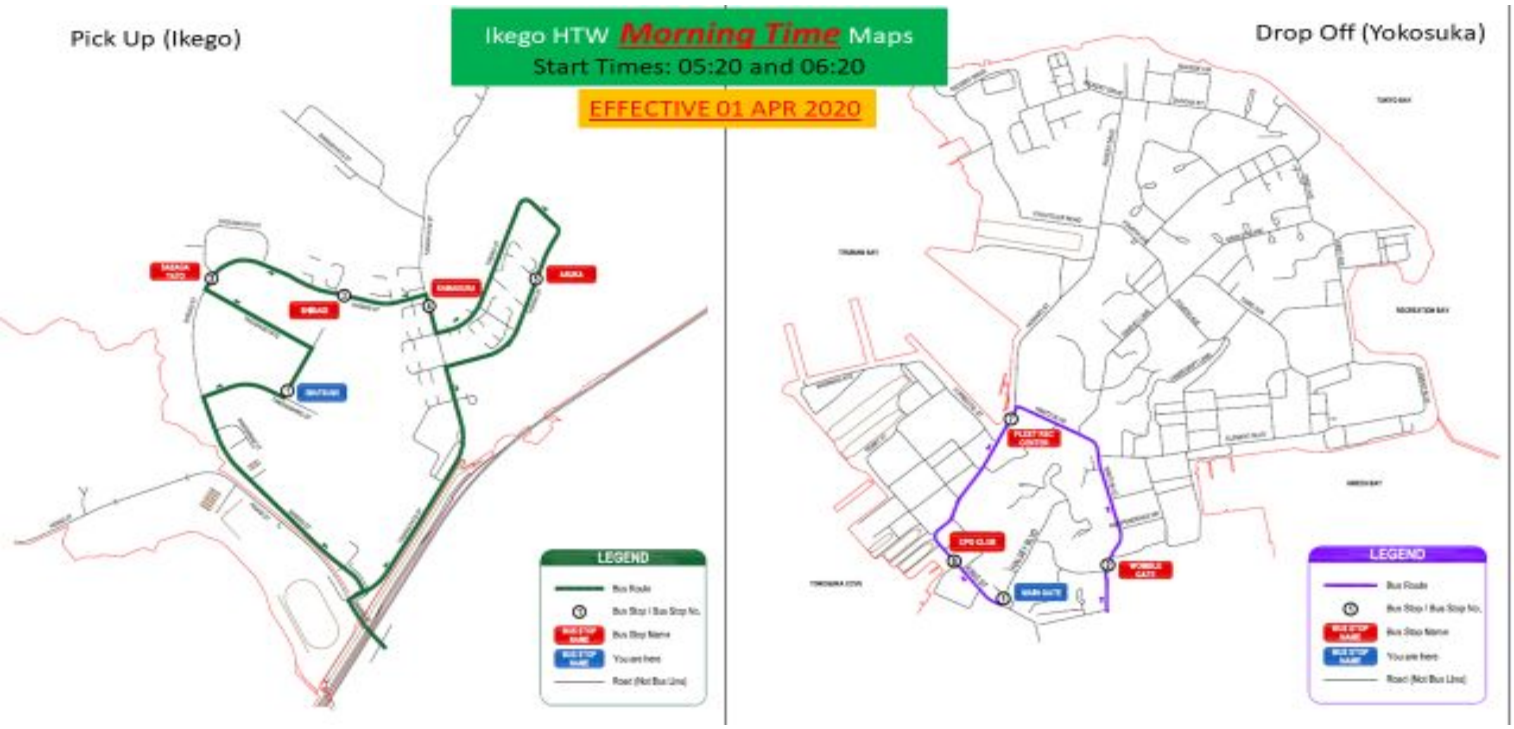
（運行時間は6時30分から19時30分まで）

- Increased pickup times
  - Weekdays- every 10 min or less
  - Weekends- every 20 min or less

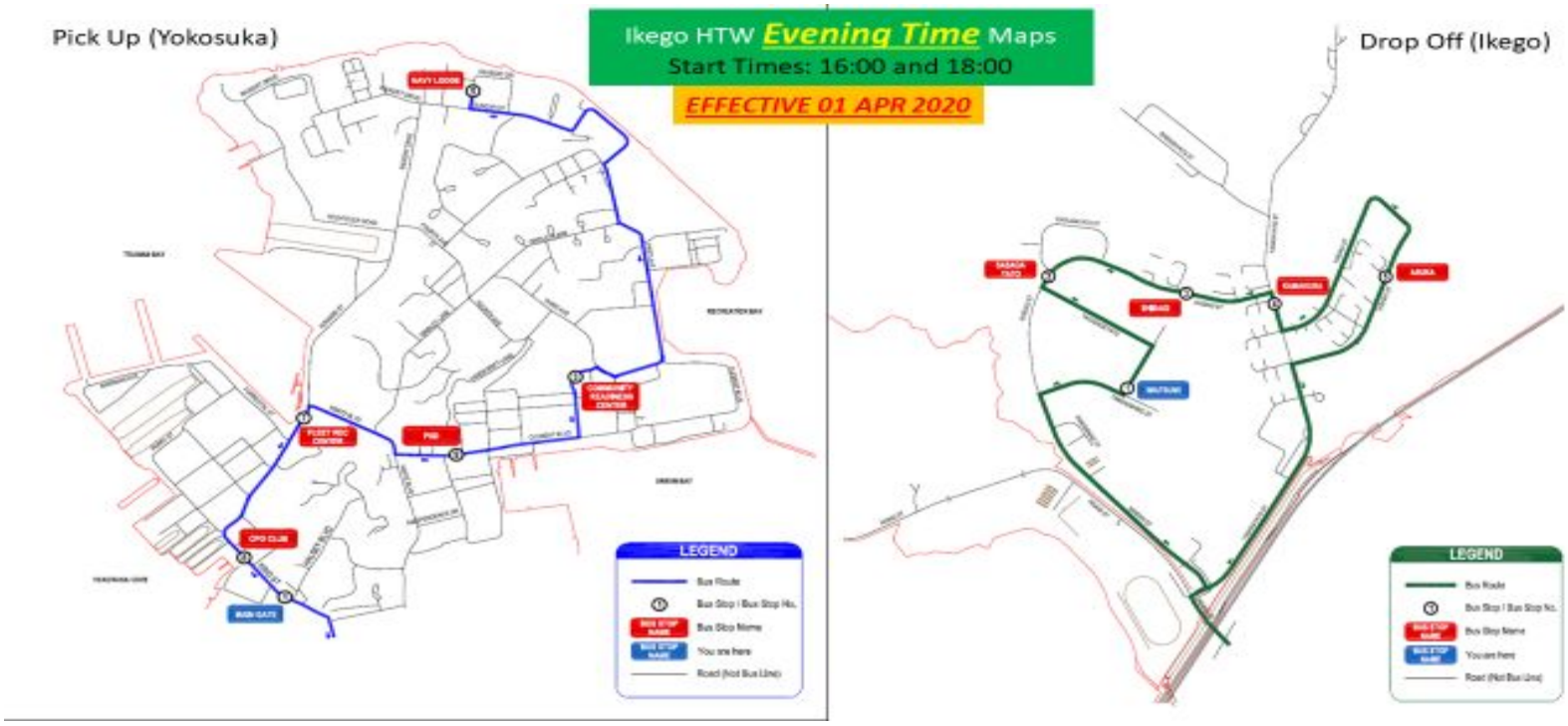
（平日：おおむね10分間隔の運行）

（土日祝日：おおむね20分間隔の運行。）

Ikego Home to Work Shuttle Bus



Narita Airport Shuttle Bus



Reservations are strongly encouraged (visit www.cnic.navy.mil/yokosuka or email cfay_bus@fe.navy.mil) as unclaimed seats are offered on a first-come-first-served basis. Passengers need to provide two types of photo ID, one of which **MUST** be a Military Identification Card. Check in time starts 1 hour prior to departure.

