



**COMMANDER, NAVY REGION JAPAN (CNRJ)  
NON-APPROPRIATED FUND (NAF)  
FLEET AND FAMILY READINESS (FFR) PROGRAMS**

**\*\*\* STATEMENT OF LIVING AND WORKING CONDITIONS \*\*\***

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*This Statement of Living and Working Conditions is designed to provide general information for prospective non-appropriated fund civilian employees of Morale, Welfare and Recreation, Child and Youth Programs and Fleet and Family Readiness Programs in Commander Navy Region Japan Installations. Many subjects covered in this Statement are subject to change at any time. Readers are therefore encouraged to visit the hyperlinks referenced throughout this Statement and to verify information of specific concern prior to accepting a position.*

**WELCOME!**

*Congratulations on your orders and Welcome to Yokosuka!* We are looking forward to having you aboard. You are about to embark on an exciting tour of duty in the fast paced seventh fleet area of operations. Yokosuka is an exciting place to live and is home to Commander Fleet Activities and our only permanently forward deployed carrier strike group. There is much to see and do so your off duty time can be filled with many exciting adventures, please see our MWR page for more details and take advantage of all the region has to offer during your tour. Soon you will be experiencing a wonderful opportunity to live and work in a foreign country. If this happens to be your first Navy tour or first overseas tour, rest assured that Japan is truly a delightful and exciting country in which to be stationed. In addition, Japan will provide many memorable pages even for the seasoned traveler's scrapbook. The Japanese are kind, polite, and friendly. They are genuinely interested in learning about you and the American lifestyle. In return, they take great pride in acquainting you with their fascinating traditions and customs.

See <http://www.jnto.go.jp/eng/> for additional information from the Japanese National Tourist Organization.

**Yokosuka Naval Base**

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

[https://www.city.yokosuka.kanagawa.jp/0535/foreign\\_languages/index.html](https://www.city.yokosuka.kanagawa.jp/0535/foreign_languages/index.html)

The city became a municipality on February 15, 1907, the second city so designated in Kanagawa Prefecture following Yokohama City. According to population estimates as of Jan 1, 2013, Yokosuka's population was 412,739, with 165,221 households. The climate is similar to the Washington D.C. and Norfolk, VA areas; however, the spring and fall rainy seasons may be



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compared to the wet climate of Seattle, Washington. The seasons are well defined and are divided into six distinctive periods, unlike the four seasons we are familiar with in the United States. Fleet Activities, Yokosuka comprises 568 acres and is located 43 miles south of Tokyo at the entrance of Tokyo Bay and approximately 18 miles south of Yokohama. CFAY is the largest overseas U.S. Naval installation in the world and is considered one of the most strategically important bases in the U.S. military. [http://www.cnrc.navy.mil/regions/cnrj/installations/cfa\\_yokosuka.html](http://www.cnrc.navy.mil/regions/cnrj/installations/cfa_yokosuka.html).

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

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

Yokosuka is an accompanied tour area with concurrent/delayed travel of dependents authorized. On-base housing is not authorized for accompanied civilian personnel. You will be living on the economy. There are various Real Estate Agencies available and equipped to assist you. Due to a housing shortage, civilian employees not part of an active-duty household will live off-base. For unaccompanied personnel it is suggested that you consider bringing household appliances (i.e. washer/dryer) as a substantial (but decreasing) number of housing units on the market do not come equipped with certain major appliances. The housing office offers rental furniture.

This Statement of Living and Working Conditions is designed to provide general information for prospective civilian employees of U.S. Navy in Yokosuka. This Statement of Living and Working Conditions does not constitute a part of the Transportation Agreement. Many subjects covered in this Statement are subject to change at any time. Readers are therefore encouraged to visit the hyperlinks referenced throughout this Statement and to verify information of specific concern prior to accepting a position.

In addition to the Statement of Living and Working Conditions, your sponsor will provide you with a "Welcome Aboard" packet, containing information about the local area and the various facilities, services and programs available to members of the Navy community in your duty location. Life overseas presents numerous challenges and imposes unique demands upon an American, but it can be a rich, rewarding and memorable experience once you master the



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mechanics of overseas living. Some other websites, which may be useful, are:

[www.japantimes.co.jp](http://www.japantimes.co.jp)

(Japan Times – English newspaper)

[www.us-japan.org](http://www.us-japan.org)

(US/Japan links (Japanese-American Societies))

<https://web-japan.org/kidsweb/>

(Kids Web Japan)

### **MISSION STATEMENT**

The primary mission is:

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

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

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

***Supporting our Community*** - through strong partnerships between Fleet Activities, Yokosuka, and the Japanese community. A vibrant, good neighbor relationship is critical to sustained superior U.S. and Japanese international relations. <https://cnrj.cnmc.navy.mil/Installations/CFA-Yokosuka/>.

### **PRE-TRANSIT INFORMATION**

Once you have accepted the position, Commander Navy Region Japan, NAF Human Resources in Yokosuka, Japan will advise you the process for your tour in Yokosuka. We will make the necessary arrangements for your PCS travel. You and your dependents will be furnished information and instructions regarding passports and visas, physical examinations, dependents' entry approval, issuance of travel orders, baggage allowance, shipment of household goods and automobile, and other pertinent details.

Employees transferring overseas are required to sign a transportation agreement. Once signed, PCS travel to the overseas area is at Government expense for both the employee and family members (unless family members are not eligible for inclusion on the PCS orders) and travel from the overseas area to the original duty station is authorized upon completion of the 36-month tour. CNRJ NAF HR will provide you and your sponsor your travel orders. The PCS orders will contain a reporting date. Civilian employees must begin travel on their reporting date (entrance on duty date) in order for overseas benefits and pay to be correctly applied. The processing HRO will make the necessary arrangements for your travel overseas. You and your dependents will be furnished information and instructions regarding passports and visas, physical examinations, dependents' entry approval, issuance of travel orders, baggage allowance, shipment of household goods and automobile, and other pertinent details.



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You will be required to travel by air from the port of embarkation/Home of Record (HOR) unless there are medically contra-indicated reasons why you should not do so. Dependents also usually travel by air. You should ensure that your processing office keeps the Human Resources Office in Japan informed of your flight schedule and itinerary, and you should also keep your sponsor informed. Be sure to make plenty of copies of your orders and supporting documents prior to departure. You will need them for the shipment of your household goods, when making arrangements for travel, during check-in at the airport terminal, upon arrival in Japan for confirming lodging reservations, and other possible points during your travel.

