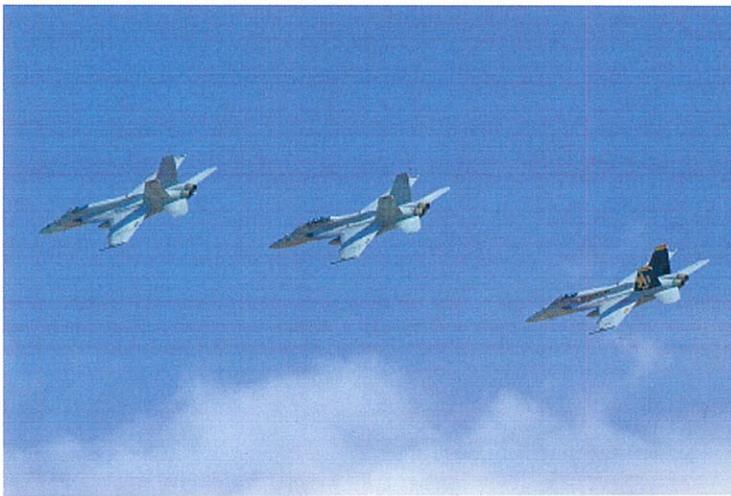


# VFA-115 EAGLES FAMILY HANDBOOK

## 2012



# EFFR WINN!





DEPARTMENT OF THE NAVY  
STRIKE FIGHTER SQUADRON ONE ONE FIVE  
FPO AP 96601-6228

May 3, 2012

Dear "Eagle" Family,

The time is fast approaching for Strike Fighter Squadron 115 to deploy with the USS GEORGE WASHINGTON (CVN 73) Carrier Strike Group. Even during deployment, my number 1 priority is taking care of Eagles Sailors and their family members. Only with the strong support from those at home, can we accomplish our mission. We will deploy in the Western Pacific and other areas as required to support the United States vital interests and would like to help you to get ready now.

This deployment handbook was prepared to introduce you to the activities and services the Navy and NAF Atsugi have available during your spouse's absence. It was also designed to help you prepare for some of the challenges that may arise during deployment.

During our deployment, please take advantage of the activities the Navy has to offer, as well as the numerous opportunities in the local community. Our Squadron Ombudsman and Family Readiness Group (FRG) will gladly assist you during this time.

I recognize the tremendous sacrifices Navy families make, particularly during deployments. Our Ombudsman has direct and immediate access to the Executive Officer, the Command Master Chief, and me. Together, we will be able to answer any questions and overcome any problems that may occur during deployment.

Thank you for supporting VFA-115 and your spouse, especially during this unprecedented year. The strength, resilience, and ability to meet any challenge should be a source of pride to every member of the Eagle family. Our continued success depends on your help, patience, and understanding.

EAGLE FAMILIES  
COME FIRST !!

Sincerely,

A handwritten signature in black ink, appearing to be "G. M. Perry", written over a horizontal line.

G. M. PERRY



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### APPENDIX "A"

#### **PRE-DEPLOYMENT CHECKLIST**

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**PERSONAL AFFAIRS RECORD  
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FAMILY MEMBER LOCATION FORM  
EMERGENCY CARE FOR CHILDREN FORM  
NAVY/MARINE RELIEF ADVANCE AUTHORIZATION FORM  
SAMPLE OF LETTER TO CREDITORS  
OMBUDSMAN INFORMATION SHEET**

The enclosed **FORMS** provided in **APPENDIX "B"** are for you to use. Please fill them out as soon as possible to ensure that every contingency is covered during the upcoming deployment.

### APPENDIX "C"

#### **CONTACTING FAMILY MEMBERS DURING EMERGENCY OR CRISIS SITUATION**

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#### **COMMAND OMBUDSMAN AND FAMILY READINESS GROUP PRESIDENT**

## TIME CONVERSION TABLE

MILITARY	CIVILIAN
0100	1:00AM
0200	2:00AM
0300	3:00AM
0400	4:00AM
0500	5:00AM
0600	6:00AM
0700	7:00AM
0800	8:00AM
0900	9:00AM
1000	10:00AM
1100	11:00AM
1200	12:00PM NOON
1300	1:00PM
1400	2:00PM
1500	3:00PM
1600	4:00PM
1700	5:00PM
1800	6:00PM
1900	7:00PM
2000	8:00PM
2100	9:00PM
2200	10:00PM
2300	11:00PM
2400	12:00AM MIDNIGHT

## COMMUNICATION ON DEPLOYMENT

### US POSTAL MAIL

The official Squadron address during deployment will remain:

STRIKE FIGHTER SQUADRON 115  
UNIT 25396  
FPO AP 96601-6228

The service member's rate, name, and work center should be included to facilitate more expeditious handling at the local level. His/her address should look somewhat like the following example:

AM2 JOE NAVY  
STRIKE FIGHTER SQUADRON 115  
AIRFRAMES W/C 120  
UNIT 25396  
FPO AP 96601-6228

**NOTE:** U.S. Postal regulations prohibit the shipment of poisons, explosives, flammable material and alcoholic beverages. Additionally, the following items cannot be mailed to military post offices: securities and currencies, precious metal, cigarettes and other tobacco products, and living plants. If in doubt about mailing an article, consult with the post office (264-3570/3239/3354).

### POSTAL PROCEDURES

If your mail is currently coming to the above address, it simply will be re-routed through the Fleet Post Office (FPO) to the USS GEORGE WASHINGTON (CVN 73). If your mail is going to any address other than the above address and you wish to have it sent to the GEORGE WASHINGTON, submit a "Change of Address Order" to the Postmaster. Cards for this purpose (DOD Form 3575 of OPNAV Form 2700/5) are available from the postal clerk. They should be stamped "Change Due to Official Orders" to save forwarding postage on newspapers and magazines. Personnel are encouraged to inform correspondents directly of their change of address, this will speed delivery. If you must send money

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through the mail, NEVER SEND CASH! Use a postal money order or a check. Parcel Air Lift (PAL) is a service for packages up to 30 pounds in weight and 100 inches in girth.

\*\*\* With mail going such a long distance, mail might not come in succession. A suggestion is to number your letters so that you know you are getting your mail in order.

CUSTOMS. Parcels and articles mailed to the U.S. from outside the U.S. are subject to examination by U.S. Customs Officials, with the recipients liable for duties assessed. Articles which bear marks, names, or copying trademarks cannot be mailed unless these marks or trade names have been removed.

To keep in touch while your spouse is away, get a set of inexpensive tape recorders, one for them and one for you. Instead of writing letters (or in addition to them), send tapes. Especially if you have children, hearing their parent's voice will keep them closer to the kids. For him/her, it's more fun to tell them about loosing a tooth, hitting a home run or going out on a first date when they can talk. Putting it on paper can't convey the enthusiasm a tape can.

Send pictures to your spouse frequently. They want to show off their family and will want to see how their growing son or daughter looks.

### E-MAIL

During previous deployments we experienced e-mail black-outs and anticipate similar situations this deployment. While in the blackout period we were still able to receive e-mail but can not send or reply. Knowing this, it is still recommended to utilize e-mail, but expect we may be in receive mode only. Your spouse's e-mail address is constructed like this:

First name.last name@fe.navy.mil

example for Bruce Johnson: bruce.johnson@fe.navy.mil

First name.last name@cvw5.navy.mil (while underway)

Example for Bruce Johnson: bruce.johnson@cvw5.navy.mil

## TELEPHONE CALLS

In the event of an emergency, which requires you to get in touch with your spouse immediately, contact the OMBUDSMAN who can utilize the government (DSN) phone.

## LEGAL

### LEGAL ASSISTANCE

A Navy lawyer cannot plead a Navy family member's case in court, but can advise and assist Navy personnel and their family members who have personal legal problems. All such problems are treated confidentially by the Legal Assistance Officer, and he/she may not be lawfully ordered to disclose such information by any superior Naval authority.

Legal services which can be provided include: drawing of wills, power of attorney, deeds, affidavits and many other documents. Military lawyers also deal with cases of transfer of property, questions of marriage, divorce, adoption of children, administration of estates, insurance, citizenship, insanity, taxation, personal injury, and various cases in which the "Soldiers and Sailors Civil Relief Act" may be invoked for the protection of service personnel or their families.

Military lawyers are not permitted to accept any fee, act as a collection agency, or lend aid to defeat fair collection, or legal enforcement of any just debt or obligation.

Legal assistance is available, free of charge, by attorneys from the Naval Legal Service Office (NLSO) located in Yokosuka and Camp Zama and they cover personal legal needs in the following general areas: Wills and estates, powers of attorney, adoptions, divorce/separation, non-support problems, income taxes, consumer problems, indebtedness, the Soldiers and Sailors Civil Relief Act, immigration and naturalization, and real estate. Appointments are required and can be made by calling 243-8901.

Additionally, NLSO attorneys visit NAF Atsugi the first Wednesday of each month. Also available is a Japanese Legal Advisor for assistance to those who have questions or problems concerning the Japanese civilian community, including the Status of Forces Agreement, Japanese criminal law, divorces and adoptions, real estate matters and other issues that may arise in one's personal daily contacts with the local economy. The Japanese Legal Advisor is available five days a week. Services are available to active duty members, military retirees, DOD civilians and all family members.

## POWER OF ATTORNEY (POA)

A POA authorizes the designated person to sign for you, and YOU will be held legally responsible for that signature. If you feel that a POA is needed, be sure that you obtain the type suited to your situation.

There are two types of POA.

- \* Special (specific purpose)
- \* General

Ensure that the individual you are obtaining the POA for understands the limitations on his/her authority. VFA-115 Admin will draft up your Powers of Attorney. A Special POA is required for household goods/POV shipments and registration of automobiles.

## WILLS

The Legal Office in Yokosuka (243-5141) and Camp Zama (263-4698), assists both military personnel and their family members in the preparations of Wills. A Will work sheet must first be completed and turned into the Legal Office so that they may prepare the Will. The turnaround time will usually be a week from the preparation till signing. If any of the following have changed since your last Will was drawn you need to obtain a new Will:

- \* You've married, divorced, or widowed;
- \* You've had children, or have adopted children;
- \* All of your children have reached adulthood;
- \* You've changed your State of Legal Residence;
- \* A person named in your will has died;
- \* Or if it has been more than three years since you made out your last Will, you may need a new Will.

NOTICE

**A WILL IS THE MOST IMPORTANT LEGAL DOCUMENT THAT YOU NEED TO OBTAIN PRIOR TO DEPLOYMENT!!!**

Check your Wills and make sure they are current. If not, on another piece of paper, not on your Wills, write down all of the changes and make an appointment with a Legal Office to have new Wills drawn up. Keep your present Wills intact and safe until new ones are signed and properly witnessed. Then put the new Wills away. A safe deposit box incidentally, is not recommended because some state laws require immediate sealing of the box when the owner dies.

## FINANCES

For most service members, the task of financial planning often appears so overwhelming that it is difficult to get started. Besides, it seems there are always more important things to take care of first. Unfortunately, just as no one else is going to be more interested in your military career than you are, no one else is going to manage your financial affairs for you.

In the 1990's we found an increasing number of Navy members who were experiencing indebtedness, loss of credit and even bankruptcy. The reasons for this trend were numerous. They include "easy" credit, little skill in managing one's personal financial matters, increasing sophistication of the marketplace, and lack of basic consumer awareness to name just a few.

For this reason VFA-115 is dedicated to providing all squadron members and their families with up to date information on basic financial necessities.

### BUDGETING: WHERE MONEY MANAGEMENT BEGINS

Who wants to budget? For non-budgeters, the term often evokes feelings of anxiety and fear about constraints of limited financial resources. But those who do maintain the discipline of a budget understand well its benefits.

A budget is a plan for spending and saving money. The major reason for making a budget and sticking to it is to save for future goals while meeting present goals. To start a budget you must first establish goals, calculate income, and identify expenses.

**GOALS:** Briefly, to make out a budget, you must figure out what your goals are. What do you or your family really need and want? Which is most important? Give priority to those goals that will benefit the whole family. But be flexible. Your goals may change.

**INCOME:** Next, calculate your income. Before you can plan wisely, you need to know how much money you will have during the planning period. Use the "Leave and Earnings Statement" (LES) as a tool, yet never plan to spend future monies (clothing allowances, longevity raises, etc.) as they may not be received when expected.

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**EXPENSES:** Finally, try to figure your expenses. A checkbook register or other items on family spending can serve as a guide for your budget. If you are new at budgeting, you may want to know where your money goes. Keep your records to help you decide whether to continue spending the same way or to make changes in your spending pattern.

After determining your goals, income, and expenses, you are ready to set up your budget. You'll find it easier to keep an accurate account if you use a family or personal financial record book. The Command Financial Specialist along with the Fleet and Family Service Center and Navy-Marine Corps Relief Society can provide assistance and have forms already set up to use. Whatever type of record keeping you choose, keep it simple.

### MONEY SAVING IDEAS FOR BUDGET PLANNING

Rent, food, clothing, and medical costs are a few, among many, expenses common to maintaining a household. Needs and wants are often spread among many necessities. Sorting them out requires a systematic and organized procedure. The following identifies expense categories and provides suggestions to aid you in establishing your budget.

#### 1. BANKING AND SAVINGS:

SOUND FINANCIAL PLANNING ENSURES A BRIGHT FUTURE.

- \* Establish all accounts only with federally insured financial institutions.
- \* Consider joining a credit union. Credit unions provide many of the same services as banks and savings & loans associations. Because they are owned by their members, they usually charge less for credit and pay higher interest on savings. Some provide worldwide service, so there is no need to close or open accounts when you move.
- \* Consider joint accounts for you and your spouse for survivorship.
- \* One person should have responsibility for the checkbook. Keep it balanced and current with the financial institution (at least once a month).
- \* Use direct deposit of pay by automatic transfer of funds to checking and/or savings accounts.
- \* For the times when a service member is away from the spouse, consider establishing a dependent (D) allotment at disbursing, included in this section.
- \* Restrict or discontinue usage of automatic teller machine cards. Many people find it too easy to withdraw money from savings or forget to log their withdrawals from checking.