LOCATION	DEPARTS CFAY PSD	DEPARTS AIRPORT
NARITA AIRPORT SHUTTLE BUS #1	1000	1630
HANEDA AIRPORT SHUTTLE BUS #1	1200	1500
NARITA AIRPORT SHUTTLE BUS #2	1300	2000
HANEDA AIRPORT SHUTTLE BUS #2	1700	2000

Yokota AMC Shuttle Bus

DAY	LOCATION	SHUTTLE
Wednesday	DEPART CFAY PSD	0800
	DEPART YOKOTA AMC	Dependent on flight schedule
Thursday	DEPART CFAY PSD (one way)	0800
Friday	DEPART CFAY PSD	0800
	DEPART YOKOTA AMC	Dependent on flight schedule
Saturday	DEPART CFAY PSD (one way)	0800

No reservations needed for this bus, but priority is given to those on orders. Passengers need to provide two types of photo ID, one of which **MUST** be a Military Identification Card. This shuttle only runs Wednesday to Saturday, with check-in beginning at 0730 and departure at 0800. Arrival dependent

Yokota AMC Shuttle Bus

No reservations needed for this bus, but priority is given to those on orders. Passengers need to provide two types of photo ID, one of which **MUST** be a Military Identification Card. This shuttle only runs Wednesday to Saturday, with check-in beginning at 0730 and departure at 0800. Arrival dependent

DAY	LOCATION	SHUTTLE
Wednesday	DEPART CFAY PSD	0800
	DEPART YOKOTA AMC	Dependent on flight schedule
Thursday	DEPART CFAY PSD (one way)	0800
Friday	DEPART CFAY PSD	0800
	DEPART YOKOTA AMC	Dependent on flight schedule
Saturday	DEPART CFAY PSD (one way)	0800

Commander Fleet Activities – Yokosuka, Japan
Housing Information

HOUSING

Government Housing

For most up to date information and floor plans, please visit our website:
https://cnic.navy.mil/regions/cnrj/installations/cfa_yokosuka/ffr/housing_and_lodging.html

Families are authorized to ROM in their on base Military Family Housing upon arrival to CFAY. Under the current environment and serious challenges we are all facing in our fight against the COVID-19, on-base and off-base counseling are all conducted via email or phone only.
Note: Newly arrived families are required to reside on base without the option to live off base without the approval from the base Commander.

Please contact the CFAY Housing Services Center for any housing questions or needs at Yokosuka.Housing@fe.navy.mil.

Once you check-in to your command, please be sure to make copies of your PCS orders with command check-in stamp and Family Entry Approval for submission.

Military Family Housing (MFH) in Yokosuka and Ikego consists of 2,516 housing units. MFH includes town houses and high-rise apartments. There are no basements or attics in family housing. All command sponsored family members are eligible for MFH. MFH units are furnished with household appliances (i.e. refrigerator, electric cooking stove, microwave oven, washer, dryer, and dishwasher, etc.) Accordingly, it is suggested that you do not bring your own appliances with your household goods.

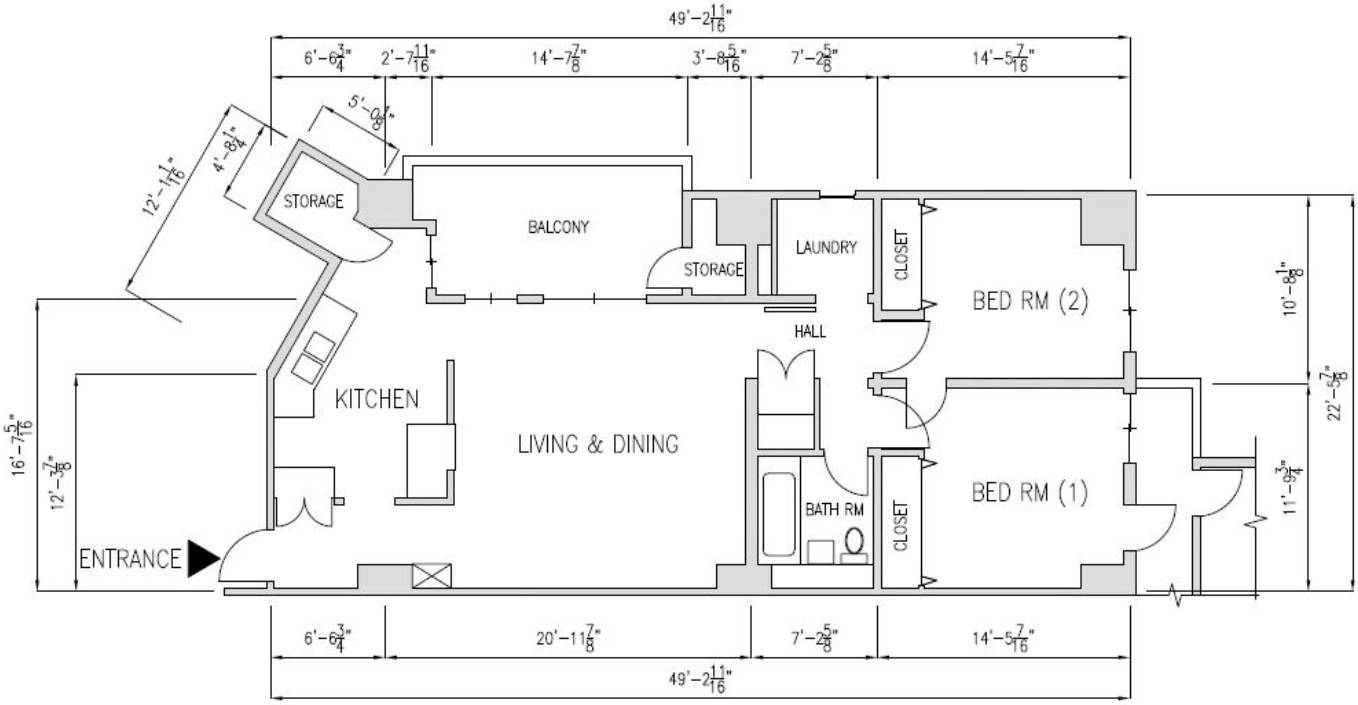
Dogs are only permitted in single-family/townhouses, and on the 1st and 2nd floor of all housing towers. They are NOT permitted in tower elevators for any reason or on any other floor above the 2nd. Members are permitted to have no more than two pets in their assigned unit (e.g., two cats; one cat and one dog), cats are permitted in all housing units. All pets must be registered with the Yokosuka Veterinary Services Office, have up-to-date vaccinations, and be micro-chipped for identification at all times. Pet cats must be spayed or neutered. Documentation certifying registration, vaccinations, spaying, or neutering will be submitted to the Housing Office (HO) upon assignment, upon request or when there is a change. Failure to submit the required documents may result in loss of pet privileges in MFH.