**Dependent Entry Approval**

One of the most important aspects of living in Japan is physical and emotional suitability. Individuals/large families requiring specialized services or consideration of any kind should carefully contemplate the decision to transfer to Japan, since American-style housing and services in an overseas environment may be unavailable or limited. Accordingly, if a family member has a chronic illness or serious emotional problems, it would be advisable that he/she does not accompany you to Japan, since English-speaking medical facilities are limited and medical facilities for civilian employees are not available in the US Naval Hospital, you are expected to use the local health system.

**Passports**

It is imperative that you start applying for passports for yourself and authorized family members as soon as you accept the job offer so as not to delay your move to Japan. (Selectees are expected to report for duty within 45 days of acceptance of job offer.) Separate passports are required for each child, and keep in mind that you and your family members may obtain a no-fee passport. Family members who are not U.S. citizens may not be issued a no-fee official passport. They must possess a current passport from their countries of origin and a copy of their sponsor's official orders.

You will be furnished information and instructions regarding passports and visas, physical examinations, immunizations, family member entry approval, issuance of travel orders, baggage allowance, shipment of household goods and automobile, and other pertinent details by your processing Human Resources Office. If you and/or your family members already possess tourist passports, you/they may use them for entry into Japan, but must have copies of orders and military/government identification in order to have those passports stamped into country under the Status of Forces Agreement (SOFA). Please link <https://www.fcg.pentagon.mil/fcg.cfm> then to the section on Japan (Pacific) for information on the requirements for entry of personnel. Information on application for US passports is at [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html).

Please note you WILL NOT be reimbursed for the cost of obtaining a tourist passport.

**Sponsor**

A sponsor is designated for each newly selected employee. The sponsor provides you with current information on living and working conditions, answers questions, meets you upon arrival, and otherwise assists you in making the transition from your current location to your duty station



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overseas. If, after your selection and notification, you have not heard from your sponsor, you should inquire through your processing Human Resources Office or contact your sponsor directly. Your processing Human Resources Office should have your sponsor's name, mailing address, email address and telephone number. If you are a current DoD employee, you may utilize the SITES database online at <https://cnrj.cnmc.navy.mil/> for up-to-date information on each installation.

### **Shipment of Pets**

Shipment of pets is the responsibility of the pet owner. Payment for transportation, vaccinations, and proper documentation is the responsibility of the pet owner. The government does not reimburse such costs, associated with bringing a pet overseas.

A substantial number of changes have occurred recently (as of 1 June 2018) regarding the transportation of pets overseas by airlines providing GSA-contract flights. Each airline and the country have specific transportation requirements that pet owners must follow. Many airlines have "heat restrictions" when the temperature rises above a certain limit, and they will not ship pets during those periods. Individuals should be sure to inquire about such restrictions when making their arrangements for shipment of their pets. Also, important to note is that the Japanese government has imposed restrictions for the importation of animals into Japan, including blood tests, pre-notification, and veterinarian screening and health certificates. Please check view the following website for important information on importing animals to Japan and restricted dog breeds:

<http://www.maff.go.jp/aqs/english/animal/dog/index.html>

<http://www.housing.af.mil/shared/media/document/AFD-120525-022.pdf>

For more information, contact the local military Veterinary Treatment Facility at DSN 315-2436820/ Local 0416-816-6820/International (81)-416-816-6820. For forms and information for importing your pet, visit:

<https://phcp.health.mil/Commands/Public-Health-Activity-Japan/Yokosuka-Naval-Base/>

### **Customs**

You and your dependents will be required to go through a customs inspection upon arrival in Japan. Your baggage will also be checked. It is important to note that some medications that are commonly prescribed in the U.S. are currently prohibited in Japan. Please visit the website below for additional information regarding procedures and prohibited articles.

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

The contracted moving company, Atlas International will provide you details on how to declare your HHG shipment when you go through customs.

If you are arriving at Yokota Air Base, do not bring plants or agricultural products with you. They will be confiscated, as there is no agricultural inspector available.

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





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### **Household Goods**

Limited loaner furniture is available for eligible accompanied personnel awaiting shipment of household goods. Although household goods shipments are not weight- restricted for Navy installations in Japan, i.e., civilians are entitled to bring as much as 18,000 lbs. of personal property to Japan, please remember that government, and in particular, private rental housing, may be smaller than that to which you have become accustomed. Japanese housing (even entire houses) typically averages less than 1300 sq. ft. Therefore, you should carefully consider what furniture and appliances you will want to ship. Staircases in Japanese houses are usually narrow and steep, and it may not be possible to carry large furniture items to the second floor. (Please also see page 16.)

Household goods that will not be needed in Japan should be placed in non- temporary storage prior to your departure. Your local Personal Property Office or processing civilian personnel office will provide you with information concerning non- temporary storage of household goods. Depending on availability, unaccompanied personnel may be authorized government household appliances (i.e., refrigerator, microwave oven, washer/dryer, space heaters, dehumidifier, etc.) for use in off-base housing. Availability fluctuates, and waiting lists may be quite long. Appliances may be leased from Japanese commercial companies for use in off-base housing, with a 2-year lease. Delivery charges are in addition to the monthly charge.

Living Quarters Allowance may be used to pay for the rentals, as long as the appliances are necessary items, and not convenience items (e.g., television sets, DVD players, etc.), and the rental contracts are not a separate contract with the same landlord as the off-base housing unit. In some cases, the Housing Office may be able to negotiate with the landlord to install the appliances and increase the house rent to cover the costs. (NOTE: US washers/dryers and refrigerators will not work in Japan because of the 100V/50 cycle electricity; microwave ovens generally will work, however clocks will not keep correct time.). Please check on the current situation with the Housing Office prior to making a decision to accept a position in Yokosuka if this is a concern to you.

[http://www.cnic.navy.mil/regions/cnrj/installations/cfa\\_yokosuka/ffr/housing\\_and\\_lodging.html](http://www.cnic.navy.mil/regions/cnrj/installations/cfa_yokosuka/ffr/housing_and_lodging.html)

### **Electrical Appliances**

Electrical service in the community is 100V, 50 cycle AC. Most U.S. electrical appliances will work, although at somewhat reduced efficiency, using local power. American clothes dryers may work here, but the cost of installation is prohibitive (exceeds the cost of the dryer). Most off base Japanese houses do not have the space and or power requirements for American dryers. Space restrictions preclude the installation of an American-style washer/dryer and a large refrigerator or freezer. Because of the difference in the power provided, many American products will run slower due to low power supplied. Timers/clocks will lose about 10 seconds every minute. Most American electrical products are equipped with a standard 3-prong plug, however most Japanese homes only provide two prong plugs and will require adapters. CFAY Housing can provide appliances for off-base rental quarters, if not already installed. Step-up transformers are available in the Navy Exchange for those appliances that are particularly sensitive to voltage changes.