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\* Sound financial planning includes a savings allotment to a bank or savings bond program. **PAY YOURSELF FIRST!** Aim to allot 10% of your take home pay each month for savings.

### 2. HOUSING AND UTILITY COSTS:

THESE COSTS SHOULD NOT EXCEED 30-35% OF THE MONTHLY TAKE HOME PAY.

\* Use the telephone wisely as high phone bills can drain even the best budget. Investigate various phone companies' rates and options.

### 3. FURNITURE AND HOUSEHOLD GOODS:

BEGIN WITH THE BASICS.

\* Consider purchases one at a time on a quality/construction basis. Think about wear and tear each piece will need to withstand in moving.

\* Consider buying used furniture from yard sales, newspaper ads, and thrift shops.

\* Choose smaller furniture pieces, which will more easily fit as you move from place to place.

### 4. FOOD:

SET A REALISTIC BUDGET.

#### Monthly food cost estimates (based on a family of four)

##### Infants

Under 1 year \$78.00

##### Females

12-19 years \$128.00

20-50 years \$133.00

51 & up \$130.00

##### Children

1-2 years \$78.00

3-5 years \$88.00

6-8 years \$117.00

9-11 years \$135.00

##### Males

12-14 years \$151.00

15-19 years \$155.00

20-50 years \$154.00

51 & up \$145.00

\* Use commissaries whenever possible to save an average of 20% on your food bill.

\* Be aware of the prices at the commissary and compare them with local markets' special prices.

\* Avoid trips to the convenience stores, including the military mini marts, because their prices are higher than commissary prices.

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- \* Shop on a regular schedule; avoid in between purchasing.
- \* Use coupons only for items you would ordinarily buy.
- \* Purchase generic brands (exchange or store brands).
- \* Plan menus and shop with a list. Don't shop when you are hungry.
- \* Resist the purchasing of non-essential foods, such as expensive snack foods and canned beverages.
- \* Fast food dinners and quick fix dinners are very expensive; avoid them when possible.
- \* Take advantage of cheaper "seasonal" specials when an item is plentiful and market availability is saturated.

### 5. CLOTHING:

SMALL ITEMS ADD UP QUICKLY.

- \* Allow at least \$25 per person per month in the budget for clothing. Don't forget the higher expense of shoes and winter coats.
- \* Check thrift shops, discount stores, outlet stores, Goodwill and yard sales.
- \* Buy items which can be used in different locations; for example, all weather coat with removable liner.
- \* Check with friends for times and places of best local sales.
- \* Many simple, easy patterns are available for sewing. Even the cost of patterns and material does not add up to the price of ready made clothes.

### 6. INSURANCE:

DO SOME RESEARCH IN THIS AREA BEFORE BUYING ANY INSURANCE.

- \* Attend a FFSC insurance class.
  - \* The purpose of life insurance is to protect your survivors from financial disaster when you die.
  - \* Consider term insurance which may meet the needs of your specific family and is less expensive than whole life insurance.
  - \* All active duty personnel are covered by \$400,000 of SGLI term insurance (automatically deducted from your pay) unless you specifically decided not to take it or to take lesser coverage.
  - \* If living in government housing or renting, consider renter's insurance.
- Do not feel pressured to buy any kind of insurance on the spot. Wait a few days at least, before deciding it is right for you and your insurance needs.

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### 7. NEW PARENTS:

THERE ARE MANY HIDDEN COSTS.

- \* Attend the FFSC "Welcome Baby Program".
- \* Add an extra allowance for utilities and/or laundry as a new baby greatly increases the wash-load.
- \* Cloth diapers are much more cost effective than disposable diapers. Disposable diapers cost an average of \$55-\$60 per month.
- \* Try not to buy many clothes in the same size because a newborn grows so quickly.
- \* Child care resource and referral service is available at your FFSC and CDD. Shop carefully and early for childcare, as many daycare and family home care centers have long waiting lists.
- \* Many items like playpens, baby baths, bassinets, and cradles are not essential. Stick to the basics when making purchases and always check yard sales, and thrift stores for bargains.
- \* To save on babysitting costs, form a co-op with a friend. This way you and a friend can trade babysitting responsibilities and not pay one another.

### 8. TRANSPORTATION:

A CAR CAN TAKE AS MUCH AS %25 OF YOUR INCOME.

- \* Check car pooling, public transportation, and bicycling.
- \* Remember to budget total car costs; i.e. insurance, registration, tax, oil, gas, routine maintenance and new tires. A car payment is the beginning of the total expense.
- \* Use base facilities for car repairs if you are a "do-it-yourselfer", if not, perhaps you have a skill you can trade with a friend.

### 9. ENTERTAINMENT:

WITH PLANNING, YOU CAN GET MORE FOR YOUR DOLLAR.

- \* Many activities are free in local communities. Check newspapers for information on free band concerts, museums, and church festivals.
- \* Use base facilities, i.e. gym, theater, pool.
- \* For vacations or weekend get-aways, check MWR services for information on military facilities and/or rental equipment.
- \* Plan "pot luck" dinners with friends rather than going to local restaurants.

## MAINTAIN CONTROL OF YOUR FINANCES

The following outlines the areas where most financial errors are made. A series of brief pointers are identified in each area to assist the family in organizing its thoughts toward avoiding pitfalls of unneeded or overly expensive purchases.

### 1. IMPLUSE PURCHASING

#### CONTROL BY:

- \* Establishing need.
- \* Comparing items. Check the newspaper classified ads; you may want to buy a used item instead. (Check product guarantee and the consumer magazines available at your local library for a careful comparison of brand names.)
- \* Estimating life expectancy of item.
- \* Consider ability to move item to the states.
- \* Determining durability.
- \* Checking resale value.
- \* Avoiding credit card purchases.
- \* Allowing yourself 24 hours to reconsider a purchase.
- \* Showing contracts to your division chief, or legal officer, or if you need legal assistance, seek the advice of a legal assistance attorney.
- \* Avoiding purchases from mail order houses no matter how good the product appears.

### 2. STATUS PURCHASING

#### CONTROL BY:

- \* Resisting the sales pitch, including advertising.
- \* Researching the item thoroughly. Consult consumer magazines at your library and check with friends.
- \* Avoiding door-to-door sales persons (encyclopedia, cookware, baby pictures etc...).
- \* Looking for good workmanship, but considering whether its possible added cost is justified. Check items without a brand name for comparison as they are frequently less expensive then the better known brand.
- \* Setting examples for your children by buying value products not status or fad products. Your example prepares them for their future financial responsibilities.

## MILITARY PAY AND ALLOTMENTS

### OVERPAYMENT

Unless you have received a pay raise due to a promotion or time increment change, when your pay check is larger than usual, don't include the extra amount in the income column of your budget. If it's an overpayment, it will be discovered eventually and deducted from your pay.

### ALLOTMENTS

The allotment system provides a dependent with one paycheck on the 1<sup>st</sup> day of each month. The money for the allotment is deducted from the service member's pay on the 1<sup>st</sup> and 15<sup>th</sup> of each month and will be paid on or about the first day of the month following the month deductions were made.

To setup an allotment, visit myPay at <https://mypay.dfas.mil/mypay.aspx> you may login with your login ID/password or use your CAC login. Things to know about allotments:

- **What is an Allotment?** An allotment is an amount of money designated by you that is automatically distributed from your pay to another individual or organization.
- **What type of Allotments may I start in myPay?** All allotments started via myPay must be sent to a financial institution. You may start such an allotment for reasons of deposit or for voluntary payments to your dependents or relatives. **Please contact your Servicing Payroll Office or Customer Service Representative to start any other allotments, to include, charitable contributions, insurance premiums, thrift saving plan deposits, garnishments, union or other organizational dues.**
- **How do I start a Savings Bond allotment?** In order to start a Savings Bond allotment, you must have an account with TreasuryDirect. Once you have an account with TreasuryDirect, you will establish a Dependent Allotment. You will need the TreasuryDirect Routing Transit Number and your TreasuryDirect account number. The Financial institution name will reflect Bureau of the Public Debt.
- **Court/Support Agency Deductions:** Court/support agency deductions require a case number for payment transactions. You cannot enter a case number and additional

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information using myPay. Contact your Servicing Payroll Office or Customer Service Representative to start any court ordered child/alimony support payments.

- **What do I need to start/change/stop an Allotment in myPay?** To start a new allotment in myPay, change an existing allotment, or stop an existing allotment you must have the Financial Institution's Routing Transit Number, your Account Number, and the Account Type (Checking or Savings). Note: You can obtain this information from your Financial Institution.

**Warning:** Initiating or increasing an allotment without sufficient funds may adversely affect your monthly income.

Contact your Servicing Payroll Office or Customer Service Representative if you cannot answer the questions listed above.

- **How many Allotments can I send to my financial institution?** The financial institution can be changed for any existing allotment, but only one allotment can be sent to any given financial institution.

Please contact your financial institution if you desire to have your allotment divided between multiple accounts with that institution.

- **How many Allotments may I have?** You are limited to only six discretionary allotments.

**Warning:** Please know the Allotments you currently have on file and take these into consideration if you wish to start a new allotment.

- **How do I know my Allotment was accepted in myPay?:** MyPay will provide a notification screen advising when the action will be processed by your pay system.
- **What if Allotments are not displayed in myPay?** You may not change allotments that are not displayed in myPay. Contact your Servicing Payroll Office or Customer Service Representative to change these allotments.

Allotments registered on or prior to the 17<sup>th</sup> of the month will become effective the 1<sup>st</sup> of the following month. Example: If an individual needs an allotment started on 1 April, it must be registered prior to 17 March.

When an individual starts an allotment it is wise to have money set aside to offset the initial month's deductions, particularly if you allot all of your pay. When using an allotment the individual needs to outline a budget for his/her dependents to make the funds last the

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full month. In many instances the temptation to spend may place a family in the position of having no money for necessities toward the end of the month.

Following is a list of allotments available:

1. "B" Savings Bond allotment.
2. "S" Allotment to banking institution or association for credit to the account of the member. This includes credit unions. Money allotted in this manner may be used for any purpose desired or authorized. No more than two of these allotments are authorized.
3. "D" Dependent's allotment, money allotted for the support of legal dependents.
4. "L" Allotment for repayment of a loan to the Red Cross or NMCRS.
5. "C" Charity allotment for contribution to a charity organization, such as those made during a Combined Federal Campaign (CFC) or NMCRS Fund Drive.
6. "I" Insurance allotment for payment of premiums.
7. "T" Tax allotment to pay back taxes owed.
8. "H" Housing allotment, for mortgage on house or mobile home, used as residence by the member.

### THRIFT SAVINGS PLAN

What is TSP? TSP is a voluntary personal savings and investment plan that offers military service members the same type of savings and tax benefits that many private corporations offer employees under '401k' plans. TSP allows participants to save a portion of their pay in a special retirement account administered by the Federal Retirement Thrift Investment Board (FRTIB). TSP enables participants to reduce their current tax liability while preparing for retirement. Investments and earnings are taxed when money is withdrawn.

Installations serviced by Fleet and Family Support Centers have trained financial educators who provide individual and family financial management counseling, and tsp classes and seminars. Visit [www.tsp.gov](http://www.tsp.gov) on the internet for in-depth details.

### TYPE "D" ALLOTMENT

In preparation for the upcoming deployment it is imperative that squadron personnel arrange a means of providing financial support for their dependents. This can be done through a Type "D" Allotment.

1. WHY??? It is the only way to ensure your family receives enough money in a timely manner to meet all of their financial needs while you are away. Money orders do not work

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well and the mail service is often poor. By registering a "D" allotment, it could possibly keep your family from facing many financial difficulties alone.

2. **WHEN???** As soon as possible!!! This will give you and your spouse time to work out any problems and adjust to the new financial situation together. Your family will have enough to cope with once you deploy without having to change the family spending patterns. **DO NOT STOP THE ALLOTMENT!** Once your family is use to managing the finances with the allotment, the adjustment for future deployments and separations will be much easier.

3. **HOW MUCH???** Add up your monthly expenses plus additional \$10.00/PERSON/MONTH (\$30.00 MINIMUM) for any unexpected expenses. This should be the minimum amount of your allotment.

### EXPENSES

Savings	_____
Rent or House Payment	_____
Utilities	_____
Telephone	_____
Food	_____
Transportation (Gas, Maint. Insur. Train)	_____
Clothing	_____
Medical/Dental	_____
Miscellaneous (this can really add up)	_____
Soft Drinks_____	Coin Laundry_____
CD's/Video_____	School Supplies_____
Haircuts_____	Drug Store Items_____
Magazine/Paper_____	Stamps/Stationary_____
Other_____	Child Care_____
	Cigarettes_____
	Recreation_____
	Postage_____

TOTAL MISCELLANEOUS: \_\_\_\_\_

Monthly Credit Cards, Loans, Other Bills:

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____

Due Date:

Payment:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

GRAND TOTAL: \_\_\_\_\_

**SOURCES OF HELP FOR MILITARY MEMBERS AND FAMILIES**

Credit Reporting Agencies

TRW for free credit report 1-800-392-1122

Company Consumer Relations 1-800-333-9147

Credit Bureau of the Pacific 1-(808)-533-7197 (Hawaii)

Financial Institutions

Community Bank (Atsugi) 264-3258/3652/6301/6300/

Navy Federal Credit Union (Atsugi) 264-6635

Navy Federal Credit Union (Yokosuka) 243-3333

Financial Counseling Programs

Fleet and Family Support Center (Atsugi) 264-3628/4189

Navy-Marine Corps Relief Society (Atsugi) 264-3691

**CHILD CARE**

264-3588 (Central Registration)/6212 (Hourly Care)

The current waiting period for full-day childcare is approximately 6 months. Children of working two parent military and single military parents are given first priority. Costs are on a sliding-fee scale based upon household income.