Ikego Hills

Ikego Hills is set in a forested area in the seaside resort town of Zushi (Kamakura). Ikego has Club Takemiya (all hands club), campgrounds, paintball, Mini Navy Exchange, pool, Child Development Center, Elementary School (grades K-5), and other recreational areas are also available. Home-to-work shuttle buses (no fee) run from Ikego to Yokosuka in the morning and return in the evening, and following extra-curricular events at the high school. Ikego can be reached in 20 minutes in moderate traffic by surface roads. There is a designated pedestrian gate connected from the base to local train station, Jinmuji Station, which gives you access to Yokohama (30 mins

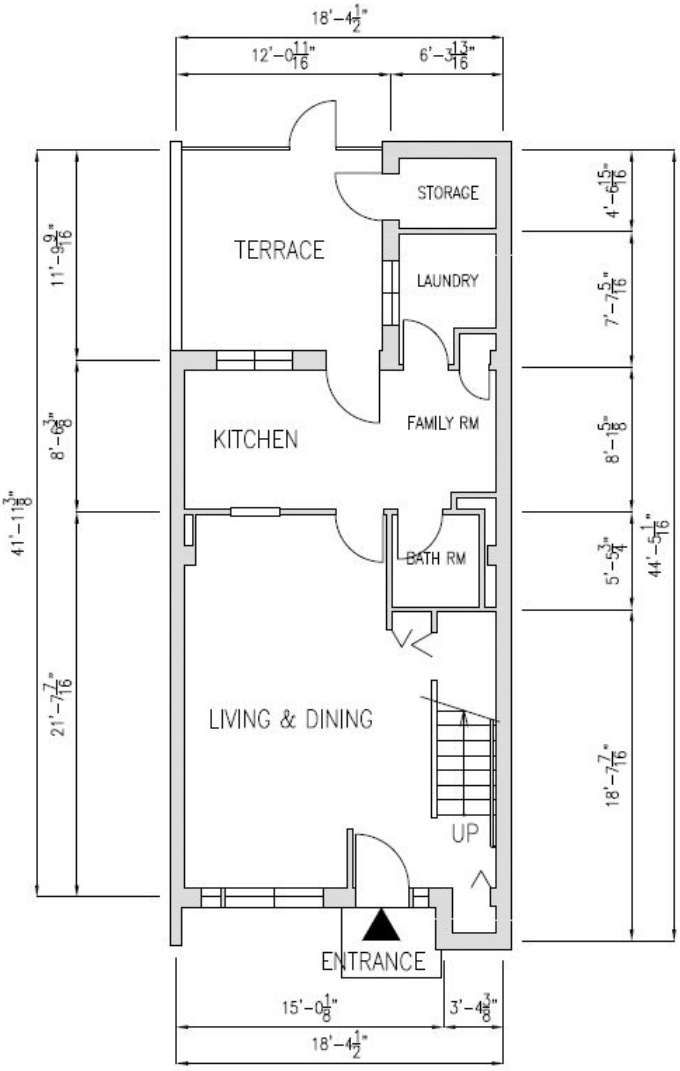
train ride).

Townhouse and Tower Floor Plans

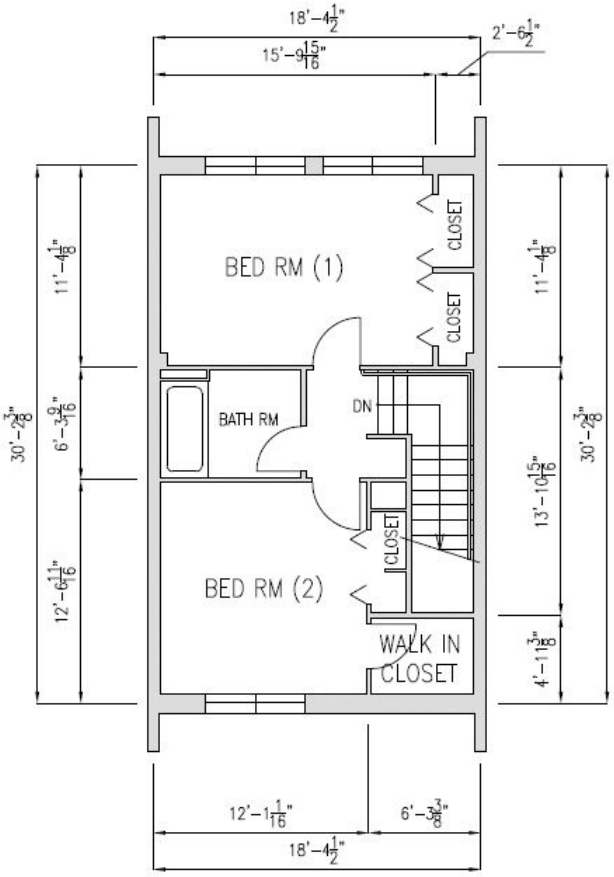


HEIGHTS, TYPE 2B :