### **Clothing**

Be sure to bring enough clothes and shoes for the whole family to last until your express shipment



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and/or household goods arrive. Also, be sure to allow for change of season and include rainwear if arriving during the spring or fall. The four seasons are distinct, and you will need clothes for the extremes of hot and cold weather. The Navy Exchange carries an assortment of men's, women's and children's clothing and shoes. However, your size may not always be available in the styles or quality you prefer. You may also wish to order clothing and other items from mail order catalogs. If your favorite catalogs do not offer online shopping, you might want to bring those catalogs and order forms with you.

### **Driving**

In Japan, people drive on the left side of the street and many roads are quite narrow by U.S. standards. While this can be challenging for some, with proper studying and guidance, the transition can be seamless. New employees and eligible family members are able to take the Status of Forces Agreement (SOFA) Driver's License exam at the end of the required Installation Area Orientation Brief (AOB).

### **Privately Owned Vehicles (POVs)**

NAF will not ship POVs to Japan. This is due to strict vehicle requirements. Certain requirements/restrictions may cause personal and financial hardships encountered in modifying POVs to meet the strict environmental/emissions standards imposed by the host nation governments, in Japan. Even vehicles manufactured in Japan and meeting California emissions requirements, re-imported to Japan, must undergo a two-day emissions test, and requires driving the vehicle to the Yokota area where it must remain overnight.

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

Motorcycles are popular means of transportation in Japan. However, because of the inherent dangers involved in operating motorcycles, specific licensing requirements must be met, as well as stringent safety and emission system controls in compliance with Japanese laws. Purchase of a new or used motorcycle in Japan is a relatively straightforward transaction with prices comparable to those in the U.S. If you have a state-approved or U.S. military issued motorcycle license, be sure to bring it with you, as it may reduce the time spent in qualifying for a license.

### **Firearms**

Members assigned to Naval Installations in Japan, Singapore, and Diego Garcia are not allowed to import any type of handgun, rifle, shotgun, pellet/air/BB guns, spear guns, prohibited knives or explosives.

### **Advance of Pay**

Civilian employees moving to foreign overseas areas on permanent assignment orders may request salary advance of up to three months' pay. Salary advances may be made three weeks prior to arrival and up to 60 days after arrival at the new duty station. If an employee is new to Federal Government, the request maybe made at the time of appointment. Repayment is by payroll deductions over a maximum of 26 pay periods beginning with the first pay period after receipt.



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Since the first paycheck may be delayed on assignment overseas, we strongly recommend that employees request advance pay upon arrival. Additionally, employees securing housing off-base usually need to put down a large deposit in order to begin a lease. Those desiring advance pay should contact your CNRJ NAF HR POC.

If requested prior to departing for overseas, the NAF Finance servicing the Payroll Office where your pay records are currently maintained may make the advance payments. Otherwise, the NAF Finance at the new overseas duty station will authorize payment. The advance will be charged to the gaining activity's current fiscal year funds. The maximum period for repayment of the advance will be 26 pay periods. Deductions will begin on the first pay period after the advance is made.

### **Funds**

You should have between \$5,000 and \$8,000 with you, depending upon the size of your family, to cover living expenses pending receipt of your first paycheck and reimbursement for travel claim expenses. Employees may also consider requesting an advance of pay to cover additional expenses, such as those associated with obtaining a private rental. Consider opening a Navy Federal Credit Union Account prior departure to facilitate movement of funds.

### **Payroll Office**

CNRJ NAF Finance is the servicing payroll office for NAF employees assigned to Japan, Diego Garcia, Singapore and Korea.

### **Pay**

Pay periods are biweekly with payday every other week. The pay week begins on a Sunday and ends on a Saturday. Wages and other income derived from U.S. Government employment are not subject to Japanese taxes. However, you are subject to payroll deduction for U.S. federal income tax, and you are required to file a federal tax return. Quarters and post allowances are not considered part of the basic wages; consequently, federal tax is not imposed on these allowances. The filing and payment of state income taxes are the employee's responsibility. Check with your home state to determine what your responsibilities are with regard to state income tax. Direct Deposit to a financial institution is mandatory. All pay is transmitted by direct deposit. Please have your bank account information (routing number and account number) ready during New Employee Orientation.

### ***\*\*\* IMPORTANT TAX CHANGE EFFECTIVE JANUARY 1, 2018 \*\*\****

Per Public Law 115-97 (The Tax Cuts and Jobs Act of 2017) – employee-paid PCS expenses are no longer tax-deductible and employer-paid or –reimbursed PCS expenses are no longer excluded from taxable income. This section will be updated as the Internal Revenue Service (IRS) provides additional information regarding its interpretation of this legislation. Items following marked with an asterisk should be noted as currently taxable per this law. Other items not so marked may be deemed taxable upon instruction from the IRS. Check the Defense Finance and Accounting Service (DFAS) website at <https://www.dfas.mil/> for the latest updates. The DFAS Civilian PCS page may also provide up-to-date information.

See <https://www.dfas.mil/civilianemployees/civrelo.html> for additional information.





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

**ARRIVAL IN THE FAR EAST**

Your sponsor will coordinate your ground transportation for you. If you are arriving at an International Airport or Base Terminal between 0800 and 1600, Monday through Friday, and are unable to get in contact with your sponsor, please call your NAF HR Office or liaison office for assistance:

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

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

**Yokota Air Force Base** (arriving via an Air Mobility Command (AMC) flight): AMC flights from the U.S. arrive often in Yokota Air Force Base (AFB). Navy buses are assigned to transport passengers to Commander Fleet Activities Yokosuka (CFAY). Please report to the customer service desk for directions to the Navy bus.

**Narita International Airport** (via commercial airlines): These directions are based on arrival at Terminal One, because that is the terminal from which the Yokosuka-bound buses depart. If you arrive at Terminal Two, take the free Airport Shuttle Bus to Terminal One from either bus stop 8 or 18 outside the terminal.

**Haneda International Airport** (via commercial airlines): These directions are based on arrival at Terminal Three ONLY. If you arrive at Terminal One board the green shuttle at stop 9, at Terminal Two board the green shuttle at stop 8 that runs every 4 minutes to Terminal Three. From the shuttle bus at Terminal Three follow signs to arrivals on the 2nd floor. The meeting area is directly to the left of the information counter.

Reservations are strongly encouraged. However, if there were no reservations listed on the driver's manifest, seats would be given on a first-come-first-served basis. Passengers need to provide Military Identification Card to board the bus. Visit the following.