CDC (Child Development Center) offers hourly care costing \$5.00 per hour per child. Children are divided into three rooms depending on their age (Infants 6 weeks to 19 months, Toddlers 18 to 36 months, and Preschool/School aged children 3 to 10 years.) Special Care is usually offered for special base-wide events: Change of Command, Badman Week, etc.

CDC also offers Friday Night Care from 6:30 p.m.-midnight. There must be a minimum of 15 children signed up for this to take place.

**\*\*It is STRONGLY recommended that you make all CDC reservations 2 weeks in advance.**

The Fleet and Family Support Center maintains a list of Home Daycare Providers who are authorized to take care of children in their Navy housing homes. The American Red Cross has a list of teens that have completed the American Red Cross Babysitter Training Course.

**HOME ALONE GUIDELINES**

*The following are the NAF Atsugi guidelines for child supervision, as per NAFATSUGINST 1752.3J.*

Parents have the absolute responsibility to provide proper and adequate care for their children. Parents are responsible at all times for knowing the whereabouts of their children, for ensuring that their children are safe, and for supervising their behavior.

In every case, if parents are planning to be out of the home overnight or longer, they must appoint another adult to be the legal guardian for their child (ren) using a legal Power of Attorney. This guardian shall be responsible for ensuring that the children are under adequate supervision. There should be no question that they are responsible for the welfare of the child (ren) in their custody. Parents shall also notify the NAF Security Department of the following information:

- Length of absence (time/date of departure and expected time/date of return).
- Name, address and phone number of guardian.
- Name, address and phone number where they can be reached.

Parents shall keep in mind that children differ in mental, physical or emotional maturity. Even if a child's supervision is within the guidelines, neglect and/or abuse may be cited if the child's safety is compromised due to parent's poor judgment. A Family Advocacy referral shall be made when lack of supervision results in potential danger to a child.

Age of Child	Left without sitter in quarters	Left alone overnight	Outside Unattended	Left in car unattended	Child sitting siblings	Child sitting others
Birth through age 6	No	No	No	No	No	No
Age 7 - 9	No	No	Yes (2 hours)	No	No	No
Age 10 - 11	Yes (8 hours)	No	Yes (6 hours)	Yes (key removed)	No	No
Age 12 - 15	Yes (12 hours)	No	Yes (until 2200)	Yes	Yes American Red Cross Babysitting Training strongly recommended	Yes American Red Cross Babysitting Training required
Age 16-17	Yes	No unless an adult in the Atsugi are has POA and Security is notified by	Yes until 2200 on nights preceding a school day otherwise	Yes	As above	As above

## VFA-115 EAGLES FAMILY HANDBOOK 2012

		the parent	2400			
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### INSURANCE AND TAX

**Insurance:** Two types of car insurance are required for driving in Japan - Japan Compulsory Insurance (JCI) and liability insurance. JCI is purchased once every two years for the upcoming two-year period. Every car on the road **MUST** have current JCI. Usually, when you purchase a vehicle, there will be some JCI left on it. Liability insurance is purchased at the time you purchase your vehicle. It is renewed annually.

**Tax:** A weight tax will be due at the time you purchase your JCI. There is a road tax that is due every April. It can be paid at the Sagami Land Office. Representatives from the Sagami Land Office will come to the base on designated days in April for the convenience of Atsugi residents. Also, just during the month of April, the road tax may be paid in Yamato. If you are involved in ANY accident off base, regardless of the severity, you **MUST** contact a Japanese Police Officer and Base Security. Security will come to you with a translator. Failure to do so may result in revocation of your Japanese License. You may not drive anywhere in Japan (including on base) without a license.

**Renter's Insurance:** If you wish to continue or purchase Renter's Insurance while in Japan, first, confirm with your current insurance company that they cover on-base and off-base residences. If they do not cover in Japan (because MANY do not) you can purchase renter's Insurance from Landlord Realty for about 15,000 Yen for 2 years.

**Parking Certificate:** When registering your vehicle, you will need to obtain a parking certificate. If you live on base, the housing office will provide you with the appropriate certificate. If your residence is off base, VRO will assist you with getting to the correct Police Station for issuance of an off-base Parking certificate.

### BANKING

**Community Bank:** Located next to the NEX Depot. Community Bank is the ONLY institution that handles yen. They have 4 ATMs - one at the bank, one outside of the food court, one at Club Trilogy, and one on the flight line. Their ATMs will accept PLUS system cards including NFCU.

Phone            264-3258/3652/6301/6300  
Hours            Monday - Thursday 0900 - 1500  
                      Friday (Payday)      0900 - 1700

**Navy Federal Credit Union (NFCU) (Atsugi):** Located next to the NEX Depot.

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Phone 264 -6635  
Hours Monday - Friday 0900 - 1600  
Payday 0900 - 1700

**Navy Federal Credit Union (NFCU) (Yokosuka):** There are also branch offices at Iwakuni and Sasebo. (They do not deal in Yen)

Phone 243-3333  
Hours Monday - Friday 0900 - 1730  
Saturday 0900 - 1400

### PETS

The Airport Shuttle Buses for NAF Atsugi do not allow pets. Make alternate transportation plans, either through the sponsor, command, or transportation office.

There are veterinary clinics at Camp Zama (closer to Atsugi) and Fleet Activities, Yokosuka.

#### Kennels:

Camp Zama 263-5915 PCS and Emergency Leave have priority - if you already have your pet there and someone comes with PCS or Emergency Leave orders, your pet will be kicked out. You must leave a name of someone who can take care of your pet for you in such a case.  
Kamiseya 265-8389 First come, first serve.

#### Telephone Directory

Camp Zama Veterinary Clinic	263-3875
Animal Quarantine Office, Narita Airport	0476-34-2342
Animal Quarantine Office, Cargo District, Narita Airport	0476-32-6655
Customs & Immigration Office, Cargo District, Narita Airport	0476-32-6155
International Air Cargo Terminal Service	0476-32-8413

### RECREATION

**New Sanno Hotel:** This is a four star hotel, located in Tokyo, for the use by military personnel. There are both Western style and Japanese style rooms available. Located inside are 5 restaurants, as well as a Navy Exchange, a gift shop, a flower shop, a book store, and a tours desk. The room rates vary by rank/grade. All major credit cards are accepted.

address: 4-12-20 Minami-Azabu, Minato-ku  
Tokyo 106-0047, Japan

phone: (03) 3440-7871

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military address: U.S. Naval Joint Services Activity  
The New Sanno  
Unit 45003  
APO AP 96337-5003

DSN: 229-7121 (reservations)  
229-7220/7231 (front desk)

FAX: (03) 3440-7824 (commercial)  
(DSN)

e-mail: room\_rsv@thenewsanno.com

website: <http://www.thenewsanno.com>

**Tama Hills Recreation Area:** Tama Hills is a beautiful park for the use by military personnel. There are several cabins for lodging, but there are also camping sites. Tama Hills has horseback riding, golf, archery, paint ball, and numerous hiking trails. It is about an hour and a half from Atsugi.

phone: 0423-77-7009 (commercial)  
224-3421 /3422 (DSN)

### RELIGIOUS SERVICES

#### HOURS OF OPERATION

Monday - Friday  
0730-1600

#### OFFICE LOCATION

Building 949, 1<sup>st</sup> Floor (Command Headquarters)  
264-3202

#### AFTER HOURS/EMERGENCIES

Call the Quarter Deck at 264-3100

#### WORSHIP SCHEDULE:

- NAF Atsugi Chapel Weekend Schedule
  - Roman Catholic Mass
    - Saturdays
      - NAF Atsugi Chapel - 1700

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- Sundays
  - Camp Zama Chapel - 0900
- Sundays
  - Protestant Traditional (Small Chapel) - 0900
  - Protestant Sunday School - 1000
  - Protestant Contemporary (Main Chapel) - 1100
  - Gospel Service (Main Chapel, Lay-led) - 1230
  - Word of Victory (Fellowship Hall, Lay-led) - 1400
- **NAF Atsugi Chapel Weekday Schedule**
  - Mondays, Protestant Prayer Night in Small Chapel, 1700
  - Tuesdays, Protestant Men's Bible Study in Chapel Fellowship Hall, 1900
  - Wednesdays, Protestant Women's Bible Studies, 0900 and 1830 in Chapel Fellowship Hall
  - Wednesdays, Protestant Youth Group, 1800 in Small Chapel
  - Thursdays, Protestant Adult Bible Study, 1815 in Small Chapel
  - Friday, Jewish Services, Chapel of Hope at Yokosuka, 1800

*Note: The Small Chapel is currently under renovation and construction. All services are being held in the Main Chapel.*

### MAIL FROM OFF-BASE JAPAN TO ON-BASE ADDRESS

If you have friends or relatives off base who would like to mail to your on base address, you can have it sent directly to the base without it having to go to the states and bounce back again. Your address would be as follows (Example):

AT1 Joe A. Navy  
Box 145  
Atsugi Kichi  
Ogami Ayase-Shi  
Kanagawa 252-1101

This makes things much easier for Japanese friends off base who might want to mail New Year's cards, etc.

## SECURITY

### PERSONAL SECURITY (BASE SECURITY 264-3200/3500)

For such things as prowlers, obscene phone calls or vandalism, contact Base Security. If the events are of an on-going nature, a thorough investigation will be launched by the Naval Criminal Investigative Service. NOTE: If an obscene phone call is made and a member's spouse thinks he/she knows who the called is, he/she should report it to Security at once, regardless of whether it is a repeat call or not. If you live off base, call 119 for emergency assistance.

### PHONE NUMBERS TO REMEMBER

Base Security:	Dispatcher	264-3200/3500
	Emergency	911 for on-base only
	CID	264-3538
	Vehicle Registration Office	264-3805
Off Base	All Emergencies	119

### PROTECTING YOURSELF

One matter that concerns the men and women of VFA-115 is the safety and welfare of their spouses and families during their absence. This section contains some excellent suggestions on protecting yourself, your children, and your household during your spouse's deployment. Please read them carefully.

Do not, under any circumstances say to anyone that your spouse is out of town, such as housing trouble calls.

Use bolt-type locks on outside doors and attach one bolt to the bottom and one to the top of each door, not in the middle. If you have a storm or screen doors, lock them also. It's a good idea to keep the outside doors locked in the daytime as well as night. Chain locks and ordinary door locks have proven ineffective in preventing the criminal element from entering a home. Keep windows in secluded areas of the house, like those protected from view by foliage, locked. Padlock your fuse box, which will keep an intruder from shutting off your power.

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If you have a caller, DO NOT OPEN THE DOOR unless you are positive of the identity of the caller. Should a motorist with a disabled vehicle or someone else in need of assistance asks to use your telephone, get the number he/she wants to call and **CALL IT YOURSELF!** If it's a delivery person, have him/her leave the parcel on the doorstep and do not open the door until he/she has left your property. Women are also becoming part of the criminal element, so take the same precautions with a woman house caller as you would a man.

Do not, under any circumstances, volunteer information to an unknown telephone caller. Often criminals use the telephone as a means of finding out whether someone is alone, and if so, for how long. Should you receive an obscene phone call, **HANG UP** at once. If the caller persists, contact security/police and the phone company.

If you have an outside clothesline, police recommend that you hang some of your spouse's clothes on the line to indicate the presence of a man in the house. Having a dog in the house can be instrumental in deterring a would-be intruder. Remove any squadron plaque or insignia from view to keep possible intruders from identifying your home as one from which the member is deployed.

### IF YOU PLAN TO LEAVE JAPAN

**ABSENCE FROM NAVY HOUSING.** The Housing Office requires you to fill out a form prior to vacating government quarters. Someone must be available to maintain the inside of the house and the yard. Lights may be left on during night hours only. Paper delivery should be stopped and squadron insignia should be removed from house fronts. For security reasons, it should appear as though someone is living in the house. Doors and windows should be locked from the inside. All food should be removed from the refrigerator and left with a friend. Valuables should be placed in a safe storage or left with a friend. Arrange with a neighbor or squadron family to have your house checked three to four times each week. Ensure the persons caring for your home know how to contact you. Cars should be moved every three days. REMEMBER TO FILL OUT A LOCATOR FORM WITH OUR OMBUDSMAN BEFORE LEAVING JAPAN.

### FORCE PROTECTION

As we experienced during the month of September 2001, **FORCE PROTECTION CONDITIONS (FPCON)** can change at NAF Atsugi and surrounding bases. There are

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several places to check to find the current FPCON at NAF Atsugi. It will be posted at the front gate. It will be announce on Eagle 810 AM radio and on the Base Information Channel (BIC) 15 or 16.

Remember the FPCON located in the corner of the TV screen on all other channels is for AFB Yokota.

### MEDICAL AND DENTAL

The Branch Medical Clinic, Atsugi is located near the Main Gate, behind the airplanes.

#### MEDICAL

The Branch Medical Clinic provides outpatient cares services.

Phone	Patient Contact Representative	264-4685
	Appointment Desk	264-3958
	Pharmacy	264-3957
	Pharmacy Refill	243-4689
	Urgent Care Clinic	264-3951
	Emergencies	119
	Cell Phone	046-763-0119

Hours      Mon - Fri    0730-1600

#### DENTAL

The Dental Clinic is located in the Branch Medical building. You must have had a check-up within the past year before you can get a cleaning. For more information on dental care, please contact the Dental Clinic.

Phone	Appointments	264 - 3958
	Dental Clinic	264-3612/3613

Hours      Mon - Fri    0730 - 1600

#### HELPFUL HINTS

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1. If you are unable to keep an appointment, please call and cancel the appointment as early as possible (at least 24 hour notification). This allows other patients to utilize the time slotted for you. Appointments will automatically be cancelled if you are more than ten minutes late, and a health record entry will be made.
2. Family members under 18 years of age will not be seen without a parent or legal guardian present. If you plan to leave Japan and your children remain here, it is advisable to execute a consent form "authorizing Naval Regional Medical Clinics, Japan to provide your minor children with emergency treatment during your absence!" The authorization forms may be obtained in the Records Office of the Clinic.
3. Children may not be brought into the clinic except for medical care and immunizations. OB-GYN examinations will not be performed in the presence of a child. Please plan to leave "well children" with a sitter when you come to the clinic.
4. Know your sponsor's social security number.
5. Please leave a telephone number on all records, lab slips, x-rays, etc., so that you can be contacted should the need arise.