SCALE : 1/100



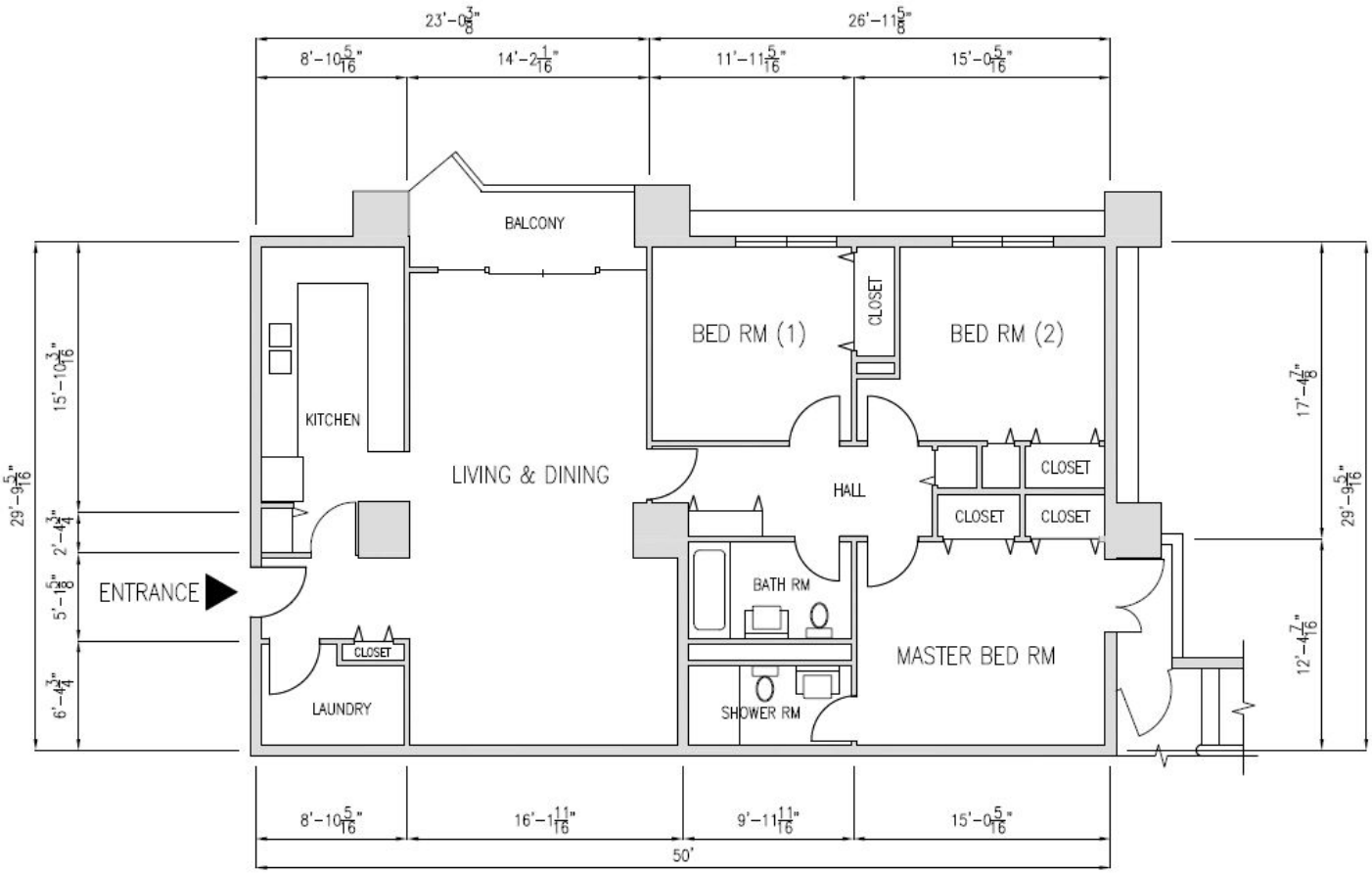
1ST FLOOR PLAN



2ND FLOOR PLAN

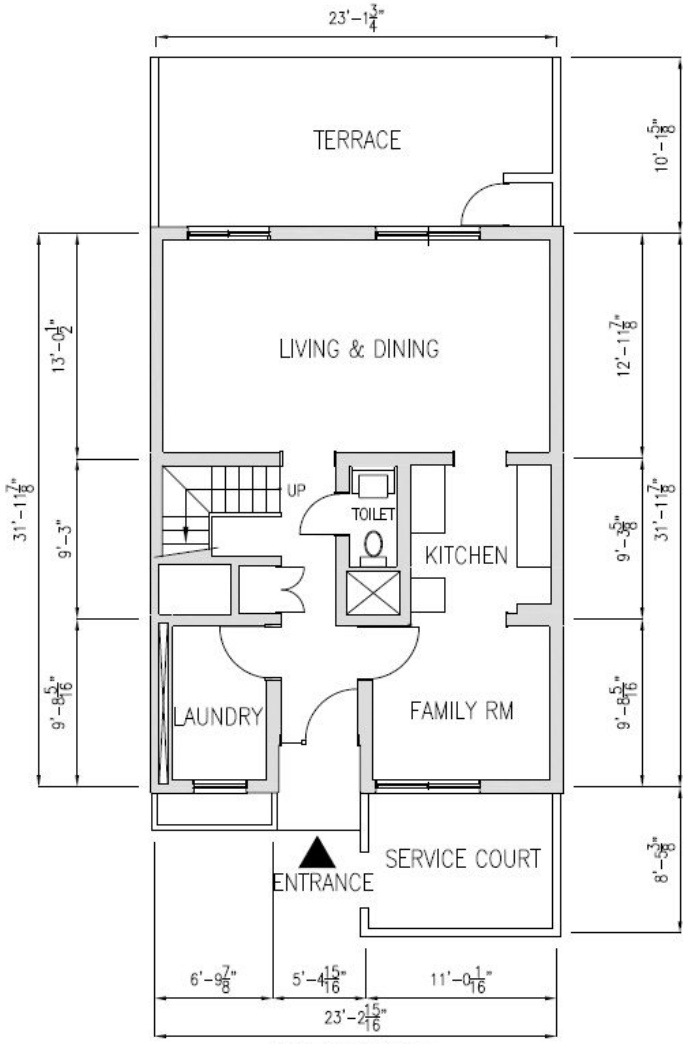
TOWN-HOUSE, TYPE 2BR

SCALE : 1/100



HEIGHTS, TYPE 3G :

SCALE : 1/100



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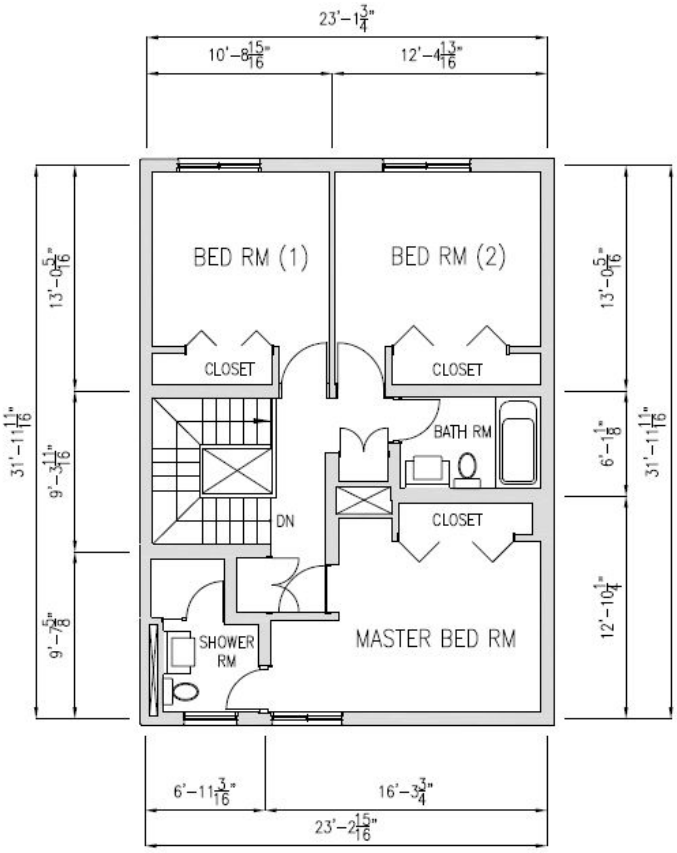
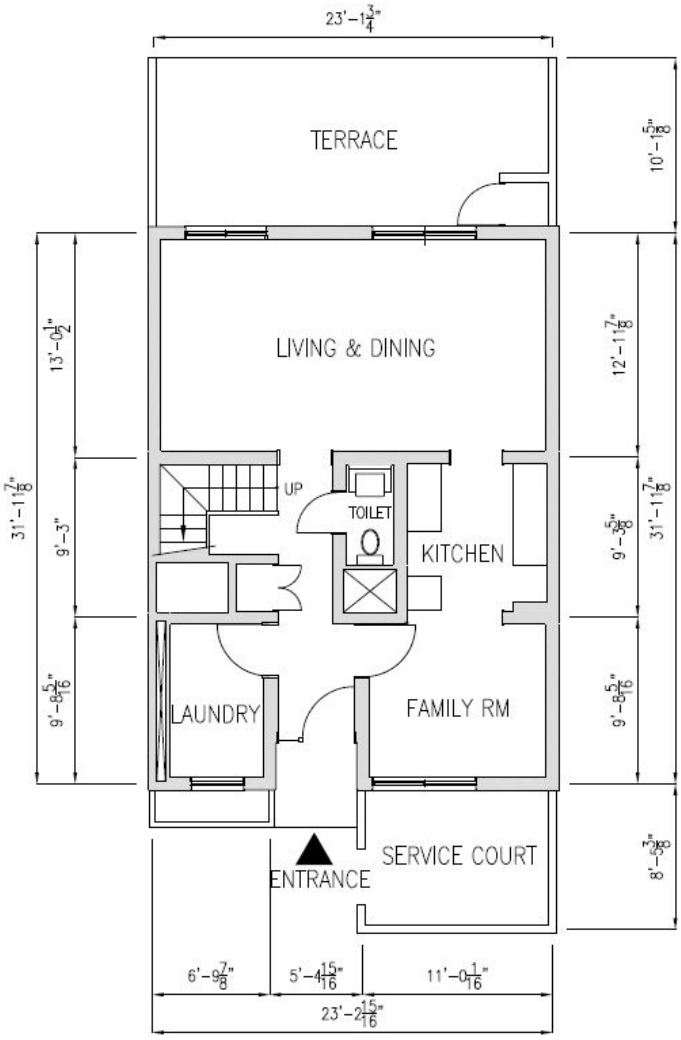