[https://www.cnrc.navy.mil/regions/cnrj/installations/cfa\\_yokosuka/about/installation\\_guide/getting\\_here/narita\\_airport\\_shuttle\\_bus.html](https://www.cnrc.navy.mil/regions/cnrj/installations/cfa_yokosuka/about/installation_guide/getting_here/narita_airport_shuttle_bus.html) or email: [FAST\\_CONNECT@us.navy.mil](mailto:FAST_CONNECT@us.navy.mil).

**PETS** may not be brought aboard the Navy shuttle buses. If you are arriving with your pet(s), you will need to coordinate with YOUR SPONSOR at your gaining command for alternate transportation. For more information, email [FAST\\_CONNECT@us.navy.mil](mailto:FAST_CONNECT@us.navy.mil)/call FAST Office



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(DSN) 315-243-9303/9304/3531 or Yokosuka NEX transportation provided fee for service options for personnel with pets (DSN) 315-243-4511 or 011-81-46-816-4511.

**\*\*\* NOTE:** Upon arrival at Yokosuka Base, the bus driver is authorized to drop off passengers only at PSD. If your SPONSOR cannot meet you at the airport, PSD is a very convenient place to be met. \*\*\*

**PROCESSING**

You are expected to report to the NAF Human Resources Office for processing no later than the first working day following your arrival. You should hand-carry all processing papers provided to you. Do not pack this material in your household goods shipment! Be sure to bring your passport, dependent entry approval, medical records, Notification of Personnel Action (PAR/SF-50), and all the processing papers and information provided to you by the NAF Human Resources that processed you for assignment to your overseas location. Those reporting to Yokosuka should check in at the NAF Human Resources Office for New Hire Orientation at 0900 following your arrival OCONUS. You will be given this information in advance prior to your arrival.

**AREA ORIENTATION BRIEF (AOB)**

Your sponsor will register you and your family for the Installation AOB, which is held every Tuesday - Thursday. This is a required orientation where you will receive additional details from the different program managers. At the end of AOB, employees will be able to take the SOFA Driver's License written test. This three-day training is mandatory for all SOFA sponsored personnel (military service members, civilian employees, and adult family members) within 30 days of reporting to Yokosuka in accordance with COMNAVFORJAPANINST 1740.5, even if you have previously served in Japan. It is designed to reduce stress and frustration of moving to Yokosuka by ensuring newly reporting personnel are introduced to current CFAY policies, programs, services, responsibilities, and facilities in accordance with COMFLEACTINST 1740.3C. Additionally, certified attendance is required for anyone who intends to obtain a U.S. Forces Japan driver's license during their stay. Reservations are required and suggested at least four weeks prior to arrival in the Yokosuka area. Parents with nursing infants may request a waiver through the Fleet and Family Support Center prior to the start of AOB/ICR class week. This allows the parent to attend AOB/ICR class with infant.

Your sponsor can make reservations, or you can register yourself. Emails can be sent with subject line "AOB/ICR" to [FFSCinfo@us.navy.mil](mailto:FFSCinfo@us.navy.mil). Include the service member's name, the name of the gaining command, and your expected date you are reporting to the Yokosuka area. Reservations can also be made by calling 243-FFSC (3372), or in person by stopping by the Fleet and Family Support Center (located on the fourth floor of the Community Readiness Center Bldg. 3365 Rm 405).

(For AOB/ICR registration – email [FFSCinfo@us.navy.mil](mailto:FFSCinfo@us.navy.mil) / call 315 243 3372 to register)

**TEMPORARY ACCOMMODATIONS AFTER ARRIVAL**

When you arrive at your duty station, you will either be billeted in the Navy Lodge (<http://www.navy-lodge.com/>), Navy Gateway Inns & Suites - NGIS ([dodlodging.net](http://dodlodging.net)), other base



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lodging, or in a nearby commercial hotel. Your sponsor will assist you in making reservations for lodging and provide you with additional information upon request.

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

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

We recommend that you send an express shipment with linens, kitchenware, toys, etc. A limited amount of loaner furniture and dish packs is available. You will require these items if your permanent Housing becomes available before your household goods arrive. The HRO will provide you specific information on allowances, entitlements and assist you in submitting the necessary forms for reimbursement. To properly itemize your travel expenses, you should keep a detailed record of departure and arrival times, layovers, and cost. Keep all receipts because you will be required to submit a claim for reimbursement of authorized travel and transportation expenses incurred while in an official travel status.

**TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA)**

In general, personnel with Transportation Agreements will be allowed to receive TQSA [http://aoprals.state.gov/content.asp?content\\_id=239&menu\\_id=81](http://aoprals.state.gov/content.asp?content_id=239&menu_id=81), for the reasonable cost of temporary quarters incurred by you and your family upon arrival in the overseas area, for a period of 30 days. Authorization for TQSA extensions past the 30 days must be received and approved in advance. Requests may not be more than 90 days.

TQSA includes costs associated with temporary lodging, meals, laundry, and dry cleaning for those residing in temporary quarters. TQSA is intended to assist in covering the average cost of adequate, but not elaborate or unnecessarily expensive accommodations in a hotel or other transient quarters at the post of assignment. Employees are required to stay at on-base temporary lodging unless a statement of non-availability is obtained. Since the type/amount of the allowances vary depending upon the location of your assignment and are subject to change or terminate without prior notice, you should contact your sponsor or HRO to ascertain details and specific amounts, at the time of your arrival. Receipts for reimbursement of these costs should be retained.



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TQSA will be terminated sooner, upon occupancy of permanent quarters. You are also eligible to receive TQSA for up to one month immediately preceding final departure, subsequent to vacating permanent quarters.

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

[http://www.cnric.navy.mil/regions/cnrj/installations/cfa\\_yokosuka/ffr/housing\\_and\\_lodging.html](http://www.cnric.navy.mil/regions/cnrj/installations/cfa_yokosuka/ffr/housing_and_lodging.html)

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

Employees recruited from the U.S. may be eligible for Living Quarters Allowance (LQA) when government-owned or leased quarters are not available. The Living Quarters Allowance (LQA) is intended to reimburse an employee for substantially all the cost for the private rental of residence quarters whenever free government quarters are not provided. LQA includes and/or reimburses the cost of housing, including rent and utilities, up to maximum limit for each location established by the Department of State Standardized Regulations (DSSR). It is intended to cover most housing expenses but not necessarily all expenses and should be sufficient if you factor in the estimated utility cost with the rent. The LQA rate is adjusted periodically to correspond with the yen/dollar exchange rate. LQA bi-weekly payments are factored by taking the monthly reimbursable expenses (estimated for first 12 months), multiplying by 12 (for 12 months in a year), then divided by 26 (pay periods in a year). Therefore, it should be noted that since LQA is paid bi-weekly, some covered expenses will still be paid out of pocket most months.