## AMERICAN RED CROSS

RED CROSS OFFICE 264-6794

Open Monday through Friday from 0730 - 1630.

Station Manager: Mr. Romero

Chartered by the U.S. Congress to carry out certain obligations under the Geneva Conventions; to act as the medium of voluntary relief and communication between the American people and their armed forces; and to carry on a system of national and international relief to prevent and mitigate suffering caused by disasters. We serve: active duty personnel and their dependents, veterans and their dependents, DOD civilian outside CONUS, attached foreign military, patients in military hospitals, and all disaster victims.

### SERVICES

Emergency Communications.

1. Verification for emergency leave

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2. Birth notifications
3. Emergency transmittal of funds with approval and concurrence of receiving ARC office
4. Health and Welfare reports if indicated
5. Non-receipt of mail in long periods of time (six weeks or more) usually restricted to immediate relatives (father, mother, spouse, sibling or persons who have raised the individual in lieu of parents)
6. Emergency Financial Assistance
7. Emergency leave travel costs
8. Disaster-caused needs are always a grant, never a loan
9. No-interest loan repayments arranged via allotment
10. Counseling and Referral
11. Personal problems
12. Hardship discharge
13. Transfers
14. Budgetary and financial problems
15. Veteran's benefits due or to be established

Special Programs: Available through Station Manager's Office, Zama or Atsugi. First AID, CPR, and Water Safety: Classes available as instructors are available. Volunteer Opportunities: Working in Medical and Dental clinics, ARC Office, Family Service Center, and Post Office.

### EMERGENCY LEAVE

An "emergency" means many things to different people. Before your spouse leaves, have a talk about what you feel is an emergency and what would require you to phone him/her. Many times, a difficult situation becomes an "emergency" because you don't have someone at home to assist. Make up a list of neighbors and friends who would be glad to talk over a problem with you. Most people are willing to help, if only you let them know.

Prior to deployment, our families need to know what to do in case of an emergency requiring immediate notification of service member. The American Red Cross serves as the point of contact for verification of the emergency and squadron notification.

Emergency leave will normally be granted for the following circumstances involving an immediate family member: contribution to welfare of a dying member, death, accident or

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serious illness, and severe and unusual hardship. The service member's or spouse's "immediate family" is defined as:

- \* Father
- \* Mother
- \* Person standing in loco parentis (a person who stood in place of a parent to the service member 24 hours a day for a period of at least five years before the service member became 21 years old or entered the military service).
- \* Spouse
- \* Children
- \* Brother
- \* Sister
- \* Only living relative

Granting of emergency leave is based on the judgment of the Commanding Officer. Receipt of an AMCROSS message does not guarantee leave or funded leave. Funding of emergency leave for members other than the service member will be funded out of pocket.

The following steps must be taken in case of an emergency:

1. In case of illness:

a. Consult a physician and provide the Red Cross with the service member's name if requesting the immediate presence of him/her. The doctor's recommendation is required by the command to grant emergency leave.

b. If admitted to military hospital, contact the hospital's Red Cross Office representative to request the service member's presence or have the attending physician assist you in the notification process.

2. Births: The Navy does not consider this a basis for emergency leave - only regular leave, UNLESS:

a. Complications of pregnancy occur (this must be confirmed by an obstetrician) or

b. Miscarriage or possible miscarriage occurs and wife's physical and/or emotional condition is effected.

3. Family problems: Includes emotional or physical problems, criminal occurrences such as rape, attempted rape, juvenile delinquency, etc. This is difficult to verify by Red Cross, but Red Cross information can be confirmed by Chaplains, Police or Family Services who have been contacted by the person involved.

**FOR FAMILY MEMBERS RESIDING IN THE STATES OR U.S. TERRITORIES**

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If a dependent spouse is contacted by a service member's family living in the States, advise the family member to contact the nearest American Red Cross office and have them send a request for emergency leave to the squadron. To preclude any delay the family needs to provide the service member's military address and social security number to the ARC.

### NAVY-MARINE CORPS RELIEF SOCIETY 264-3691

The purpose of the Navy-Marine Corps Relief Society (NMCRS) is to provide assistance in times of need to members of the Navy and Marine Corps, their dependents, and dependents of deceased members.

Navy men and women are normally independent, self-reliant, and self supporting. However, the nature of service life sometimes presents unforeseen problems; the NMCRS stands ready to assist. Financial aid may be offered, such as loans with interest charged, direct grants, or a combination of both utilizing the forms provided in appendix "B". Other help may include services of a NMCRS Nurse, assistance with transportation, housing, hospitality kits, providing information on dependents benefits, allowances, pensions, and government insurance, locating, and communicating with Navy personnel and budget counseling.

Should a problem arise in any of these areas, call the NAF Atsugi NMCRS at 264-3691. During non working hours contact the Chaplains Center at 264-3202 or the NAF Officer of the Day (OOD) at 264-3111/3100. It is highly recommended and encouraged that all service members with dependents complete and sign the Navy/Marine Corps Relief Society Pre-Authorization Form found in the appendix "B". This form must be certified by the command (bring the form to Admin.) Failure to fill out this form before you leave may cause considerable difficulty for your dependents in the event they require assistance from the NMCRS.

## SUPPORT SERVICES

### HOUSING

Housing Office: Phone 264-3237/3795

Hours	M - F	0800 - 1630
	W	0800 - 1500

**On-Base Housing:** Check in with housing as soon as you can. There is a waiting list for many of the housing areas. Your position on the waiting list is determined by your "control date". The control date is the day the active duty member checked out of the last command. Current waiting times for on-base housing are provided by the housing office. They maintain a binder showing your position on the waiting list and the binder is updated monthly.

**Off-Base Housing:** Off-base Japanese housing tends to be smaller than what most Americans are used to. Storage spaces are small, especially in apartments. Most "mansions" (Japanese apartments) allow for one car only. The housing office offers van tours (M, T, Th, F) to take you to available units. An extensive listing of realtors and their phone numbers are available at the housing office.

Monday thru Friday 0800 - 1630, except Wednesday closing at 1500.

e-mail: [atsugi@housing.navy.mil](mailto:atsugi@housing.navy.mil)

## FLEET AND FAMILY SUPPORT CENTER 264-3628

Monday - Friday 0800-1700

Off Base 0467-63, ext. 3628

Administration Division 264-3628

Clinical Services Division (FAP) 264-4188

Family Advocacy Program (FAP) Division 264-4188

New Parent Support Team (NPST) 264-4186/4178

Programs Division 264-3628

### Counseling Programs

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The following treatment programs include classes, groups, methods, and materials, which would be effective in working with clients and meeting CRC's treatment recommendations. Following is a description of each program.

For more information, contact the Clinical Admin Office at DSN: 264-4188.

Compassion Power Class - Power gained is through regulation of feelings and impulses thereby eliminating the stigma of being an angry individual. Topics also include definitions of abuse and what abuse can do to you and your family, responsibility and accountability, communication skills, and conflict resolution skills.

Men's Support Group - is an open group for men for emotional support and information on issues affecting men such as: divorce and separation; anger issues; assertiveness; self-esteem; parenting; and other issues affecting men and their relationships.

Multi-Cultural Relationships - Provides foreign born spouses with skills and information to help them adjust to the military lifestyle as well as learning how to better understand and communicate with their American spouses.

Fighting for Your Marriage - The PREP Approach to marriage enrichment is a researched-based approach to teaching couples how to communicate effectively, work as a team to solve problems, manage conflict without damaging closeness, and preserve and enhance love, commitment, and friendship.

Stepping Stones - Provides parents with a lot of information on how to manage their/their children's anger to raise children in a healthy way. Information provided are: how childhood affects your parenting style; how parental anger affects children; how thoughts influence feelings and actions; how to engage cooperation; how to use alternatives to punishment; how children develop; and how to really change what you do and say.

Introduction to Savings & Investing - Interactive course designed to motivate the junior Sailor to begin saving and investing. The program includes introductions to goal-setting, the financial planning pyramid, basic budgeting concepts, savings vehicles, U.S. Savings Bonds and mutual funds.

Consumer Awareness - Develop knowledge and skills that will enable participants to raise their awareness of consumer issues and to make deliberated choices about spending their money in today's complicated marketplace.

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Insurance - Develop knowledge and skills that will enable participants to make informed consumer decisions on the basic types of insurance and to determine their personnel needs for life insurance.

Legal Issues - Highlights six of the major legal issues of personal financial management.

Housing - Develop knowledge and skills that will provide participants with the information needed in order to buy a home that will best suit their family's needs and finances. It is designed to introduce participants to the steps involved in purchasing a home. The offer to purchase, contingency clauses, various closing and pre-paid costs, and types of mortgage loans are discussed.

Financial Planning for Deployment - Develop knowledge and skills that will provide participants with information that will help them prepare financially for an extended deployment period.

Money and the Move - Targets active duty military and their spouses who are relocating due to reassignment or transition.

Savings & Investments - Develop knowledge and skills that will enable participants to save and invest effectively to achieve their financial goals.

The Basics of Retirement Planning - Introduces the basic concepts of retirement planning. Recommended that participants have completed the Developing Your Spending Plan and Introduction to Savings and Investment courses prior to this course.

### RELOCATION ASSISTANCE PROGRAM (RAP)

The installation RAP office offers a wide range of services to both single Sailors and Sailors with families. These services provide timely, pertinent relocation information to assist in managing the military lifestyle. These services include: Destination area information SITES database.

For answers to your questions about your next destination, your primary resource is:

Sites Database large bases and many small bases have extensive information in the Sites Database. The Sites file on a particular base can go a long way toward answering questions on:

Schools

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### Spouse Employment

#### Your Family's Medical Needs and Other Critical Issues.

Individual base files are updated frequently by the local staff at the Fleet & Family Support Center. Therefore, information is current and it is written by people who live and work there. SITE files are large and download time can be significant. Contact the Fleet and Family Service Center for a complete copy.

Check out the other RAP services available:

- On-line sponsors' communication and Streamlined Automated Logistics Transmission System (SALTS) help commands to meet the challenge of assigning sponsors and checking Permanent Change of Station (PCS).
- Homeport Change Kit — Available upon request of commands that are moving to a new location — a "how to" kit complete with videos, information for brochures and pamphlets and ideas for optimum information dissemination to Sailors, Marines, and their families.

Other Program services include:

- Smooth Move — A seminar addressing the entire relocation process including household goods shipments, PCS entitlements and financial planning.
- Welcome Aboard Seminars — Basic training for new Navy or Marine Corps spouses, or military families new to the area. Topics covered: CHAMPUS/medical facilities, educational opportunities, spouse employment, Red Cross, Navy-Marine Corps Relief Society, legal services, child care, commissary, exchange, Navy support systems and cultural adaptation.
- Overseas transfer workshops — Topics include overseas screening, dependent entry approval, passports, transportation, DOD schools, shipping cars and household goods, and cultural relations.

RAP also provides Welcome Aboard packets given to all personnel that are still in transit, installation-specific relocation videos and other services specific to the needs of each command.

## SPENDING ALL THAT SPARE TIME

Now the deployment has started and all the odds and ends are taken care of, how do spouses and children pass the spare time? The possibilities are endless. Are there

courses that you've been wanting to take? Find one or more that interest you and sign up. Besides learning something new, you'll meet people.

If you've wanted to hook a rug, get a kit and do it. Or try any of the other arts and crafts projects offered by MWR. There are dozens of daytime classes, either college credit or personal enrichment, you can take while your children are in school. If you have pre-schoolers, find another parent of like age and swap baby-sitting.

Don't forget your Spouses Club. Join and really take part in the activities. No organization ever has enough volunteers, no matter what your talent. They'll welcome your participation.

Keep in mind special activities that you and your children can attend. Have you been to the local museums, the zoo or the park? Think of the places a visitor would see, then go and see them. MWR also offers great savings on many such trips.

Take the kids out to dinner once or twice a month, even if your budget can only afford a hamburger or pizza. The change of pace will be good for all of you.

## HOW TO SURVIVE SEPARATIONS

Some helpful hints:

- \* Set some goals for yourself, then pursue your self-development program whether or not your spouse is home.
- \* Get involved in some activity. It might be volunteer work. It might be a full or part time job.
- \* Take up a new hobby or return to one you gave up for the lack of time.
- \* Know at least three of your neighbors. You may need their help in an emergency, and they can offer day to day support.
- \* Make sure you are financially secure before your spouse leaves. Do you have enough money to cover an unexpected bill?

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- \* Don't feel guilty about going out with friends and leaving your children with a babysitter. It is cheaper than a psychiatrist.
- \* Keep a journal of your thoughts and activities while your spouse is away to help you catch up when they return on what you have been doing and thinking. Include in this journal snapshots of you and the children taken while he/she was away.
- \* If you and your spouse have some differences, try to work them out before they leave. They'll get bigger and bigger if you don't.
- \* Find a friend - another person whose spouse is away, if possible, whom you can call when you feel "blue". Even if he/she is someone you have just met, chances are they will understand your problems.
- \* Little things can help a lot: cook a special dish that you enjoy but that your spouse hates; start a small sewing project; play the piano; do some physical labor - it will help relieve emotional "tiredness".
- \* Break up the week with special activities - a Friday night movie, a Tuesday morning library trip, etc.
- \* On weekends get a group of spouses and kids together and go on a picnic.

## SPIRITUAL

NAVY CHAPLAINS 264-3202

Navy Chaplains readily accept the traditional practices of "taking your troubles to the Chaplain". They also work to bring comfort, courage, and faith - all fruits of a religion - into peoples' lives.

When a difficulty arises, the Chaplain, in addition to providing spiritual assistance, can give names of specialists capable of meeting specific problems. Although the Chaplain may be of a different denomination, he/she is always available and helpful. He/she is concerned and interested in Navy dependents, both in time of trouble and when there is smooth sailing.