2ND FLOOR PLAN

TOWN-HOUSE, TYPE 3A

SCALE : 1/100



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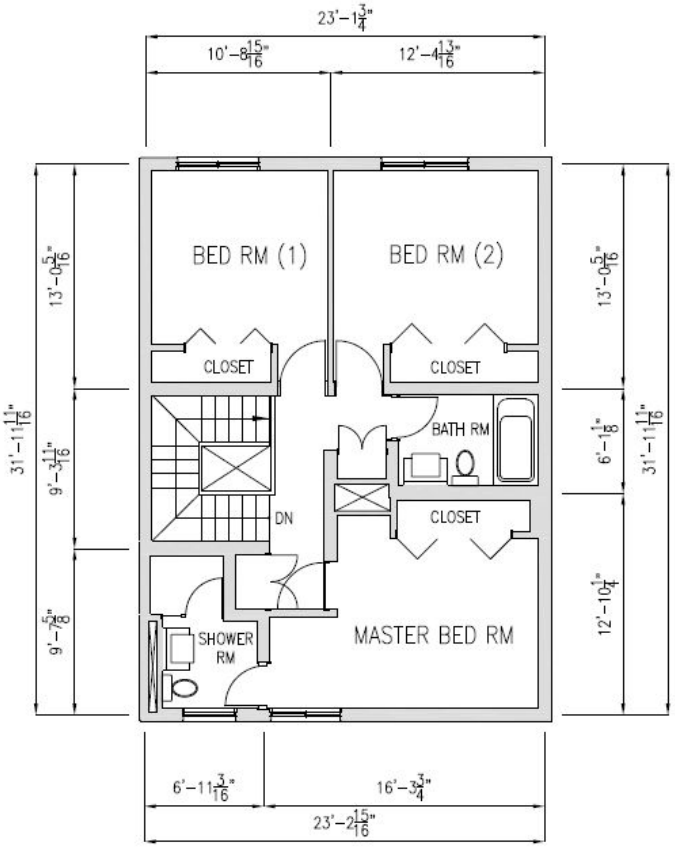

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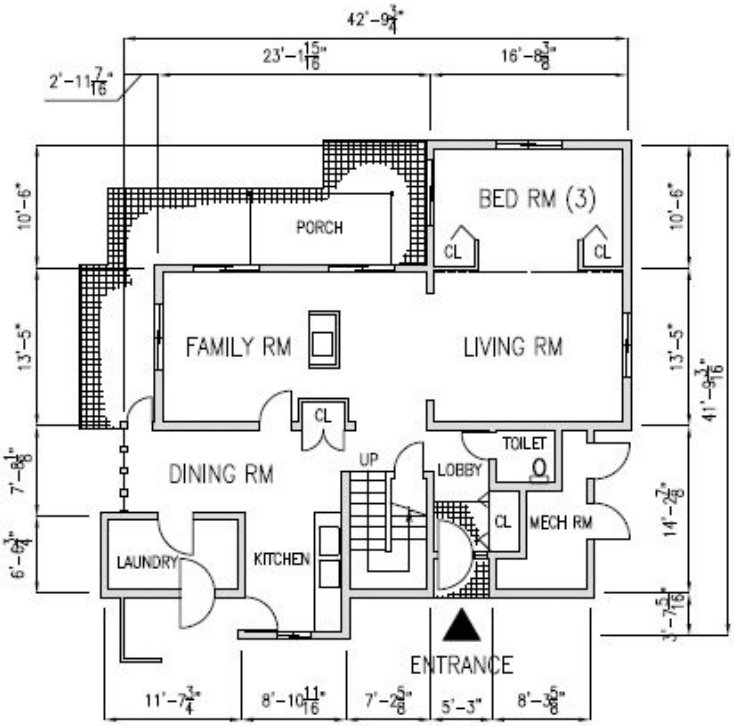
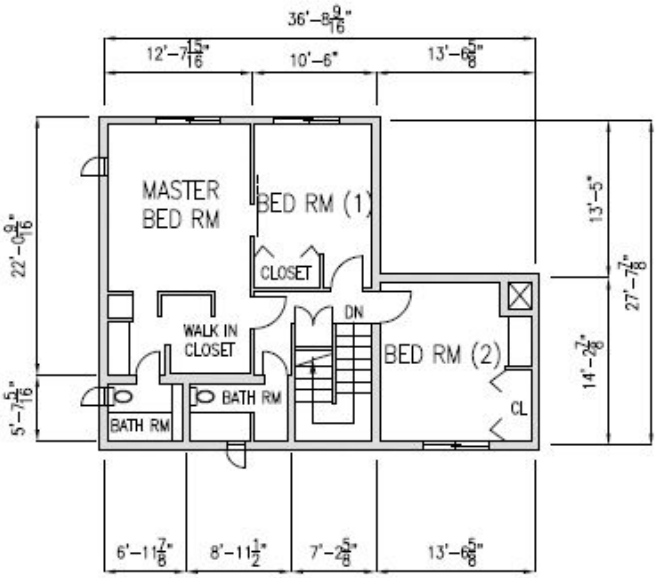
TOWN-HOUSE, TYPE 3A

SCALE : 1/100



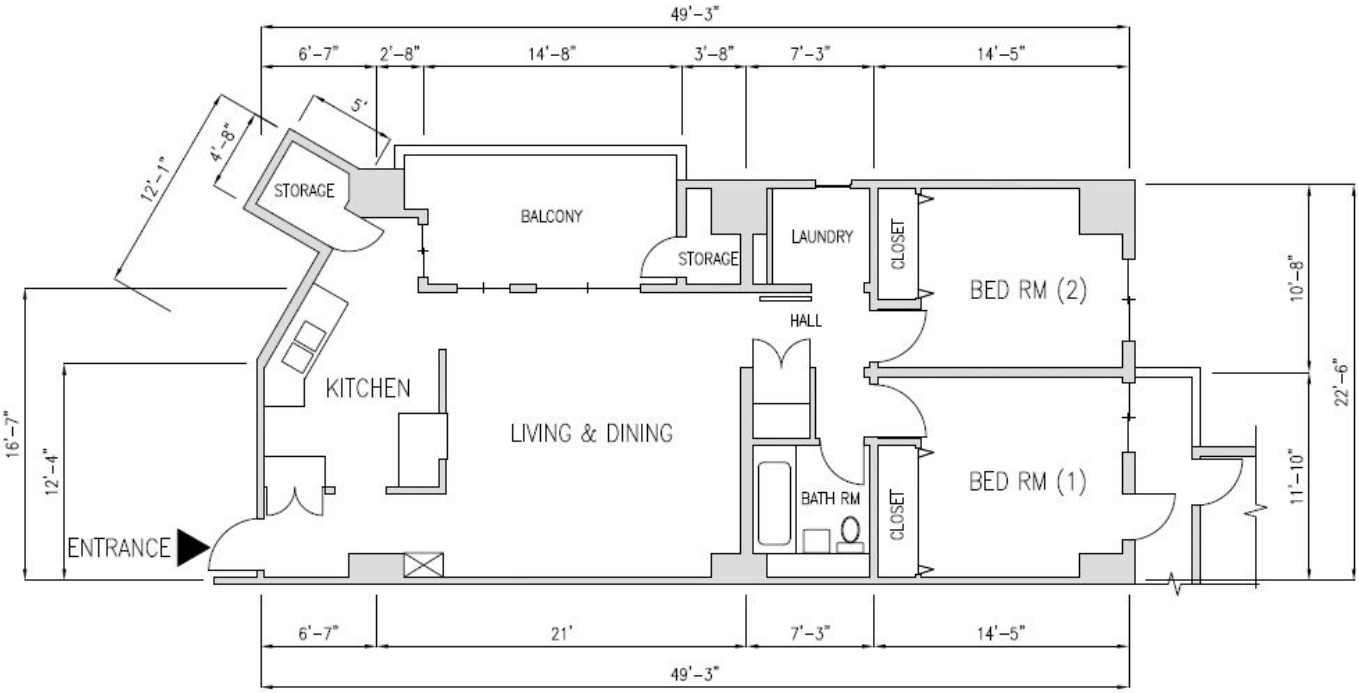
1ST FLOOR PLAN



2ND FLOOR PLAN

HALSEY TYPE :

SCALE : 1/150



Typical 2 bedroom High-Rise Apartment

SCALE : 1/100

Off-Base Housing

As discussed in the Financial Assistance section, moving into off-base housing can be costly; therefore, planning and budgeting ahead of time is key when moving into the Japanese Community. Initial housing expenses may range from $5,000 to $10,000. Military personnel may request ADVANCED HOUSING ALLOWANCE through their command. ADVANCED HOUSING ALLOWANCE is authorized to cover the entire move-in cost, which may include:

- first month's rent
- security deposit
- agent fee
- owner fee

Electrical power in Northern Japanese in off-base housing is 30-50 amps at 100 volts/50 cycles. On-base housing is also 100-volt/50-cycle power. On-base quarters have 220-volt outlets to accommodate American-style clothes dryers and electric stoves. Most off base Japanese houses do not have the space and or power requirements for American dryers. Space restrictions preclude the installation of an American-style washer/dryer and a large refrigerator or freezer. Because of the difference in the power provided, many American products will run slower due to low power supplied. Timers/clocks will lose about 10 seconds every minute.