LQA may be authorized in accordance with the DSSR. Additional information on LQA can be found at [https://aoprals.state.gov/content.asp?content\\_id=241&menu\\_id=75](https://aoprals.state.gov/content.asp?content_id=241&menu_id=75).

Monthly cost of off-base housing is dependent on the size and quality of the house and distance to the base. Your out-of-pocket move-in expenses will range from four to five months' rent to cover security deposit, first month's rent, agent's fee and landlord appreciation fee. Advance pay will help defray initial move-in costs. The Housing Referral Office will assist you in locating suitable off-base housing, reviewing, and approving the lease agreement, and ensuring that the house is inspected for compliance with sanitary and structural standards. Sanitary conditions on Navy facilities are comparable to those found in the United States. Sanitary facilities off-base are also good, but vary depending on the area, as is the case in the United States.

Please be aware that housing in Japan over approximately 1,300 sq. ft. is rare. Individual houses are typically 1,000 to 1,300 sq. ft. Finding a private rental that meets the needs of a large family will be difficult and extremely expensive. Therefore, it is recommended that you consult with your sponsor regarding the availability of larger private rentals.

#### **POST ALLOWANCE**

Post Allowance is a cost-of-living allowance granted to eligible employees officially stationed at a foreign post where the cost of living, exclusive of housing costs, is substantially higher than in Washington, D.C. It is a balancing factor designed to permit employees to spend the same portion of their basic compensation for current living expenses without incurring a reduction in their



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standard of living. The amount of the allowance is based on annual salary, number of dependents, and post allowance classification. The post allowance is included as a part of an employee's regular paycheck and is not subject to Federal taxes. Check with your tax preparer on state tax requirements. The amount of post allowance received is not a percentage of annual salary but rather "expendable income," meant to assist in defraying living expenses and is not used in retirement annuity calculations. It is subject to adjustment based on the dollar to yen exchange rate or as costs fluctuate relative to those in Washington DC. Post allowance is authorized when applicable and may be terminated at any time in accordance with DSSR.

Additional information can be found at <http://www.state.gov/m/a/als>.

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

Separate Maintenance Allowance is intended to assist in offsetting the additional expense incurred to maintain a separate household. If there is a justifiable reason why eligible family members that cannot accompany or must remain at an employee's home of record, the employee may be eligible for SMA. [http://aoprals.state.gov/content.asp?content\\_id=215&menu\\_id=81](http://aoprals.state.gov/content.asp?content_id=215&menu_id=81)

### **EDUCATIONAL TRAVEL**

Educational travel is available to employees with transportation agreements. Educational Travel is provided at government expense for qualified dependent students for the purpose of attending a full-time course for secondary, undergraduate college education or an accredited post-secondary vocational or technical education. This permits payment of a child's travel expenses between school (secondary or post-secondary) and the sponsor's permanent duty station once each way annually up to the dependent's 23rd birthday. A dependent child must be a full-time student to be eligible for this benefit. See: [http://aoprals.state.gov/content.asp?content\\_id=179&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=179&menu_id=78)

### **FOREIGN TRANSFER ALLOWANCE (SUBSISTENCE EXPENSE) (FTA)**

This allowance is authorized to defray the subsistence expenses of employees and their family members for up to ten days before final departure from the United States to Japan. Employee must leave from their duty station in the U.S. in order to receive FTA. It is normally used for the period between the time the household goods are packed, and travel begins. Payment is based on actual lodging amount up to the lodging portion of the per diem and a flat amount equal to the meal and incidental expense (M&IE) portion of the per diem. Receipts are required for lodging expenses, meals and incidentals. Travel voucher submission must include receipts and record of expenses.

### **MISCELLANEOUS EXPENSE ALLOWANCE**

The Miscellaneous Expense Allowance (MEA) is for the purpose of defraying various contingent costs associated with relocation of a residence in connection with an authorized or approved permanent change of station. An appropriate transportation agreement must be signed in order to be eligible. Miscellaneous expense is part of the Foreign Transfer Allowance (FTA). It is an allowance to offset some of the costs involved in your PCS move. The allowance is related to expenses that are common to living quarters' furnishings, household appliances, and other general types of costs inherent in relocation of a place of residence. No advance of funds for the MEA is authorized. A miscellaneous expense portion of the Foreign Transfer Allowance is authorized for new appointees assigned to first duty stations or as otherwise excluded under Section 5816 of the





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Joint Travel Regulations. Unaccompanied civilians received a flat rate of \$750 and accompanied employees receive a flat rate of \$1500. No receipts are required for the flat rate reimbursement. Upon arrival at the overseas post of assignment, employees should claim this expense on their SF-1190. You will be provided an SF-1190 during new employee orientation.

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

Additional information can be found at  
[http://aoprals.state.gov/content.asp?content\\_id=247&menu\\_id=81](http://aoprals.state.gov/content.asp?content_id=247&menu_id=81).

### **ALLOWANCES SUBJECT TO CHANGE**

*\*\*\* Allowances are subject to change without notice. \*\*\**

Changes to or cancellation of allowances are not acceptable reasons for returning you or your family members to the United States, at Government expense, prior to completion of your tour of duty.

### **PERSONAL PROPERTY – HOUSEHOLD GOODS**

Japan is not a restricted location for civilians and civilians are authorized up to 18,000lbs to include Unaccompanied Baggage and Non-Temporary Storage (NTS). However, some houses and apartments are small by American standards and storage space is limited. The US Government has no permanent storage facilities on the island, so if you ship too much and find you have inadequate room, storage will be at your own expense on the local economy. We recommend you correspond with your sponsor and obtain all possible information needed to make a decision regarding shipment and/or storage of your household goods.

#### **Express Shipments:**

Express shipment of unaccompanied baggage to Japan takes approximately thirty days from the West Coast and forty days from the East Coast. Major household good shipments have been averaging sixty days from the West Coast and eighty days from the East Coast. You will need to declare your HHG shipment at customs when entering Japan.

#### **Non-Temporary Storage (NTS):**

NTS is the long-term storage of household goods (HHG) this is coordinated with the Contracted Property Office along with your shipments. This is only available to employees with a transportation agreement located OCONUS. When you arrive at your duty station, you can arrange for delivery through contacts noted in your move records in Move.mil. If you cannot accept your shipment because housing is not yet available, temporary storage can be arranged for a limited period of time. If your goods have not arrived, you will need to provide a telephone number or address in Move.mil where you can be reached when the shipment arrives. When your goods are delivered, it is very important to check-off each carton and piece of furniture listed on the inventory. You should know in advance where you want the larger pieces of furniture placed since the mover is responsible for one-time placement only.