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The NAF Atsugi Chaplains are skilled in counseling and assistance with personal problems, pre-marriage, and marriage relationships.

Because of the large number of people and programs served by the NAF Chaplains Center it is recommended you call and make an appointment in advance.

Chaplain Center phone number: 264-3202

In case of emergency outside of the office hours, please contact the NAF OOD to get in touch with the Duty Chaplain. 264-3100

Chaplains are on call 24 hours a day if needed.

## TYPHOON PREPAREDNESS

### BACKGROUND AND TERMINOLOGY

Being the most destructive of all weather phenomena, typhoons are continually monitored to better understand and forecast their movement. Weather associated with typhoons varies from winds exceeding 150 mph and torrential downpours, to calm winds and clear skies in the eye of the storm. Spiraling bands of clouds extend from 100 miles to over 2000 miles outward from the center, depending on the intensity of the storm. Within many of these bands numerous areas of greater cyclonic activity may exist. Individually, the "micro cells" may locally produce wind speed of tornado strength.

The National Weather Service classifies cyclones according to wind speed. The categories are as follows:

CAT1	74-96 MPH
CAT2	97-109 MPH
CAT3	110-130 MPH
CAT4	131-154 MPH
CAT5	> 155 MPH

Typhoon conditions (listed below) will be set by NAF Atsugi.

\* Condition IV - The ALERT condition; winds above 50 knots are expected within 72 hours.

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- \* Condition III - The READINESS condition; winds above 50 knots are expected within 48 hours.
- \* Condition II - The WARNING condition; winds above 50 knots are expected within 24 hours.
- \* Condition I - The DANGER condition; winds above 50 knots are expected within 12 hours.

MONITOR EAGLE 810 AND THE "BIC" CHANNEL FOR UP TO DATE INFORMATION.

### SUPPLIES

Each family should prepare and keep readily available an Emergency Kit containing the following items:

- \* Sleeping bag or cot and blanket for each family member.
- \* Family sized first aid kit.
- \* Medications
- \* Ice chest
- \* Flashlights and extra batteries.
- \* Three day supply of diapers, formula, food, etc. for each infant.
- \* Soap and towels
- \* Battery powered radio w/extra batteries.
- \* Pocket knife.
- \* Small non electric can opener.
- \* Drinking water - at least 24 hr. supply, preferably a 5 day supply.
- \* Canned food - at least 24 hr. supply, preferably a 5 day supply.
- \* Change of clothes.
- \* Toilet articles.
- \* Pet food.

This list is just a suggestion. Anything else you feel is a necessity should be packed also.

## AIRPORT SHUTTLE

Atsugi to Narita

1000 from BOQ

Narita to Atsugi

1830 Navy Lodge, Bldg 1290, BOQ

\*\*\*Go to NAF Atsugi's Transportation in advance to manifest you and your family on the shuttle's list: 264-3563

Zama to Narita

0900, 1100, 1300

Sagamihara to Narita

0930, 1130, 1330

\*\*\*Navy personnel do not have priority on Zama's shuttles, therefore they may only be a Space A passenger. There is parking in front of the theater. Call Zama's Department of Transportation to find out about availability: 263-3772

Narita to Sagamihara/Zama

1500, 1730, 1900

Narita to Yokota

1600, 1800, 2000

\$24 to ride

Narita to Yokosuka

1700, 2000

\*\*\*You can send your 'non-military' family to Narita on these shuttles as well. A military card holding member needs to sign them on and they only have space available priority.

SPACE 'A' TRAVEL INFORMATION

**NAF Atsugi Air Terminal**

Hours of Operation	0600 - 2200
Passenger Service:	264-3803/3118
Flight Information:	264-3801
FAX:	264-3149

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Traveling Space "A": When traveling Space Available, you must have the proper paperwork needed to sign up for Space "A". The documents listed below are the only forms you may use when traveling:

- ✓ Cost/No Cost TAD orders
- ✓ Environmental Morale Leave (EML) w/or without sponsor
- ✓ Regular Leave
- ✓ Command Sponsorship Letter
- ✓ Emergency Leave
- ✓ Retired ID Card

After obtaining the proper paperwork, sign up with a passenger service representative between the hours of 0600 - 2200, or FAX it in at 264-3149, 24 hours a day. Your sign up will then be placed in the computer for 60 days, or until your paperwork expires, whichever comes first.

The Day of Travel: Space "A" call (show time) is 2 hours prior to the aircraft's scheduled departure time. Keep in mind the aircraft will board 15 to 20 minutes before it is scheduled to take off. You must check in with a passenger service representative as soon as you arrive at the terminal. Space "A" call will only be held for 30 minutes. Anyone showing up after the Space "A" call will be placed at the bottom of the list, regardless of the category. Please remember to take all necessary paperwork with you when you check in (i.e. travel orders, passports, ID cards).

Traveling on Military Aircraft: Traveling by military airlift is not quite the same as civilian air transportation. There are a few more restrictions. You are not allowed to bring pets with you on a military flight. No one under the age of 18 may travel without parent or guardian. There are also baggage limitations on most military aircraft. The list below show baggage weight limits and size requirements for the aircraft that frequently depart NAF Atsugi.

Aircraft	Baggage Weight	Size in inches (L+W+H)
➤ C-9	60 lbs.	80"
➤ C-12	30 lbs.	62"
➤ C-20	30 lbs.	62"
➤ C-130	60 lbs.	80"
➤ C-35	30 lbs.	62"
➤ T-39	30 lbs.	62"

If your baggage does not meet these requirements, you may be forced to leave some or all of your baggage. When traveling Space "A", try to travel as light as possible. If you have

## VFA-115 EAGLES FAMILY HANDBOOK 2012

any questions about what you can or cannot bring, please contact a passenger service representative between the hours of 0600 and 2200 at 264-3803.

The dress code is strictly enforced.

Traveling Outside of Japan: NAF Atsugi is only authorized to handle SOFA personnel and their family members. All non-SOFA personnel entering or departing from NAF Atsugi must go to Yokohama Immigrations within 72 hours of their travel time. All active duty personnel and their families are under SOFA and can be processed by the terminal at NAF Atsugi. If you are not active duty military, you must have a passport to leave or enter Japan. If you or your sponsor is stationed in Japan, you must have a multiple entry/exit visa stamp in your passport. If you have any questions on who is eligible to travel, please call the passenger service number at 264-3803.

Flight Scheduling: The majority of flights leaving NAF Atsugi are "needs of the Navy" and are only scheduled two or three days in advance. The best flight information is provided on a 48-hour notice. There may not be any information on flights later than that.

The Naval Reserve C-9 detachments rotate in and out of NAF Atsugi on a two-week rotation, and come here from all over the United States. For a complete listing of all tentative detachment dates for the year, please see a passenger service representative at the terminal during normal working hours.

There are two C-20 squadrons that frequent NAF Atsugi. One is from Washington D.C. and the other from Hawaii. They come and go quite often and travel to many destinations in and outside the U.S., including many stops all over the Orient. Their schedule varies so you must stay on top of all flight information available.

### Tips on Flying Space Available

a. Be flexible - the scheduled takeoff and land times can and often do change, or the mission maybe cancelled at the last minute.

b. Have a backup plan - if the aircraft has a maintenance problem, it may be days before it is repaired. Your options would include taking public transportation to the civilian airport and buying a civilian ticket to Japan; trying to get another space available flight to Atsugi or other military fields in Japan; or waiting for the aircraft to be repaired. Lodging for over night stays is your responsibility. Bring extra money or credit cards.

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- c. Pack reasonably - don't take too much, don't buy too much. You will probably have to carry your bags yourself.
- d. Come prepared - a C-9 is not your average airliner. There is no food service, and no in-flight movie.
- e. Enjoy the trip - 95% of these Training Missions go without a hitch. You really can't beat the price of the ticket, and the shopping isn't bad either.

### Basic Osan Gouge

- a. They use dollars on base.
- b. You can get a cab to the main gate (too far to walk).
- c. Good shopping right outside the gate (within walking distance).
- d. Off base shops take dollars or credit cards.
- e. Osan is usually colder than Atsugi in the fall and winter time, dress warmly.

## SPACE "A" TRAVEL INFORMATION

Anderson Guam:	Air Terminal	(208) 366-5162/5165
	Base Operations	(208) 366-4188
Futema:	Air Terminal	636-3041
	Base Operations (Navy)	636-3903
	VMGR-152 Duty Office	636-3217/3388
Iwakuni:	Air Terminal	253-5509
	Base Operations (Navy)	253-3553
	Customs	253-5418
	VMAQ-4	253-4650
Kadena:	Air Terminal (Navy)	(208) 634-6407/3423
	Air Terminal (Air Force)	(208) 634-1281/4462/6406
	Base Operations (Air Force)	(208) 634-3118
	AMC Command Post	(208) 634-1841

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	Air Force Command Post	(208) 634-4274
Misawa:	Air Terminal	226-2444/2470/3125
	Base Operations (Navy)	226-4004
	Customs	226-3989
	VP Duty Office	226-3642
Osan:	Air Terminal	784-1854/4807/5191
	Base Operations (Navy)	784-4038
	Customs	784-4082
Sasebo:	Base Operations	252-3311
Yokota:	Air Terminal	225-7119/9466/9526
	Base Operations (Navy)	225-7214/7618
	Aircraft Information	225-7111/8500
	Airways / Phone Patch	225-4100/4013
	C-9 Medivac 9 <sup>th</sup> AF Det 2	225-4700
	Helo Pad	225-8013

## Tourist Information Centers

<b>Kanagawa Prefecture:</b> Kanagawa Prefectural Tourist Association Silk Center 1 <sup>st</sup> Floor 1 Yamashita-cho, Naka-ku, Yokohama 231-8521	<b>Tel: 045-681-0007</b>
<b>Yokohama Station Tourist Information Center</b> 2-16-1 Takashima-cho Nishi-ku, Yokohama 220-0011	<b>Tel: 045-441-7300</b>
<b>Kamakura City Tourist Information Center</b> 1-1-1 Komachi, Kamakura 248-0006	<b>Tel: 0467-22-3350</b>
<b>Hakone Tourist Information Center</b> 698 Hakone Yumoto, Hakone-machi Ashigarashimo-gun, Kanagawa Prefecture 250-0311	<b>Tel: 0460-5-8911</b>

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Kanagawa Prefectural Government  
Commerce Tourism & Distribution Division  
1 Nihon Odori, Nakaku  
Yokohama, Kanagawa 231-8588  
<http://www.kanagawa-kankou.or.jp>

Tel: 045-210-5618

Yamanashi Prefecture:  
Kawaguchiko Tourist Information Center  
890 Funatsu, Kawaguchiko  
Yamanashi Prefecture 401-0301

Tel: 0555-72-6700

Yamanashi Prefectural Fuji Visitor Center  
6663-1 Funatsu Kenmarubi, Kawaguchiko  
Yamanashi Prefecture 401-0301

Tel: 0555-72-0259

Fuji-yoshida City Tourist Information Service  
2-5-1 Kami-yoshida, Fuji-yoshida  
Yamanashi Prefecture 402-0005  
Yamanashi Prefectural Government

Tel: 0555-22-7000

Tel: 055-223-1557

Tourism Division  
1-6-1 Marunouchi  
Kofu, Yamanashi 400-8501  
<http://www.pref.yamanashi.jp/shouko/index-j.html>

Shizuoka Prefecture:  
East Japan Railway View Plaza Atami  
11-1 Tawara Honcho, Atami 413-0011

Tel: 0557-81-6002

East Japan Railway View Plaza Ito  
3-12-1 Yukawa, Ito 414-0002

Tel: 0557-37-3291

Ito Tourist Information Center  
1-8-3 Yukawa, Ito 414-0002

Tel: 0557-37-6105

Shizuoka Prefectural Government  
Tourism and Recreation Office  
9-6 Ohte-machi,  
Shizuoka, Shizuoka 420-8601  
<http://kankou.pref.shizuoka.jp>

Tel: 054-221-2531

Japan Tourist Association:

Tel: 03-3287-2745

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1-8-3 Marunouchi  
Chiyoka-ku, Tokyo 100-0005

Japan National Tourist Organization:  
<http://www.jnto.go.jp/05regional/shizuoka/05frame.html>

B1F, Tokyo International Forum  
30501 Marunouchi  
Chiyoka-ku, Tokyo 100-1006

Tel: 03-3201-3331

New Tokyo International Airport  
Passenger Terminal 2, 1<sup>st</sup> Floor  
Narita Airport, Chiba 282

Tel: 0476-34-6251

## Websites for Japan

<https://www.atsugi.navy.mil>

NAF Atsugi website with links to squadrons and base services.

<http://www.tokyoclassified.com/>

Free English magazine covering topics ranging from new restaurants, clubs, and hotels to live performances and gallery openings. Hard copies can be found sometimes at MWR.

<http://www.tokyonoticeboard.co.jp/>

Free weekly publication including classifieds on job openings, sales and items wanted, travels restaurants, events, and much more.

<http://www.lonelyplanet.com/dest/nea/jap.htm>

Lonely Planet's take on Japan, helpful information about traveling in Japan.

<http://www.jnto.go.jp>

The Japan National Tourist Organization provides a wealth of free, colorful brochures and maps covering Japan as a whole, Tokyo and various regions of the country. Most of this information is included in this website. It is very helpful in planning a trip in Japan.

<http://www.tokyo.to/>

Tokyo Journal; the best publication for finding out what's going on in Tokyo. It's published monthly and available also in hard copy at foreign-language bookstores, restaurants, and bars in Tokyo for about 600 yen.

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<http://www.japantimes.co.jp/> And <http://www.yomiuri.co.jp/index-e.htm>

Both English-language newspapers you can find on line. They are also available at most train stations, magazine stands and bookstores. They carry information on theater, films, and special events.

<http://www.weekender.co.jp/>

A free weekly publication aimed at ex-pats living in Tokyo also carries a section on what's going on in the city.

<http://gojapan.about.com/travel/gojapan/>

Informative site about Japan.