Most American electrical products are equipped with a standard 3-prong plug, however most Japanese homes only provide two prong plugs and will require adapters. CFAY Housing can provide appliances for off-base rental quarters, if not already installed.

The Rental Partnership Program (RPP)

RPP is designed to assist military and civilian personnel in finding affordable, secure, quality off-base housing. This program is available to anyone eligible for OHA or Living Quarters Allowance (LQA). If you are interested in RPP, please contact the CFAY Housing Services Center.

Please contact the CFAY Housing Services Center for any housing questions or needs at Yokosuka.Housing@fe.navy.mil.

https://cnic.navy.mil/regions/cnrj/installations/cfa_yokosuka/ffr/housing_and_lodging.html

Single Service Member Housing

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

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

Background
CFA Yokosuka is committed to providing Unaccompanied Housing to E1-3 Shore/Sea Duty Sailors and E4<4

Sailors on Sea Duty.

Availability/Eligibility
Each Afloat Command determines which sailors can be provided bed spaces in UH.

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

Single Service Member Housing (Shore Duty personnel/Permanent Party)
Background
CNFJ and CFAY are committed to improving the quality of life for Sailors by providing Unaccompanied Housing for shore duty E-3 and below Sailors.

Navy Housing

Commander Fleet Activities – Yokosuka, Japan
Housing Information

General School Information Yokosuka, Japan

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

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

Electronic DoDEA Student Registration Form
www.dodea.edu/Offices/Regulations/dodea_forms/upload/form_600.pdf

Kinnick High School PSC 473 Box 95
FPO AP 96349
http://www.kinnick-hs.pac.dodea.edu Email:
Principalkinnickhs@PAC.dodea.edu

Yokosuka Middle School PSC 473 Box 95
FPO AP 96349
http://www.yokosuka-ms.pac.dodea.edu Email:
YMiddleP@pac.dodea.edu

Sullivans Elementary School PSC 473 Box
95 FPO AP 96349

http://www.sullivans-es.pac.dodea.edu
Email: PRINCIPAL_SULLIVAN_ES@pac.dodea.edu

School Liaison Officer: Office: Bldg.
H20
Hours: 08:00 a.m. to 5:00 p.m. (or by appointment) Local
Phone: 243-2948 or 046-816-2948
From the US: DSN 315-243-2948 or 011-81-46-816-2948
Email: SLOYokosuka@fe.navy.mil
Mailing Address: PSC 473 Box 60, FPO AP 96349

For daily education info and opportunities please like and share the Yokosuka CYES Facebook page at http://www.facebook.com/sloyokosuka.

*To register for free and reduced lunch please pick up an application at FFSC Yokosuka or FFSC Ikego

SCHOOL LIAISON OFFICER CORE SERVICES

School Transition Services

Assist families with school transfers and help 'level the playing field' for military children and youth

Deployment Support

Connect educators with Navy deployment support system to inform them about cycles of deployment and tools available to assist in working with Navy children

Command, School, Community Communications

Serve as subject matter experts for installation commanders on K-12 issues, helping to connect command, school and community resources

Partnerships in Education (PIE)

Creates volunteer network of resources to support installation and community members who have vested interest in the success of all youth

Home School Linkage and Support

Assist families by gathering and sharing information on home schooling issues, policies and legislation and help leverage CYP resources to support these families

Special Needs System Navigation

Provide information on installation and community programs and services, make referrals to EFMP, and assist in navigating administrative systems within LEAs.

Post-Secondary Preparations

Leverage installation and school resources to provide graduating military students with access to post-secondary information and opportunities.

FROM ALL OF US AT THE CHAPEL OF HOPE

COMMANDER FLEET ACTIVITIES YOKOSUKA
CHAPEL OF HOPE

Muslim Prayer
Fridays 1230
@ Chapel Classroom 6

Jewish Shabbat
Every other Friday 1730
@ Jewish Chapel*

Seventh Day Adventist Service
Saturdays 1100
@ Main Sanctuary*

Roman Catholic Mass
Saturdays 1700
@ Main Sanctuary*
Sundays 0800 and 1030
@ Main Sanctuary*

Protestant Service
Sundays 0930
@ Benny Decker Theater

Liturgical Protestant Service
Sundays 0900
@ Jewish Chapel*

Church of Christ Service
Sundays 0930
@ Fellowship Hall*

Ikego Protestant Service
Sundays 1000
@ Bubble Gym*

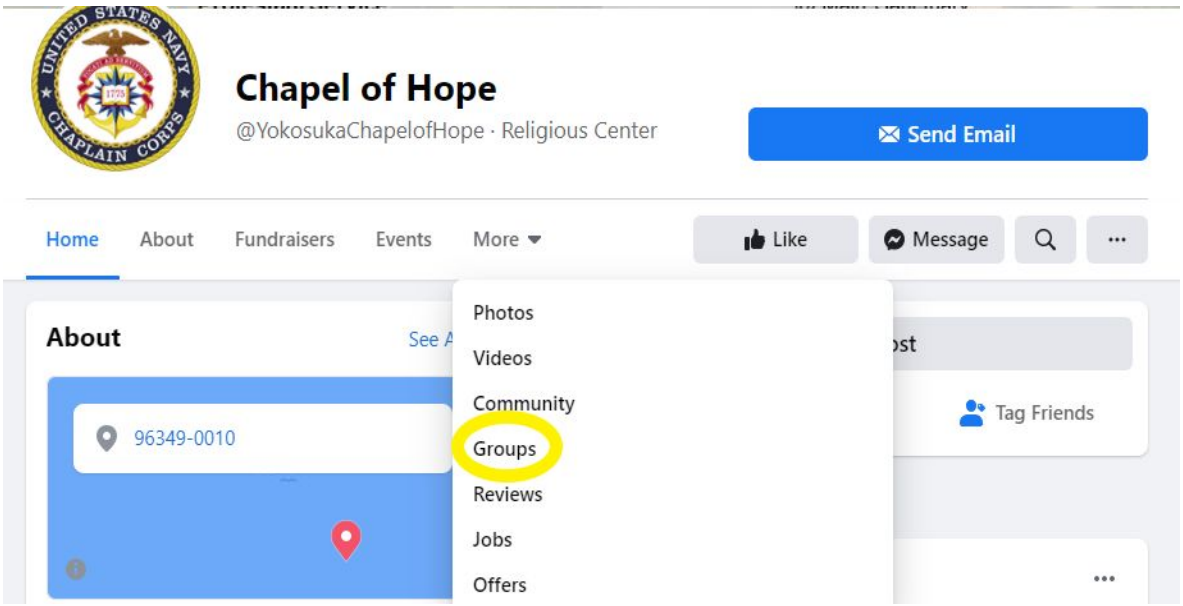
Orthodox Christian Service
2nd/4th Sundays 1100
@ Jewish Chapel

Filipino Christian Fellowship
Sundays 1130
@ Fellowship Hall*

Gospel Praise Service
Sundays 1230
@ Main Sanctuary

+

*Also Livestreamed on Facebook
Please Check Facebook for Updates!