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If any of your goods are lost or damaged, note it on the inventory form and notify the Personal Property Office immediately. A government inspector may either stop by during delivery or may be requested, and a written report will be prepared to verify the loss or damage. You may submit a claim for all lost or damaged property. To do this, you must obtain a repair estimate for damaged items. The Personal Property Office will advise and assist you in preparing the required forms. It should be noted that in order to collect for lost or damaged items, those items must appear on the carrier's inventory. Without this proof of shipment and original condition, no claim can be awarded.

### **HOURS OF WORK**

Generally, work is eight hours per day, five days per week (Monday through Friday). The actual time the workday starts and finishes vary with the command. Core hours are from 08:00 to 15:30. Some commands also offer Alternate Work Schedules or Flexible Schedules.

### **HOLIDAYS**

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

### **ANNUAL AND SICK LEAVE**

All U.S. Government employees accrue leave under the Annual and Sick Leave Act of 1951. This law provides for employees to accrue annual leave based on their total Federal creditable civilian and/or military service. Accrual rates for full-time employees for each biweekly pay period are four hours for less than 3 years' service; six hours for three years but less than fifteen years of service; and eight hours for fifteen or more years of service. Employees will still earn annual leave at the same rate they would in the U.S. Employees recruited from the United States for duty overseas may accumulate up to forty-five days (360 hours) annual leave. The forty-five days maximum annual leave may be retained after your return to the states until such time as your leave balance falls below 45 days during the leave year.

Annual leave is granted as workload permits. Full-time employees accrue sick leave based on four hours for each full biweekly pay period.

### **HOME LEAVE**

Employees who are eligible to accumulate 45 days of annual leave will accrue home leave at the rate of 5 calendar days for each 12-month period in Japan. Amounts may vary at locations outside Japan. Home leave is initially granted only after completion of 24 months of continuous creditable service outside the U.S. You must have completed 24 months of continuous overseas duty only **once** before you are entitled to use home leave. Previously accumulated home leave may be used at any time during subsequent overseas tours, subject to certain restrictions during the last months of the current tour. Home leave is most frequently used in conjunction with "renewal agreement travel," at which time an employee, who has been offered and has accepted an invitation to extend his/her overseas tour, elects to perform round-trip travel between overseas tours. Home leave may be taken in other situations. For detailed information, please contact your Employee Relations Specialist at your servicing HRO.

### **EMERGENCY VISITATION TRAVEL (EVT)**

If an employee with a transportation agreement experiences a medical or family emergency which



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meets the conditions outlined in the Joint Travel Regulations (JTR), the employee may be eligible to take funded emergency travel (for one family member only) to the continental U.S. (CONUS), non-foreign CONUS, or other locations.

**TOUR OF DUTY / RENEWAL TRAVEL AGREEMENT (RAT)**

The initial tour of duty in Yokosuka is 36 months. There may be a different tour of duty if you are moving from another overseas area. Assignments to a position in the overseas area is for a specific tour of duty unless the tour is extended, employee agrees to exercise return rights upon completion. Employees without return rights, or with rights to lower-graded positions who desire to attempt placement at current overseas grade, can be eligible for placement assistance upon request. Your HR Specialist can provide further information.

Prior to completion of an initial tour of duty in Japan, the command MAY offer you an invitation to extend your tour for up to two additional years. Employees who complete an initial tour of duty and who are invited to extend their tours may be eligible for renewal agreement travel (RAT) at government expense to their home of record in the U.S. An authorized employee (and his/her dependents) are granted RAT transportation to and from foreign duty location to the employee's actual residence (at the time of assignment). This is available to employees who have been granted 24 months extension and have 12 months remaining on their extended tour. A renewal tour of duty normally begins upon return to Japan. Extensions are management initiated with concurrence of the employee. An extension will not be affected without the employee's concurrence. Any extension beyond the initial tour shall be at the invitation of management and requires management certification of satisfactory performance, currency of knowledge/skills, and successful adaptation to the overseas environment.

Be sure to check with your servicing HR specialist prior to making RAT arrangements.

**RETURN RIGHTS**

DoD NAF civilian employees recruited from the U.S. in a DoD position need to establish their return rights with their previous commands/organizations.

**EMPLOYMENT OPPORTUNITIES FOR DEPENDENTS**

The number of civil service and non-appropriated fund positions are limited in an overseas area. As a civilian employee, your dependents are eligible for Family Member Preference, in which they receive preference over dependents that are not on a Transportation Agreement. Highly qualified dependent spouses of active-duty military members will receive preference over dependents of civilian employees. Those who are neither dependents nor veterans do not have any preference. Interested personnel should contact the HRO at the base where the sponsor is assigned or where they are being relocated in order to obtain additional information.

Available positions in the Yokosuka, Japan serviced area can be found online by going to the Navy MWR Yokosuka webpage and/or USAJOBS.gov (see below).

<https://www.navy.mwr/yokosuka.com/jobs>

<https://www.usajobs.gov/Search/Results?l=Yokosuka%2C%20Japan>



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A limited number of non-government employment opportunities are periodically available in the area with Community Bank, the Navy Federal Credit Union, and Central Texas College. Employment opportunities in the local community are primarily limited to those positions involved in teaching English to Japanese.

**DIVISION OF LONGSHORE AND HARBOR WORKERS COMPENSATION**

Federal employees in overseas areas qualify for the Federal Employees Compensation Act, as amended, provides compensation and medical care benefits to civilian employees for disability caused by personal injuries sustained in the performance of duty, and for illness and diseases caused by conditions of employment.

The Act also provides for the payment of funeral and burial expenses and compensation for dependents if the injuries or diseases cause the employee's death.