<http://www.businessinsightjapan.com>

Expert Traveler for mapping out train routes. Scroll down to Expert Traveler and click.

## HELPFUL FAX NUMBERS

	<u>Phone</u>	<u>FAX</u>
Kadena AMC Terminal	634-1281/4462	634-4221/6546
Kunsan AMC Terminal	782-4666	782-5616
Misawa AMC Terminal	226-2444/2470	226-2461
Osan AMC Terminal	784-1854/4807 / 5191	784-4897
Travis AFB AMC Terminal	837-3972	707-424-2048
Yokota AMC Terminal	225-7119/9526	225-9768
Los Angeles International	833-0714/0715	310-216-2670
St. Louis International	693-6269/6270	314-263-6247

## Eagles Phone Directory

Commanding Officer	264-3292
Executive Officer	264-4192
<u>Command Master Chief</u>	<u>264-4550</u>
Admin/Pers	264-3882/4576
CCC	264-4906
RR FAX	264-3581
Maintenance	264-3281
<u>Duty Office</u>	<u>264-4906</u>
From off-base in Japan	0467-63-XXXX
Commercial from CONUS	011-81-467-63-XXXX
DSN from CONUS	315-264-XXXX

### NAF Atsugi

CVW-5 DET Duty Officer	264-3251
NAF Security	264-3200/3500
NAF Security (Japanese Translator)	0467-63-6457
BEQ	264-3698
BOQ	264-3696
Navy Lodge	264-6880

## DSN Operators and Information

Atsugi	213
Futema	640-1110
<u>Iwakuni</u>	<u>250-1110</u>
Kadena	630-1110
Misawa	226-1110
<u>Osan</u>	<u>784-4410</u>
Sasebo	252-1110
Yokosuka	243-1110
<u>Yokota</u>	<u>220-1110</u>
Zama	263-1110

## On Base Useful Phone Numbers

<u>NAME</u>	<u>DSN /COMMERCIAL</u>
<b><u>A</u></b>	
Air Ops	264-3806 0467-63-1729
American Eatery	264-3796
American Red Cross	264-6794/3157
Arts and Crafts	264-4655
AT&T Surf Shop	264-5800
Atsugi Lanes (bowling)	264-3790
Auto Hobby Shop	264-3780
Automotive Service Center	264-6230/3726
America Cable	264-2288
<b><u>B</u></b>	
Barber Shop	264-6201
Base Information Channel (BIC)	264-4453
Base Taxi	264-3434/3577
Base Waiter (delivery)	264-6363/6308
Beauty Shop	264-3746
BEQ	264-3334/4158 0467-63-4948
Blue Water Grill	264-3736
Bombers (Fresh Mex)	264-3738
Book Store	264-3635
BOQ	264-3698/3860 0467-63-3698
Bowling Alley	264-3790
<b><u>C</u></b>	
Ceramic Shop	264-3728
Chaplains Office	264-3202 0467-63-3202
Chief Petty Officers' Club (CPO Club)	264-3658 0467-63-3658
Child Development Center (CDC)	264-3588/6518
Cinema 77	264-3789/4538
Club Trilogy	264-3736
Commissary	264-3404
Community Bank	264-6500/3528/3652

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Corner Pocket

264-3782/3995

### D

Dental Clinic

264-3340/3612/3613 0467-63-3340

Driver's License

264-3794

Dry Cleaning / Laundry

264-3733

### E

Emergency Assistance

119 0467-63-2164

### F

Fire Department

264-3248 0467-77-6604

Fleet and Family Service Center (FFSC)

264-3628/4189

Fleet Imaging Center

264-6227

Flight Line Dental Clinic

264-4322/4540

Flower Shop

264-3710

### G

Gas & Go

264-3726

Golf Course

264-6749

Great Outdoors

264-6205/3784

### H

Halsey Fitness Center

264-3847/3560

Health and Wellness

264-6163

Home Store

264-3809/3931

Hotsi Bath

264-6238

Hourly Care

264-6212/6365

Housing Office

264-3237 0467-63-3237

Housing Trouble Desk

115

### I

Interpreter Services

264-3200 0467-63-3200

IACE Travel

264-6297/6298 0467-63-6297/6298

### L

Legal Office

264-3692 0467-63-2662

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Library 264-3776

M

McDonald's 264-6799  
 Medical Clinic 264-3951 0467-63-6513  
 Medical Appointment Line 264-3598 0467-63-3598  
 Mini Mart 264-3715  
 MWR Main Office 264-3781 0467-63-3781

N

Narita Shuttle Bus Service 264-3900  
 Navy & Marine Corps Relief Society 264-3691  
 Navy College 264-3280/3046  
 Navy Lodge 264-6880 0467-63-6880  
 NEX Main Store 264-3721 0467-63-3721  
 New Car Sales 264-3716  
 19<sup>th</sup> Hole Restaurant (Whispering Pines) 264-3572/6200

O

Oasis Café 264-6383  
 Officers' Club 264-3620 /3621

P

Pack & Wrap 264-3708  
 Parcheezi's Pizza 264-6383  
 Passenger Flight Information (24 hrs) 264-3801  
 Pass & ID Office 264-3805 / 3627  
 Personal Property Office 264-3131 0467-63-3131  
 Post Office 264-3570 / 3239  
 Pro Shop 264-3709  
 Public Affairs Officer (PAO) 264-4452 0467-63-4452  
 Public Works 264-3141

Q

Quarterdeck 264-3100/3111 0467-76-3100/3111

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### R

Ranger Fitness Center 264-6160  
Recreation Center 264-3782/3995

### S

SATO Travel 264-6298/6297  
Security 264-3200  
Security Officer 264-4446  
Self Help 264-3950  
Shirley Lanham Elementary School 264-3664 0467-63-3664  
Skeet and Trap Range 264-3510/6205  
Skymasters 264-3658  
Skywriter 264-4124  
Skywriters (Bakery Café) 264-3738  
Southland Video Store 264-3819  
Swimming Pool (Outdoor) 264-3862

### T

Teen Scene 264-6382  
Telephone Office 264-3559 0467-63-3559  
10<sup>th</sup> Hole Snack Bar 264-3571  
Tours Office 264-3786/3770 0467-63-3786  
Transportation 264-3563 / 3900

### U

Uniform Shop 264-3712

### V

Vehicle Registration 264-4443

### W

Watch & Jewelry Repair 264-3915  
Weather 264-6311  
Woodshop 264-4660

**Y**

Youth Center	264-3878
Youth Sports	264-3826

**NSF KAMISEYA**

Barber Shop	265-8538
Child Care Center	265-8714/8715
Combined Bachelor Housing	265-8666
Community Activities	265-8385/8364
Community Bank	265-8505
Dog Kennel	265-8389
Fire Department	265-8349
Gas Station	265-8542
Gymnasium	265-8540
Housing Office	265-8550
Legal Officer	265-8351    045-281-8351
Library	265-8503
Medical	265-8581
Mini Mart	265-8587
MWR	265-8377/8378    045-281-8377/8378
Pizza Bar	265-8300
Post Office	265-8554
Public Works	265-8311/8524
Quarterdeck	265-8308/8320
Q-ZAR Laser Tag	265-8360
Security	265-8549
Swimming Pool	265-8381
Theater	265-8316
Tours Office	265-8501
West Winds Club	265-8302/8322

**More Useful Phone Numbers**

**Camp Zama**

AAFES	263-5585
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Arts and Crafts Center	263-4412
Auto Crafts Shop	263-3615
Boarding Kennels	263-5915
Bowling Center	268-4954/4606
Chapel	263-4898
Commissary	263-4071
Community Club	263-4133
Golf Course	263-4224
Library	263-3517
Medical Clinic	263-4712
Outdoor Recreation	263-4671
School Bus Registration Office	263-4151
Sports/Fitness Center	263-4664
Travel Agency	263-4059/5273
Van Rentals	263-4671
Veterinary Clinic	263-3875
Youth Sports	263-5437
Zama American High School	263-3473/4230
Zama Lodging	263-4122/3830

### Sagamihara

Commissary	267-6335
Movie Theater	267-6111

### Yokosuka

Commissary	243-7628
Naval Hospital	243-5247
NEX	243-6751
Takusan Treasures	243-3357
Navy Lodge	243-6708

### Yokota

AAFES	225-3828
Air Terminal	225-7119/9466/9526
Commissary	225-8585

## Off Base Useful Phone Numbers

### Base Operators:

Atsugi

(0467)-63-1110

Camp Zama

(0467) 51-1520

Kamiseya

(0452) 81-1788

Yokosuka

(0468) 16-1110

Yokota

(0425) 52-2511

### Embassies:

American Embassy

(03) 3224-5000

Philippine Embassy

(03) 3496-2731

### Airport Information:

Narita Airport

(0476) 32-2800

Haneda Airport

(03) 3747-8010

### Japanese Taxi Service:

0467-74-0595

### Information:

Off Base 104

On Base 213

**Making Overseas Phone Calls:**

Direct Numbers to the US

KDD 001-1-area code + number

ITJ 0041-1-area code + number

IDC 0061-1-area code + number

Overseas Info 0051

**Other Useful Information Sources:**

NTT English Info Line Tokyo (03) 3201-1010

Yokohama (045) 322-1010

Mon - Fri 0900 - 1700

Sat 0900 - 1200

JR English Info Line (03) 3423-0111

Mon - Fri 1000 - 1800

Except for Japanese national holidays

# APPENDIX A

## PRE-DEPLOYMENT CHECKLIST

### HOW TO PREPARE FOR AND SURVIVE A DEPLOYMENT

#### PRE-DEPLOYMENT CHECKLIST

The service member and spouse, together, should complete the following checklist as far in advance of the departure date as is possible. Make a "To Do List" of things this list brings up as needing to be done.

.....

\_\_\_\_\_ Spouse and service member have reviewed the Eagles Family Information Handbook.

\_\_\_\_\_ Draw up a list of emergency phone numbers and keep it near the phone or where family members can find it quickly.

\_\_\_\_\_ Update Emergency Data Form and Service Record Page 2's.

#### **Section 1 Paychecks and Financial Readiness**

\_\_\_\_\_ Have you and your spouse discussed and prepared a budget using the Budget Planning Guide from the Finance Section of this handbook?

##### Pay Matters

\_\_\_\_\_ Have arrangements been made for the spouse to have access to adequate funds during deployment?

\_\_\_\_\_ Is Direct Deposit in effect?

\_\_\_\_\_ Allotment started? (See advice in Military Pay & Allotments Section of this handbook.)

\_\_\_\_\_ Does spouse know expected pay dates?

\_\_\_\_\_ Does spouse know how much of each pay check is available to him/her?

## Appendix "A"

\_\_\_\_\_ Is spouse aware of upcoming pay changes due to advancement, gain or loss of government housing, longevity increase, etc?

\_\_\_\_\_ What is the effective date of pay changes?

\_\_\_\_\_ What is the amount of change and reason?

### Banking & Investments

\_\_\_\_\_ Does spouse have information about checking account(s): account number and banks address and phone number?

\_\_\_\_\_ Does spouse have information about savings account(s): account number and bank's address and phone number?

\_\_\_\_\_ Does spouse have access to and know how to use all accounts?

\_\_\_\_\_ Does spouse know how to balance accounts when statement are received?

\_\_\_\_\_ Does spouse know about investments that must be managed: money market funds, mutual funds, savings certificates, etc?

\_\_\_\_\_ Does spouse know what payments should be made to IRA's?

\_\_\_\_\_ Does spouse know where financial documents are kept?

\_\_\_\_\_ Does spouse have list of actions on investments needed during deployment?

\_\_\_\_\_ Does spouse have amount, account number, company name, and phone number of companies with which investments are place?

\_\_\_\_\_ Does spouse have information on all credit accounts, especially bank cards, including: name of creditor, account number, phone number, address, and latest statement with account balance due?

\_\_\_\_\_ Does spouse know about any safety deposit boxes? Where it/they are located? Location of key(s)?

## Appendix "A"

### Insurance Matters

#### \* Life Insurance

\_\_\_\_\_ Does spouse know location of policy(ies)?

\_\_\_\_\_ Are beneficiaries up to date on policy(ies)?

\_\_\_\_\_ Are annual, semi annual, or quarterly premiums due during deployment?  
If yes, when?

\_\_\_\_\_ Does spouse understand benefits from policy(ies)?

\_\_\_\_\_ Will renewal or changes be necessary during deployment? If yes, what should be done and when?

\_\_\_\_\_ Does spouse know name, phone number, and account numbers for carrier(s)?

#### \* Medical

\_\_\_\_\_ Does spouse know location of policy(ies)?

\_\_\_\_\_ Are names of eligible family members up to date on policy(ies)?

\_\_\_\_\_ Are annual, semi-annual, or quarterly premiums due during deployment?  
If yes when?

\_\_\_\_\_ Does spouse understand payment method on policy(ies)?

\_\_\_\_\_ Does spouse understand coverage included in policy(ies)?

\_\_\_\_\_ Will renewal or changes be necessary during deployment? If yes, what should be done and when?

\_\_\_\_\_ Does spouse know the name, address, phone number, and account numbers of carriers?

### Homeowners/Renters Insurance

Does spouse know location of policy(ies)?

\_\_\_\_\_ Are coverage amounts up to date and adequate on all policies?

Appendix "A"

\_\_\_\_\_ Are annual, semi-annual, or quarterly premiums due during deployment?  
If yes, when?

\_\_\_\_\_ Does spouse understand payment method on policy(ies)?

\_\_\_\_\_ Does spouse understand all coverage included in policy(ies)?

\_\_\_\_\_ Is the deductible set where you want it?

\_\_\_\_\_ Does spouse understand what deductible is and are adequate funds available to cover it?

\_\_\_\_\_ Will renewal or changes be necessary during deployment? If yes, what should be done and when?

\_\_\_\_\_ Does spouse know the name, address, phone number, and account number for carriers?

Automobile Insurance

\_\_\_\_\_ Does spouse know location of policy(ies)?

\_\_\_\_\_ Is auto insurance in compliance with Japans requirements?