**Visit us on Facebook @Yokosuka Chapel of Hope. Go to the group tabs to find information for specific faith groups. **

Moving Checklist – Pre-Arrival to Yokosuka Checklist*

HELPFUL TERMS:

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

AS SOON AS ORDERS ARE RECEIVED:

- ☐ Make at least 10 copies of your Permanent Change of Station (PCS) orders (or Letter of Employment for civilians), Dependent Entry Approval Letter, and Power of Attorney.

- ☐ Discuss and plan your move with your spouse and children.

- ☐ Contact sponsor assigned by command at next duty station using the e-mail located on the first page of your orders. If not provided, contact gaining command immediately with current email/phone for use during your move.
  If accompanied, contact Yokosuka Enhanced Spouse Sponsorship (www.yessyokosuka.wordpress.com) and the School Liaison Officer (SLO) (SLOYokosuka@fe.navy.mil) for Youth Sponsorship Programs.

- ☐ Visit Military INSTALLATIONS website for PCS information regarding next duty station and utilize the "Plan My Move" resources. (www.militaryinstallations.dod.mil)

- ☐ Explore website of gaining command for general information including Ombudsman and Family Readiness Group (FRG) contacts.

- ☐ Visit your local Fleet and Family Support Center to attend a Smooth Move Workshop and reserve Hospitality Kit.

- ☐ Make medical appointments for Dental, Immunizations, and Overseas Screening Appointments. *Complete Medical History (DD 2807-1) and Suitability Screening*

(NAVMED 1300/1) forms before making appointment for Overseas Screening.

- ☐ Collect shot records and make copies. Hand carry at least one copy for each family member.
- ☐ If accompanied, obtain Dependent Entry Approval Letter.

- ☐ Apply for No Fee Passport at local Personnel Support Detachment (PSD), if needed.

- ☐ Set your date of transfer.

- ☐ Visit your local military veterinary clinic to find out travel restrictions and specifics. You can also visit Public Health Command District – Japan (www.usarj.army.mil/organization/vet) and Japan Animal Quarantine Service (www.maff.go.jp). Information for Yokosuka can be found from PAWS (usskittytalk.yokosuka@gmail.com) and Yokosuka VTF (NHyokosuka-vetclinic@med.navy.mil). *Please be aware that all animal care services, on-base or off-base, are out of pocket and not reimbursed.*

- ☐ Make financial plans and preparations. Begin tracking tax deductible expenses.

- ☐ Reserve room(s) at authorized hotel for last nights such as local Navy Lodge(www.navy-lodge.com).

- ☐ Make arrangements for lodging in Yokosuka; check to see if sponsor has arranged. Remember to include that you are on PCS orders when making reservation. On-base options are below:

  ALL ROOMS ARE PET FRIENDLY AT THE NAVY LODGE.

  (Yokosuka: DSN: 315-243-6708 In Japan: 046-816-6708 www.navy-lodge.com)
  (Yokosuka: DSN: 315-243-7317 In Japan: 046-816-7317
  www.ngis.dodlodging.net)

  If no pet friendly room availability for NGIS, NEX Kennel.

  (Yokosuka: DSN: 315-243-4530 In Japan: 046-816-4530)

AT LEAST 3 MONTHS BEFORE MOVE:

- ☐ Check that Passport(s), Military ID card(s), and State Driver's License(s)^ expiration dates.
  ^Valid Stateside Driver's License needed for SOFA-sponsored Driver's License to drive in Japan.

- ☐ Visit local military legal office for a Power of Attorney, required by PPO and Housing Office if Sponsor is deployed.

- ☐ Contact your local Personal Property Office to schedule pack out. Bring a copy of PCS orders. Visit www.move.mil to create account.

- ☐ Contact TRICARE Health Benefits Advisor for any changes. (www.tricare.mil)

- ☐ If leaving government quarters, contact local Housing Office and file Intent-to-Vacate Quarters.

AT LEAST 4-8 WEEKS BEFORE MOVE:

- ☐ Start Command/Base Checkout Sheet.

- ☐ Arrange for transportation from airport. Reservations needed.
  Narita Airport Shuttle Bus or Yokota Air Force Base AMC Terminal Shuttle Bus (pets not allowed)
  (Yokosuka: DSN: 315-243-7777 International: 011-81-46-816-7777 cfay_bus@fe.navy.mil)
  Haneda International Airport Shuttle Van

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

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

(Yokosuka: DSN: 315-243-3531 International: 011-81-46-816-3531)

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

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

- ☐ Explore the HEAT website for Yokosuka housing options. (www.cnic.navy.mil/heat)

- ☐ Reserve seats for **Area Orientation Brief/Inter-Cultural Relations (AOB/ICR) t**raining if it has not already been done. This 3-day training is designed to reduce stress and frustration of moving to Yokosuka and is **mandatory** for all SOFA sponsored personnel in accordance with COMNAVFORJAPANINST 1740.5, even if you have previously served in Japan. Attendance of all portions are required before Certificate of Completion may be given, which is needed before getting a SOFA Driver's License. Please do not make any appointments during class week.
  (Yokosuka: DSN: 315-243-FFSC International: 011-81-46-816-FFSC FFSCInfo@fe.navy.mil)

- ☐ Notify child's current school registrars regarding child's transfer.

- ☐ Obtain transcripts from current schools/colleges.

- ☐ Prepare the requisite documents and records to register your child for school in Yokosuka using the online pre-registration (https://registration.dodea.edu/). Information about area schools can also be found at www.dodea.edu and by contacting the School Liaison Officer (SLOYokosuka@fe.anvy.mil).

- ☐ Change your address at your local Post Office or www.usps.gov.

- ☐ Request your letters of reference from employers and/or volunteer organizations.

- ☐ Inform long term storage and car storage with expected dates for return to states.
  Car storage contractors have changed: if before May 1, 2014 www.whereismypov.com if after www.pcsmypov.com.

AT LEAST 1-2 WEEKS BEFORE MOVE

- ☐ Contact the utility companies to terminate services and pay final bill.

- ☐ Contact the phone and internet companies to terminate services and pay final bill.
  Separate their equipment from your pack out items and turn it in to avoid additional costs.

- ☐ Contact cell phone service provider to cancel plan or discuss military suspension. Pay final bill.

- ☐ Check-out of medical and transfer your family member's medical records to US Naval Hospital Yokosuka.

- ☐ Arrange for childcare and pet care for moving day.

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

Moving Checklist – Arrival to Yokosuka
Checklist*

- ☐ Check-in at your Command's Admin Office to stamp orders and stop leave.
- ☐ Afloat Commands: Command's Admin Office
  Shore Commands: Command Admin Office
  If accompanied & unit deployed. Family Assistance Support Team
  If unaccompanied & unit deployed: Transient Personnel Unit
  Civil Service Employees: Human Resources Office

- ☐ Check-in with prearranged lodging in Yokosuka. On-base options below:
  ALL NAVY LODGE ROOMS ARE PET FRIENDLY.
  (Yokosuka: DSN: 315-243-6708 In Japan: 046-816-6708 www.navy-lodge.com) (Yokosuka: DSN: 315-243-7317 In Japan: 046-816-7317 www.ngis.dodlodging.net)
  NEX Kennel.
  (Yokosuka: DSN: 315-243-4530 In Japan: 046-816-4530)

- ☐ Reserve spot for **Area Orientation Brief/Inter-Cultural Relations (AOB/ICR)** training if it has not already been done. This 3-day training is designed to reduce stress and frustration of moving to Yokosuka and is **mandatory** for all SOFA sponsored personnel in accordance with COMNAVFORJAPANINST 1740.5, even if you have previously served in Japan. Please do not make any appointments during class week.
  (Yokosuka: DSN: 315-243-FFSC International: 011-81-46-816-FFSC FFSCInfo@fe.navy.mil)

- ☐ Register your children for school using, either in person or using the online pre-registration (https://registration.dodea.edu/). Information about area schools can also be found at www.dodea.edu and by contacting the School Liaison Officer (SLOYokosuka@fe.anvy.mil).