**TRAINING AND DEVELOPMENT**

Training opportunities are limited in overseas areas. Equal Employment Opportunity, Prevention of Sexual Harassment, Standards of Conduct, and other mandatory training courses are conducted locally as well as some management training. Other specialized training may be held on-site or off-site--subject to interest, need and availability of funds. Assistance is available for enrollment in a variety of subjects. Programs may be available. Please visit:

[http://www.cnric.navy.mil/regions/cnrj/om/regional\\_workforce\\_development.html](http://www.cnric.navy.mil/regions/cnrj/om/regional_workforce_development.html)

**STANDARDS OF PERSONAL CONDUCT**

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

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

**CONDUCT OF MINOR (UNMARRIED) DEPENDENTS**

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



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

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

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

All persons should be aware that strict laws exist concerning the use, possession, and or sale of stimulants, depressants, and other narcotics. Japanese authorities strenuously enforce such laws, and penalties can be very severe. A civilian employee of the Department of Navy can, at minimum, expect expulsion from the country and, at worst, fines, and imprisonment in Japanese prison. Administrative discipline, to include separation from employment, could be pursued. There are severe penalties for violation of Japanese laws governing the illegal possession and use of firearms and other dangerous instruments. "Firearms" also include gas or air-operated pellet or "BB" guns. "Dangerous instruments" include, but are not limited to, straight razors, slingshots, nun-chucks, metal knuckles, blackjacks, saps, clubs, or canes, (other than those required for walking), switch blade, butterfly knives, bolos, hunting knives, pocketknives, any other bladed weapon (or concealed blade), exceeding 2 3/8" in length, or similar devices.

Assault is a serious charge in Japan. Persons are cautioned not to argue with, strike, or in any way become involved in an affray with a Japanese National.

The legal age for drinking alcoholic beverages in Japan is 20 years. Black-market activities, such as illegal sale/transfer of duty-free items to unauthorized persons, except where allowed as "small customary gifts" under governing regulations, is a violation of Japanese customs laws, as well as a violation of U.S. Forces regulations, and could result in severe penalties.

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





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

### **INTERCULTURAL RELATIONS WORKSHOP**

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

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

You will be working with host nation employees on a day-to-day basis. You may even supervise host nation employees, who comprise the bulk of our civilian workforce. They are employed in professional, technical, clerical and trade and crafts positions.

Our host nation workforce has long enjoyed the well-deserved reputation of being competent, loyal, courteous, and totally dedicated to duty. Their work efforts over the many years have contributed significantly to the successful accomplishment of the Navy's mission in the Far East. On a personal level, they have strengthened the bonds of friendship between their country and ours by introducing us to their customs and culture and by allowing us to share a part of their lives. You will find the experience of working together rewarding and memorable.

### **PUBLIC TRANSPORTATION**

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

### **FACILITIES AND SERVICES**

#### **Base Privileges**

Employees and their families are authorized the use of all essential base facilities including the base exchange (NEX), commissary (DECA), DoDEA Pacific Schools, MWR facilities, childcare, medical on a space-available and reimbursable basis only, and the post office.

#### **Medical and Dental**

For CNRJ NAF employees we offer Aetna International (Medical and Dental), please visit <https://www.nafhealthplans.com>.

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



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

Healthcare in Japan is extremely limited and should be carefully reviewed by the employee and their family prior to acceptance of a position.

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

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

The Naval Hospital at Yokosuka's primary mission is to ensure readiness of the Fleet and Marines, Sailors and other Active-Duty Service Members and their families. Civilian personnel, when able, may be seen at the Navy facilities on a space available basis as non-enrollees for acute issues and some chronic and specialty care, but mission requirements may lead to extended wait times for non-enrollees, but be prepared to use the medical system in the economy.

U.S. military base MTFs may deny care at any time to patients under priorities 4-6 of the below Defense Health Agency (DHA) definitions:

- Priority 1: Active-Duty Military members
- Priority 2: family members of Active-Duty military
- Priority 3: Retirees enrolled in TRICARE Plus
- Priority 4: Retirees and others enrolled in TRICARE Select
- Priority 5: Department of Defense Civilians
- Priority 6: Department of Defense Contractors

Patients under priorities 4-6 are seen on a Space-Available (Space-A) basis only and cannot obtain appointments for routine, chronic, and long-term care needs (eg. diabetes, hypertension, annual physicals). DHA is responsible for MTF services and defines Space-A care as episodic (non-recurring) healthcare for acute, sudden onset conditions, such as a sprained ankle or upper respiratory infection. These appointments can be made same day if space is available; appointments cannot be scheduled in advance and patients cannot be assigned to a Primary Care Doctor. There are limited mental health services available on base. Dental services are not provided for non active-duty military members.

Use of MTF pharmacies may be available; however, the patient must have an existing prescription from a U.S. licensed physician. This means that it must be from an MTF physician for an acute, sudden onset condition, or it must be from a stateside provider for chronic or long-term maintenance medications. It is recommended to maintain a relationship with a provider in the States and renew any necessary prescriptions before PCS for this reason. U.S Military base MTFs



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are not staffed or equipped to handle a full range of medical needs. Conditions such as high-risk pregnancies, cardiac issues, routine labs, MRIs, etc. may not be supported. MTFs may not provide the full number of standard well-child visits in a child's first year. Some MTFs have limited surgery capabilities on a referral basis, however, Space A patients may not be able to obtain a referral to surgery or specialty clinics.

The USNH staff includes specialists representing many major divisions of medicine and surgery. However, because of the size of the hospital and its staff, some specialized non-elective treatment is beyond the services provided by the Naval Hospital, and patients must sometimes be returned to the United States via the Medical Air Evacuation (MEDEVAC) System for treatment. Any conditions requiring a higher level of care than the U.S. Military base MTF can provide are referred to Japanese facilities. The hospital also provides a list of the English-speaking facilities in the local community where civilian employees can seek ongoing care for chronic issues and other medical concerns that require more consistent access to care.

*Note:* Japanese facilities are under no obligation to admit any patient. This may result in delays or refusal of admittance, even in life-threatening emergencies. Language barriers are common, and patients must arrange their own translation service. Payment in cash is often required at the time of service, ranging from a few hundred dollars to \$25,000+ depending on treatment. Facilities that are more willing to admit foreigners and have greater English-speaking capabilities are mostly available in Tokyo; however, their distance from U.S. Military Base MTFs makes them non-viable options in emergencies. Cultural differences result in different standards of care. Japan does not provide the same number of well-child visits or conduct all of the same screenings as providers in the U.S. Patients should be prepared for no visitation if hospitalized, lower strength medications, limited availability of anesthesia and epidurals, and obstacles in obtaining mental health medications. Some prescriptions that are common in the U.S. are considered illegal or controlled substances that cannot be prescribed by Japanese providers to non-Japanese citizens. Additionally, Japanese pharmacies and medical facilities will not fulfill U.S. prescriptions. Medications that are on the American market may not be available on the Japanese market. If you bring any medications, ensure they are kept within their original issuing container with the label intact to not have any problems when going through customs.