\_\_\_\_\_ Is coverage up to date and adequate on policy(ies)?

\_\_\_\_\_ Is deductible set where you want it?

\_\_\_\_\_ Does spouse understand what deductible is and are there adequate funds available to cover it?

\_\_\_\_\_ Are annual, semi-annual, or quarterly premiums due during deployment?  
If yes, when?

\_\_\_\_\_ Does spouse understand payment method on policy(ies)?

\_\_\_\_\_ Does spouse understand all coverage included in policy(ies)?

\_\_\_\_\_ Will renewal or changes be necessary during deployment? If yes, what should be done and when?

\_\_\_\_\_ Does spouse know the company name, address, phone number, and account number for policy(ies)?

## Appendix "A"

\_\_\_\_\_ Do(es) policy(ies) have towing clause? If not, does spouse have adequate funds to cover this expense?

\_\_\_\_\_ Do(es) policy(ies) have rent a car clause? If not, does spouse have adequate funds to cover this expense?

\_\_\_\_\_ Does spouse know what information to gather and what to do in the event of an accident with another vehicle?

### Taxes

\_\_\_\_\_ Have you and your spouse filed Federal and State Income Tax for the previous year?

\_\_\_\_\_ Does spouse know how to prepare taxes or what preparer to go to for tax preparation?

\_\_\_\_\_ Does spouse know how to acquire necessary tax forms for federal, state, local, and/or county taxes, as applicable?

\_\_\_\_\_ Does spouse have adequate funds to cover the cost of tax preparation, if necessary?

### Emergency Financial Resources

\_\_\_\_\_ Does spouse know what emergency financial assistance is available through NMCRS, Red Cross, etc.?

\_\_\_\_\_ Does spouse know contact information for agencies which provide emergency assistance?

\_\_\_\_\_ Does spouse know that budget counseling and referrals are available through Fleet and Family Support Center and NMCRS?

### **Section 2: Transportation**

\_\_\_\_\_ Does spouse know how to drive? If not, can he/she learn and receive a license before deployment?

\_\_\_\_\_ Do you have adequate transportation available?

\_\_\_\_\_ If the answer to the above questions is NO, how will spouse get groceries, get to the doctors, get to work, etc.?

## Appendix "A"

### Automobile Maintenance

\_\_\_\_\_ Draw up a preventative maintenance checklist for your vehicle(s).

\_\_\_\_\_ Is(are) your vehicle(s) under warranty? If yes, what do(es) the warranty(ies) cover?

\_\_\_\_\_ Does spouse have to do anything to keep the warranty(ies)? If so, what?

\_\_\_\_\_ When is the next tune up due on your vehicle(s)? If it is during the deployment, where should your spouse take the vehicle to have the work done?

\_\_\_\_\_ What kind of fuel is used in the vehicle(s)?

\_\_\_\_\_ Who should the spouse call if the vehicle won't start?

\_\_\_\_\_ Are the tires in good shape? If they must be replaced during deployment, what brand and size?

\_\_\_\_\_ Has the radiator been checked for coolant/antifreeze? Has the air conditioning system been charged recently?

\_\_\_\_\_ When is the next oil change, filter change, and lube job due? If they are coming due during deployment where should spouse get the work done?

\_\_\_\_\_ What will spouse do in the event of an accident or breakdown?

### Vehicle(s) Registration and Other Documents

\_\_\_\_\_ Will vehicle registration need renewing during deployment?

\_\_\_\_\_ Will vehicle safety inspection and base decal need renewing during deployment?

\_\_\_\_\_ Will road tax expire on deployment?

\_\_\_\_\_ Does spouse know where to go for these, how much they will cost, and what paper work is needed, etc?

\_\_\_\_\_ Does spouse have a specific Power of Attorney from service member to cover all legal matters concerning the vehicle?

\_\_\_\_\_ Is(are) the current proof of insurance paper work in the appropriate vehicle(s)?

## Appendix "A"

### Miscellaneous Concerns

\_\_\_\_\_ Does spouse know where to go for financial assistance in case of unexpected vehicle repair costs?

\_\_\_\_\_ Does spouse have an extra set of keys for vehicle(s) and know where the extra keys are?

### **Section 3 Personal Readiness and Support**

\_\_\_\_\_ Have children been included in the discussions on where the service member is going, when he/she is expected home, and why he/she is going?

\_\_\_\_\_ Does spouse know service member's SSN?

\_\_\_\_\_ Does spouse know the location and phone number of the Fleet and Family Support Center?

\_\_\_\_\_ Does spouse know the Ombudsman's telephone number?

\_\_\_\_\_ Does spouse know to which squadron the service member is attached?

\_\_\_\_\_ Does spouse know service member's complete mailing address, including FPO and zip code?

\_\_\_\_\_ Does spouse know how to reach the Base Chaplain?

\_\_\_\_\_ Does your spouse belong to the command "phone tree" and know how it operates?

\_\_\_\_\_ If spouse is leaving the area during deployment, does the Ombudsman know how to reach him/her?

\_\_\_\_\_ If an emergency arises, does your spouse know who to contact to get the word to the service member?

\_\_\_\_\_ Is service member's Record of Emergency Data (Page 2's) verified to be correct and current?

\_\_\_\_\_ Does service member's Page 2 reflect spouse's address during deployment if he/she intends to leave the area for more than half of the deployment?

\_\_\_\_\_ Has a Dependent's Emergency Data Sheet been filled out and turned in?

## Appendix "A"

\_\_\_\_\_ Have emergency child care arrangements been made?

\_\_\_\_\_ Does spouse know the names of the CO's, XO's and CMC's spouses?

\_\_\_\_\_ Will spouse's or other family member's ID cards need to be renewed during deployment? If yes, has the service member filled out an Application for Dependent Identification Card (DD 1172) for each one needing renewal – prior to deployment?

\_\_\_\_\_ Does spouse know how to get ID cards replaced if lost or stolen?

\_\_\_\_\_ Has spouse given service member a "wish list" of things and gifts that might be purchased during deployment?

\_\_\_\_\_ Has service member made a note of all birthdays, anniversaries, holidays, etc. that will be celebrated during deployment and is service member prepared to send gifts, cards, etc.?

\_\_\_\_\_ Spouse might consider sending a Half-Way gift for service member?

\_\_\_\_\_ Is the service member's family album updated and ready to take along?

\_\_\_\_\_ Does service member have stationery, envelopes, and stamps for writing home?

\_\_\_\_\_ Have you and your spouse made plans to get a baby sitter (if needed) to spend some time alone before deployment?

### **Section 4 Housing Readiness**

#### **Government Housing**

\_\_\_\_\_ Are you on the waiting list for quarters? If yes, what is your latest status?

\_\_\_\_\_ Does the housing office know how to contact the spouse while the service member is deployed?

\_\_\_\_\_ Does spouse know how to arrange the move into quarters if they become available during deployment?

\_\_\_\_\_ Does spouse have a Specific Power of Attorney to cover acceptance of quarters?

## Appendix "A"

\_\_\_\_\_ If in government quarters, does spouses know how and when to contact the housing maintenance office for repairs?

\_\_\_\_\_ Does spouse have a Housing Handbook?

### Renters Off Base

\_\_\_\_\_ Does spouse know the name and how to contact the landlord?

\_\_\_\_\_ Does spouse know when to contact the landlord for repairs?

\_\_\_\_\_ Does lease or rental agreement expire during deployment?

\_\_\_\_\_ Does spouse have Power of Attorney to renew lease or rental agreement?

### Miscellaneous

\_\_\_\_\_ Do all doors and windows have good locks?

\_\_\_\_\_ Does spouse have extra house keys and know where they are?

\_\_\_\_\_ Does spouse know where the electrical circuit breaker box is located? Is it labeled? Does spouse know how to use the main circuit breaker?

\_\_\_\_\_ Does spouse know where the water main is and how to use it?

\_\_\_\_\_ Does spouse know how to turn off the heating system?

\_\_\_\_\_ Are all major appliances in good working order?

\_\_\_\_\_ Who will spouse call if appliance needs repair?

\_\_\_\_\_ Have you had a recent fire safety inspection? Are fire bottles and smoke detectors in good working order?

\_\_\_\_\_ Does spouse know how to use them?

\_\_\_\_\_ Do you have an escape plan in case of fire?

\_\_\_\_\_ Where are the flashlight and candles? Are there extra batteries?

\_\_\_\_\_ Where are the basic hand tools (hammer, pliers, screw drivers, etc.) kept?

## Appendix "A"

\_\_\_\_\_ Do you have a plan for the yard work (mowing, trimming)?

\_\_\_\_\_ Where are the yard tools and does spouse know how to use them?

### **Section 5 Medical Preparation**

\_\_\_\_\_ Are all family members enrolled in DEERS?

\_\_\_\_\_ Does spouse know where the family's medical and dental records are held?

\_\_\_\_\_ Are the family's immunization and check ups up to date?

\_\_\_\_\_ Where will your family go for routine medical care? Emergency care?

\_\_\_\_\_ Is your spouse familiar with your TRICARE program and how it functions?

### **Section 6 Schools**

\_\_\_\_\_ If your child(ren) are ready to start school, do you know where he/she will attend?

\_\_\_\_\_ Do you know how and when to register children for school?

### **Section 7 Legal Readiness**

\_\_\_\_\_ Do you or your spouse have a Will?

\_\_\_\_\_ Are the Wills up to date?

\_\_\_\_\_ Are the Wills kept in a secure and convenient place?

\_\_\_\_\_ Does spouse know where the Wills are kept and how to get them?

\_\_\_\_\_ Has service member given spouse adequate Power(s) of Attorney for all anticipated needs?

\_\_\_\_\_ Does spouse know the location of Power(s) of Attorney?

\_\_\_\_\_ Are there other legal matters to which the spouse must attend during the deployment?

### **Section 8 Military Matters**

Appendix "A"

\_\_\_\_\_ Is service member due for orders during deployment?

\_\_\_\_\_ If yes, does spouse know how to arrange the move (household goods, vehicle shipment, etc.)?

\_\_\_\_\_ Does spouse have Power of Attorney to enable him/her to arrange move?

**Section 9 Communication Readiness**

\_\_\_\_\_ Does spouse know various ways to communicate with service member? (Postal Mail, E-Mail, Ombudsman)

\_\_\_\_\_ Does spouse know full and correct address for the deployed service member?

**Section 10 Emergency Plans**

\_\_\_\_\_ Have you completely filled out your NEO package? Is it in a secure and convenient location?

\_\_\_\_\_ Have you and your spouse discussed possible emergencies that the family may face while service member is deployed? Have you brain stormed possible solutions?

\_\_\_\_\_ Have you thought about:

Auto breakdown

Appliance breakdown

Flooding in the home

Critical illness or death in the family.

Auto accident

Loss of heat, power, water

Base Evacuation

Obscene/harassing phone calls

**Can you list more?**

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**Section 11 Checklist of Important Papers** Be sure you know the location of and how to use the following papers:

- |   |  |
|---|--|
| <input type="checkbox"/> Savings account passbook | <input type="checkbox"/> Checkbook                 |
| <input type="checkbox"/> Loan payment coupons     | <input type="checkbox"/> Investment documents      |
| <input type="checkbox"/> Insurance policies       | <input type="checkbox"/> Automobile titles         |
| <input type="checkbox"/> Automobile lien papers   | <input type="checkbox"/> Auto registration         |
| <input type="checkbox"/> Wills                    | <input type="checkbox"/> Powers of Attorney        |
| <input type="checkbox"/> Birth Certificates       | <input type="checkbox"/> Marriage Certificate      |
| <input type="checkbox"/> Divorce decree           | <input type="checkbox"/> Custody papers            |
| <input type="checkbox"/> Adoption papers          | <input type="checkbox"/> Credit agreements         |
| <input type="checkbox"/> Tax documents            | <input type="checkbox"/> Immunization records      |
| <input type="checkbox"/> Payment receipts         | <input type="checkbox"/> Cancelled checks          |
| <input type="checkbox"/> Warranties               | <input type="checkbox"/> Mortgage/Lease agreements |

# APPENDIX "B"

- PERSONAL AFFAIRS
- FAMILY RECORDS LOCATION FORM
- FAMILY MEMBER LOCATION FORM
- EMERGENCY CARE FOR CHILDREN FORM
- NAVY-MARINE CORPS RELIEF ADVANCE AUTHORIZATION FORM
- SAMPLE OF LETTER TO CREDITORS
- OMBUDSMAN INFORMATION SHEET **(Complete and return to Ombudsman)**

<b>PERSONAL AFFAIRS RECORD</b>
--------------------------------

SPONSOR NAME \_\_\_\_\_ SSN \_\_\_\_\_ RATE \_\_\_\_\_

(LAST FOUR)

HOME OF RECORD \_\_\_\_\_

SPOUSE NAME \_\_\_\_\_ MAIDEN \_\_\_\_\_ SSN \_\_\_\_\_

SPONSOR PARENTS NAME AND ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SPOUSE PARENTS NAME AND ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME AND ADDRESS OF PERSONAL LAWYER OR TRUSTED FRIEND WHO MAY BE CONSULTED  
IN REGARD TO PERSONAL AND BUSINESS AFFAIRS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>CHILDREN</b>
-----------------

NAMES

DOB

PLACE

SSN


**FAMILY RECORDS LOCATION**

BIRTH CERTIFICATES OF SELF, SPOUSE, AND CHILDREN ARE LOCATED: \_\_\_\_\_

\_\_\_\_\_

NATURALIZATION PAPERS (IF APPLICABLE): \_\_\_\_\_

\_\_\_\_\_

LAST WILL AND TESTAMENT (DATE DRAWN UP/LOCATION): \_\_\_\_\_

\_\_\_\_\_

**OTHER IMPORTANT PAPERS**

POWER OF ATTORNEY: I HAVE ( ) HAVE NOT ( ) EXECUTED A POWER OF ATTORNEY. THE POWER OF ATTORNEY IS LOCATED: \_\_\_\_\_

\_\_\_\_\_

FEDERAL INCOME TAX PAPERS: \_\_\_\_\_

STATE INCOME TAX PAPERS: \_\_\_\_\_

LIFE INSURANCE OTHER THAN SGLI:

WHO'S COVERED

COMPANY

POLICY #

AMOUNT

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## FAMILY MEMBER LOCATION FORM

If you are going to be away from home, please fill out this form and give it to the Ombudsman. All information provided will be handled CONFIDENTIALLY. This is very important in case of an emergency and the command needs to contact you.