- ☐ Visit Region Legal Service Office Legal Assistance to obtain a Power of Attorney, required by Personal Property Office and Housing Office if Sponsor is deployed. Bring two valid forms of ID.
  (Yokosuka: DSN: 315-243-8901 In Japan: 046-816-8901)

- ☐ Once checked into temporary accommodations, visit your Command Admin regarding Temporary Lodging Allowance (TLA).

- ☐ Contact Housing Office to schedule your Housing Welcome Brief. Don't schedule during AOB/ICR week. Ensure you have a copy of PCS orders, Page 2, Detaching Endorsement and Dependent Entry Approval Letter.
  (Yokosuka: DSN: 315-243-9037 In Japan: 046-846-9037 www.cnic.navy.mil/heat)

- ☐ Contact Personal Property Office and to inquire about the arrival of your household goods and/or your express shipment. Bring a copy of your PCS orders and DD Form619.
  (Yokosuka: DSN: 315-243-5426 In Japan: 046-816-5426 www.move.mil)

- ☐ Visit FFSC Yokosuka regarding the Loaner Locker Program to reserve a Hospitality Kit,

which allows you to borrow basic kitchen items for 45 days at no cost.
(Yokosuka: DSN: 315-243-FFSC In Japan: 046-816-FFSC)

- ☐ Check-in at US Naval Hospital
  Dental Clinic, 2nd Floor
  (Yokosuka: DSN: 315-243-8808 In Japan: 046-816-8808)
  Tri-Care Office for assigning Primary Care Manger (PCM)
  (Yokosuka: DSN: 315-243-9528 In Japan: 046-816-9528 www.tricare.mil)

- ☐ Visit www.ombudsmanregistry.org to contact your command Ombudsman, who can also give contact information for your Family Readiness Group (FRG)

- ☐ Register for a P.O. Box and mailing address.
  Accompanied Personnel: FLC Yokosuka Post Office
  Unaccompanied Personnel (ship): Via Command
  Unaccompanied Personnel (shore): FLC Yokosuka Post Office

- ☐ Register personal vehicles at Vehicle Registration Office.
  (Yokosuka: DSN: 315-243-5896 In Japan: 046-846-5896)

- ☐ Take Tourist and No-Fee Passports to NAVPTO Passport Office to get multiple re-entry stamp. Also bring PCS Orders or Letter of Employment (for USGS), Power of Attorney and Dependent Entry Approval.
  (Yokosuka: DSN: 315-243-8466 In Japan: 046-816-8466)

- ☐ Visit FFSC Yokosuka for information and referrals regarding available resources and services on Family Employment Readiness Program (FERP) including volunteering opportunities in the Yokosuka community. Visit the FFSC Family Employment Facebook Page.
  (Yokosuka: DSN: 315-243-FFSC In Japan: 046-816-FFSC)

- ☐ Obtain a cellular telephone from local carrier: AU, Docomo, Softbank, etc. Determine needs before purchasing.

- ☐ Visit the Community Resource Center.
  FFSC Information & Referral Office for local attractions and driving directions (4th floor)

  FFSC services, workshops, orientations, trainings, and classes (4th floor)
  (Yokosuka: DSN: 315-243-FFSC In Japan: 046-816-FFSC FFSCInfo@fe.navy.mil)
  MWR Community Center (3rd floor)
  (Yokosuka: DSN: 315-243-6713 In Japan: 046-816-6713)

- ☐ Consider using the CNIC Base Shuttle. Obtain a copy of the route map and schedule (visit www.cnic.navy.mil/yokosuka and look for the New Shuttle Bus schedule).

- ☐ Keep in contact with your command assigned sponsor for assistance upon and after your arrival in Yokosuka.

IMPORTANT NUMBERS

	On Base	From DSN from local Japanese
Emergency:.....	.911	046-816-0911
Japanese Fire/Ambulance		119
Japanese Police		110
Security Police – Yokosuka	.315-243-5000	046-816-5000
Security Police – Ikego.....	315-246-8025	046-806-8025
USNH Emergency Room.....	.. 315-243-5137/7141.....	046-816-5137/7141
American Red Cross	 315-243-7490	.....046-816-7490/877-242-7337
Chaplain/Pastoral Care	315-243-8736	046-816-8736
Base Operator.....	 113	*046-816-0113*

How to call a DSN:	from local Japanese	International from US
DSN 315-241-XXXX.....	046-896-XXXX	011-81-46-896-XXXX
DSN 315-243-XXXX.....	046-816-XXXX	011-81-46-816-XXXX
DSN 315-246-XXXX.....	046-806-XXXX	011-81-46-806-XXXX

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

CLREC Navy Global Deployer

Official app of the

Center for Language, Regional Expertise, and Culture

Now Available for Download to Apple iOS and Google Android Mobile Devices!

An official US Navy mobile application, produced by the Navy PMW 240 Program

What is the CLREC Navy Global Deployer Application?

CLREC Navy Global Deployer provides Navy personnel with training products, courses, and aids designed to increase their understanding of countries and people groups worldwide. A product of the Center for Language, Regional Expertise, and Culture (CLREC), this version of the app focuses on the Fleet Concentration Areas of Bahrain, Italy, Japan, The Philippines, South Korea, and Spain.

The app helps users understand cultural and societal norms unique to each country in an effort to promote international good will and understanding. The objective is to prepare Navy personnel to interact successfully and cordially with local populations while living in or visiting foreign countries. These interpersonal skills are essential to the success of the Liberty Mission and American presence in strategically vital areas around the world.

For each nation, CLREC Navy Global Deployer provides useful information on such topics as language, history, geography, people, ethnic groups, religious institutions, societal norms, behaviors, etiquette, and culturally appropriate behaviors. The CLREC Navy Global Deployer App is divided into the following sections for each nation:

- **Culture Training** – This section offers the Operational Cultural Awareness Training (OCAT) presentation for each country.
- **Culture Card** – The card provides information on each country's geography, government, language, and culture.
- **Etiquette Guide** – This section offers information on everything from cultural values to common nonverbal gestures.
- **Language Phrases** – This section provides useful common phrases, including audio recordings to assist the user with accurate pronunciation.
- **Language Guide** – This section provides tools and resources for autonomous language learning.
- In addition, the app includes **General Resources**, **Emergency Resources**, and a **Favorites** section for bookmarking.

The CLREC Navy Global Deployer application offers an all-in-one approach to learning about new languages, cultures, and ports of call. More countries will be added in the future. Download yours today!

Download CLREC Navy Global Deployer TODAY!

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Notes:

FERP
Helping NAVY FAMILIES WORK

NEWPARENT Support Program

NAVY FAMILY OMBUDSMAN

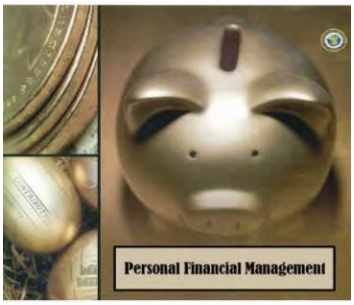
DoDTAP
Transition Assistance Program

EFMP
Exceptional Families
Exceptional Service
SUPPORTING MILITARY FAMILIES WITH SPECIAL NEEDS

DEPLOYMENT READINESS

mbti

SEXUAL ASSAULT PREVENTION AND RESPONSE
DEPARTMENT OF DEFENSE

RELOCATION ASSISTANCE PROGRAM
Moving Made Easy

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