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE DEPARTING: \_\_\_\_\_ DATE RETURNING: \_\_\_\_\_

WHILE AWAY I CAN BE CONTACTED AT:

(1) NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATES AT THIS ADDRESS: \_\_\_\_\_

(2) NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATES AT THIS ADDRESS: \_\_\_\_\_

(3) NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATES AT THIS ADDRESS: \_\_\_\_\_

THE FOLLOWING PERSON HAS A KEY TO MY HOUSE:

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

# OMBUDSMAN INFORMATION SHEET

## PLEASE PRINT YOUR ANSWERS

The information you provide to the OMBUDSMAN on this form will be held in the very strictest of confidence. **NO** phone numbers, addresses, or SSN's will be given out to anyone, except to official personnel in the performance of their duties in order to provide necessary assistance to your family.

NAME: \_\_\_\_\_ RATE: \_\_\_\_\_ SSN \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

SPOUSE'S NAME: \_\_\_\_\_  
CHILD(S) NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

SPOUSE'S PHONE: (HM) \_\_\_\_\_ (WK) \_\_\_\_\_

SPOUSE'S E-MAIL ADDRESS: \_\_\_\_\_

DO YOU WANT YOUR SPOUSE TO RECEIVE THE OMBUDSMAN NEWSLETTER? (YES) (NO)

DO YOU WANT YOUR SPOUSE INFORMED OF THE COMMAND'S RETURN AND/OR SCHEDULE CHANGES? (YES) (NO)

IN CASE OF AN EMERGENCY – DO YOU HAVE A LOCAL ADULT POINT OF CONTACT TO CARE FOR YOUR CHILD(REN)?

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

POWER OF ATTORNEY PROVIDED FOR MEDICAL CARE OF CHILDREN? (YES) (NO)

ANOTHER FAMILY MEMBER YOU WANT NOTIFIED IN CASE OF AN EMERGENCY IN ADDITION TO YOUR SPOUSE?

NAME: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

**NAVY-MARINE CORPS RELIEF SOCIETY  
PRE-AUTHORIZATION FORM**

Please print

From: Rate/Rank \_\_\_\_\_ Service Member \_\_\_\_\_  
(LAST, FIRST, MI)

SSN \_\_\_\_\_ EAOS \_\_\_\_\_

Military Address: \_\_\_\_\_  
\_\_\_\_\_

Authorization valid between \_\_\_\_\_ and \_\_\_\_\_  
(not to exceed 12 months)

Amount authorized \_\_\_\_\_  
(not to exceed \$2500.00)

To: NAF Atsugi Auxiliary, Navy-Marine Corps Relief Society

Subj: AUTHORIZATION FOR ASSISTANCE TO DEPENDENTS

1. During the period I am deployed I authorize my spouse, \_\_\_\_\_ and my dependents to receive necessary financial assistance without my specific approval.
2. I understand that I will be responsible for repayment, if warranted, of such assistance. Further, I understand that notification of this assistance will be mailed to me along with an allotment request form, which I am to sign and have registered. The signed allotment, or a copy of the registered allotment, will be returned to the Auxiliary office.
3. I understand that all assistance to my dependents will depend on the merits of the situation and the policies of the Navy-Marine Corps Relief Society. I also understand that this authorization does not establish a line of credit at the Navy-Marine Corps Relief Society for my dependents.

Date \_\_\_\_\_

Signed \_\_\_\_\_  
(Service Member)

Witness \_\_\_\_\_  
(Legal Officer)

**EMERGENCY CARE FOR CHILDREN**

EFFECTIVE DATE \_\_\_\_\_

In the event I should be hospitalized or unable to personally care for my dependent child/children, I hereby authorize the following to care for the below listed child/children.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
NAME ADDRESS PHONE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
NAME ADDRESS PHONE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
NAME ADDRESS PHONE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
NAME ADDRESS PHONE

CHILDREN

\_\_\_\_\_/\_\_\_\_\_  
NAME AGE

DATE AUTHORIZATION EXPIRES \_\_\_\_\_

\_\_\_\_\_  
(Signature)

**SAMPLE LETTER TO CREDITORS**

\_\_\_\_\_  
(Date)

Navy Federal Credit Union  
P. O. Box 3000  
Merrifield, VA 22119-3000

Account # \_\_\_\_\_

Dear Sir,

I am an active duty member of the U. S. Navy. I will be required to be deployed out of the country to several remote locations from approximately June to November 2011. This is prior notification of my departure in order to inform you of the mail procedures which will vary depending on the area in which I will be assigned.

There is a distinct possibility of extremely slow mail service at times. Therefore, I am requesting that this letter be placed in my account record to eliminate any questions of my intention to continue to make payment on my account per our original agreement and also to eliminate any additional late charges in case my payment is received past the due date.

Your understanding and consideration in this matter will be greatly appreciated.

Sincerely,

JOE J. NAVY  
AM2 USN

# APPENDIX "C"



## American Red Cross

### CONTACTING FAMILY MEMBERS DURING EMERGENCY OR CRISIS SITUATION

Family members have expressed concern about how to contact their family during an emergency or crisis situation, for a status check. As part of an ongoing effort to better serve the military community, the American Red Cross announced that it will move to a single telephone number for its emergency communication services. Beginning 13 June 2011, at 0800, all military members and their families can use one number: 877-272-7337 (U.S. Toll Free) to send an urgent message to a service member. The change means that all military members and their families can use this single number to initiate an emergency communication, regardless of where they live.

A call to 877-272-7337 allows Red Cross emergency communications services to put military personnel in touch with their families following the death or serious illness of an immediate family member, the birth of a service member's child or grandchild or when a family faces other emergencies. Additional Red Cross services such as case management and emergency financial assistance also are available. For those stationed overseas, the three options for calling will remain the same: calling 877-272-7337 direct, accessing the number through a military operator, or calling the local Red Cross station.

The Red Cross Service to the Armed Forces program provides assistance to more than 2 million service members and many of the nation's 24 million veterans. The Red Cross provides emergency communications linking service members with their families during time of crisis; comfort and care in military and veterans medical facilities; access to financial assistance in partnership with the military aid societies; information and referral and assistance to veterans.

## APPENDIX "D"

# EMERGENCY PHONE NUMBERS

Base Security	119
Fire	119
Ambulance	119
Ombudsmen: Mrs. Michelle Jimenez	090-9830-0232
Family Readiness Group President: Mrs. Rachel Reagan	090-9848-7821
American Red Cross	264-6794/3157
Navy-Marine Corps Relief	264-3691
Chaplain	264-3202
	(after hours) 264-3100/3111
Housing Trouble Desk	110
Other Emergency Numbers	

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# APPENDIX "E"

## COMMAND OMBUDSMAN

Michelle Jimenez

### Responsibilities:

The Ombudsman serves as a liaison between the command and command families. Keep the command informed regarding the overall health, morale, and welfare of command families. Regularly communicate and distribute information to and from the command and command family members. Provide information and referral to assist command families with any concerns or issues. Establish and maintain an up-to-date and timely telephone tree/email or use the careline to rapidly distribute and gather information. Represent the command at Ombudsman Assembly meetings. Maintain well-organized and up-to-date communication records on the performance of ombudsman duties.



### Contact Info:

Cell 090-9830-0232

Email [OMBUDSMANVFA115@GMAIL.COM](mailto:OMBUDSMANVFA115@GMAIL.COM)

## FAMILY READINESS GROUP (FRG) PRESIDENT

Rachel Reagan

### Responsibilities:

An FRG is a private organization, closely-affiliated with the command, comprised of family members, Sailors, and civilians associated with the command and its personnel, who support the flow of information, provide practical tools for adjusting to Navy deployments and separations, and serve as a link between the command and Sailors' families. FRGs help plan, coordinate and conduct informational, care-taking, morale-building and social activities to enhance preparedness, command mission readiness, and increase the resiliency and well-being of Sailors and their families.



### Contact Info:

Cell 090-9848-7821

Email [VFA115FRGPRESIDENT@HOTMAIL.COM](mailto:VFA115FRGPRESIDENT@HOTMAIL.COM)

**WORDS OF THE DAY (WOD)**  
FOR OFFICIAL USE ONLY  
DO NOT E-MAIL  
5/3/2012

1-May	Subaru	1-Jun	Ferrari	1-Jul	Skywest	1-Aug	Korean Air	ATSUGI	Colorado
2-May	Suzuki	2-Jun	Fiat	2-Jul	Island	2-Aug	Singapore Air	BAHRAIN	Harvard
3-May	Toyopet	3-Jun	Lamborghini	3-Jul	JetBlue	3-Aug	Cathay Pacific	BRISBANE	USC
4-May	Toyota	4-Jun	Maserati	4-Jul	Conair	4-Aug	Airacobra	BUSAN	Notre Dame
5-May	Lexus	5-Jun	Opel	5-Jul	Mesa	5-Aug	Apache	CEBU	Ohio State
6-May	Scion	6-Jun	Porsche	6-Jul	Midwest	6-Aug	Avenger	DARWIN	Arizona
7-May	Yamaha	7-Jun	Renault	7-Jul	National	7-Aug	Bat	DOHA	Nebraska
8-May	Daewoo	8-Jun	Scab	8-Jul	Northeast	8-Aug	Bearcat	DUBAI	Naval Academy
9-May	Hyundai	9-Jun	Skoda	9-Jul	Omni	9-Aug	Black Widow	GUAMI	UCLA
10-May	Kia	10-Jun	Texia	10-Jul	Piedmont	10-Aug	Bobcat	HOBART	UCSD
11-May	Samsung	11-Jun	AirTran	11-Jul	Pacific	11-Aug	Buccaneer	HONG KONG	Kansas
12-May	Aston Martin	12-Jun	Alaska	12-Jul	PSA	12-Aug	Buffalo	KUALA LUMPUR	Iowa
13-May	Bentley	13-Jun	Aer Lingus	13-Jul	Braniff	13-Aug	Catalina	KUWAIT	Iowa
14-May	Bristol	14-Jun	Allegiant	14-Jul	Southwest	14-Aug	Constellation	MANILLA	Florida State
15-May	Jaguar	15-Jun	Aloha	15-Jul	Spirit	15-Aug	Corsair	MUMBAI	Miami
16-May	Land Rover	16-Jun	American	16-Jul	Tradewinds	16-Aug	Cub	OLONGAPO	Yale
17-May	Lotus	17-Jun	Atlas	17-Jul	Transatlantic	17-Aug	Dauntless	PATTAYA	MIT
18-May	MG	18-Jun	Big Sky	18-Jul	United	18-Aug	Demon	PEARL HARBOR	Air Force
19-May	Mini	19-Jun	Comair	19-Jul	UPS	19-Aug	Destroyer	PERTH	Amy
20-May	McLaren	20-Jun	Compass	20-Jul	US Air	20-Aug	Devastor	PHUKET	Rutgers
21-May	Morgan	21-Jun	Continental	21-Jul	Virgin	21-Aug	Dragon	SAN DIEGO	Uconn
22-May	Rolls Royce	22-Jun	Delta	22-Jul	World Jet	22-Aug	Eagle	SAPPORO	Washington
23-May	Vauxhall	23-Jun	DHL	23-Jul	VLM	23-Aug	Falcon	SASEBO	Oregon
24-May	Peugeot	24-Jun	Empire	24-Jul	Lufthansa	24-Aug	Fireball	SEEB	Duke
25-May	BMW	25-Jun	Expresslet	25-Jul	Aeroflot	25-Aug	Flying Fortress	SINGAPORE	Texas
26-May	Mercedes	26-Jun	Fedex	26-Jul	Eastern	26-Aug	Havoc	SYDNEY	BYU
27-May	Benz	27-Jun	Frontier	27-Jul	Qantas	27-Aug	Hawk	VLADIVOSTOK	Gonzaga
28-May	Volvo	28-Jun	Gulfstream	28-Jul	British Airways	28-Aug	Helicat	YOKOSUKA	Marquette
29-May	Alfa Romeo	29-Jun	Hawaiian	29-Jul	ANA	29-Aug	Lancer		
30-May	Audi	30-Jun	Horizon	30-Jul	Air Nippon	30-Aug	Liberator		
31-May	Citroen			31-Jul	JAL	31-Aug	Lightning		

1-Sep	Marauder	1-Oct	Wasp	1-Nov	America	1-Dec	Sade
2-Sep	Mariner	2-Oct	Hornet	2-Nov	JFK	2-Dec	Bjork
3-Sep	Mustang	3-Oct	Essex	3-Nov	Nimitz	3-Dec	k. d. lang
4-Sep	Nighthawk	4-Oct	Intrepid	4-Nov	Reagan	4-Dec	Fergie
5-Sep	Nomad	5-Oct	Franklin	5-Nov	George H. W. Bush	5-Dec	Army Whitehouse
6-Sep	Privateer	6-Oct	Ticonderoga	6-Nov	Fiona Apple	6-Dec	Sheryl Crow
7-Sep	Reliant	7-Oct	Randolph	7-Nov	Tori Amos	7-Dec	Jennifer Hudson
8-Sep	Tomcat	8-Oct	Bunker Hill	8-Nov	Sarah McLachlan	8-Dec	Carrie Underwood
9-Sep	Pelican	9-Oct	Hancock	9-Nov	En Vogue	9-Dec	Annie Lennox
10-Sep	Rocket	10-Oct	Bennington	10-Nov	Nelly Furtado	10-Dec	Celine Dion
11-Sep	Seahawk	11-Oct	Boxer	11-Nov	Lauren Hill	11-Dec	Rihanna

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