For additional information please visit the below link to learn more:

<http://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>

Patients may have to rely on off-base providers or telehealth to meet their family's mental health needs. Telehealth providers may be unable to diagnose or prescribe to patients living in Japan. The U.S. government is not obligated to pay for medical treatment, unless a job-related injury or illness, irrespective, if received from DoD facilities in the area or from private sources. Medical insurance available from Federal providers, with the exception of HMOs (HMOs are not available overseas), must be Nationwide Carrier, however, there are no preferred providers for this area. This means that the cost of medical care beyond policy limits must be absorbed by the employee. When provided by Japanese medical facilities, even if referred to by DoD facilities, costs for treatment can be significantly higher than rates for comparable services in the U.S. The method of payment (see below) may be much different from what occurs in the U.S. It is possible that your Aetna



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medical insurance will not be accepted at a Japanese medical facility or that your Aetna carrier will not accept the Japanese medical facility as an authorized provider; please be prepared financially for that contingency.

For those civilian employees who are hospitalized in a local hospital, the hospital will expect full payment up-front on a monthly basis (upon receipt of a bill on or about the tenth of the following month). If hospitalized for less than a month, payment is expected at the time the patient is discharged from the hospital. The hospital also expects full payment up-front for examinations and/or medical treatments received on an outpatient basis. Private hospitals may not be willing to wait for payment until the patient applies for and receives money from their Aetna carrier. It is up to the patient to reach agreement with the hospital as to how and when payment will be made. In some instances, signing of a written oath, with a cosigner, may be required for the patient to reach agreement with the hospital.

Dental Clinics are available at each of the duty stations and offer routine care, limited prosthetic treatment, routine surgery, and limited maintenance orthodontic care. Comprehensive orthodontic care, pediatric dental care and complex dental surgical treatment referred to the Dental Clinic in Yokosuka; however, it is extremely difficult to obtain an appointment. There is a charge for dental treatment. Dental treatment and care is also available in the local community. Coverage may be provided by your Aetna insurance plan or other health/dental insurance. Be sure to check with your plan information representative to determine whether the military medical/dental facilities and/or private treatment facilities are considered preferred providers while you are in an overseas area. This may vary not only among plans, but between the levels available within a carrier's plan. It should be noted that costs generally rise each fiscal year due to inflation. Optical care is available both at the Naval facilities and in the Japanese communities. Japanese lens grinding is considered to be excellent.

We strongly urge you to review the linked Occupational Health and Safety fact sheets for details on each location's unique care availability. Those selected for positions in the Western Pacific (WESTPAC) should closely review the offer message, this Statement of Living and Working Conditions, and consult the Patient Screening Office (DSN 243-5349/Commercial direct from CONUS-011-81-46-816-5349, email: [usn.yokosuka.navhospyokosukaja.list.nh-yokosuka-overseas-screen@mail.mil](mailto:usn.yokosuka.navhospyokosukaja.list.nh-yokosuka-overseas-screen@mail.mil) at the U.S. Naval Hospital- Yokosuka, to determine whether medical facilities are adequate to support pre-existing medical conditions. Selectees should consider whether accompanying dependents have serious medical conditions that would preclude them from relocating to the overseas duty assignment.

Additional resources include:

- The Japan Civilian Medical Advocacy Facebook Page
- Area-specific Facebook groups including the Yokota Civilian Medical Forum, Yokosuka, Atsugi, and Zama Civilian Medical Forum, Okinawa Civilian Medical Forum, Misawa Civilian Medical Forum, Iwakuni Civilian Medical Forum, and Sasebo Civilian Medical Forum.
- Official Facebook pages for U.S. Military Base MTFs, which advertise Space-A appointment



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availability daily.

**Schools**

The Department of Defense Dependent Schools are run by the Department of Defense Education Authority (DoDEA) school system (<http://www.dodea.edu/>). Employees recruited from the U.S. may enroll their children in Department of Defense Dependent Education Activity schools on a space-required, tuition-free basis.

The DODEA school system in Japan provides schooling, books, and transportation at government expense with the exception of minimal fees for lockers, laboratory supplies, etc. for eligible dependents. All facilities are well equipped with audio-visual aides and libraries are fairly modern. Schools are located in all the Naval bases. For the Atsugi area, students in grades seven and above go to the Army post at Camp Zama. School bus service is available. Nursery school facilities are provided on a fee basis and parents must provide transportation for pre-school children. Parochial and other non-DODEA schools are located in the Yokohama and Tokyo area. Parents must provide tuition fee and transportation to these schools. A wide range of educational programs for college degrees is also offered through the Educational Services Office on most bases.

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

The district website is available at: <http://www.dodea.edu/Pacific/south/index.cfm>.

Selectees with school-age children with special needs who will start school during the sponsor's tour need to contact the Enrollment Coordinator, DoDEA-Pacific South District, at Commercial Phone Number: 011-81-6117-34-1204, or the Center for Instructional Leadership at 011-81-98-953-5882. If you have a dependent child with special educational needs, please check with the DoDEA Pacific Area Office to determine whether any necessary special education facilities you might require are available.

<https://www.dodea.edu/Pacific/offices/Education/Curriculum/SpecialEducation/sped.cfm>).

**Childcare**

Childcare and pre-school services are available on a cost basis. Children ages 17 and under are not permitted to attend AOB/ICR Training, except those exclusively nursing. New arrivals with children should make childcare arrangements 30 days in advance, as there are a limited number of spots available. Reservations are NOT made automatically. CYP childcare options on base are FREE to attendees through vouchers that are distributed following each day's training. Additionally, at least one parent must attend a CYP orientation prior to the child's first attendance at a Child and Youth Program (CYP) facility. Couples may choose to attend AOB/ICR during alternate weeks in order to mitigate childcare concerns. Below is information to help families.





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

**Wait Lists**

Military families may be placed on a waiting list for childcare when care is not available.

Families may request childcare by visiting <https://www.MilitaryChildCare.com>. This Department of Defense website serves all military families seeking childcare and provides access to military-operated childcare options worldwide. Families may search for and request care, manage their requests, and update their profile online, making it easier for them to find the childcare they need.

- For children 6 weeks – 12 months, parents are to provide the following: diapers, wipes, and 2 changes of clothes. Please contact the CDC regarding food preparation policies.
- If 5-year-old is already enrolled in school, child should go to School Age Care Center.
- Additional services offered by CYP include Give Parents a Break, Military families are subject to unique stressors associated with military life, including deployments, remote tours of duty, and extended working hours. The "Give Parents a Break (GPAB)" program is designed to give family members a short break from parenting in order to help them deal with these types of stressful situations and enjoy a night out with friends.

For more information, please contact Yokosuka Child Development at 243-3033 or the Ikego Child Development at 246-8060 or visit us at <https://www.facebook.com/yokosukacyp>

**Youth ICR and Teen ICR**

Moving to a new place can be overwhelming to anyone. FFSC provides a youth support group to help children transition to Japan: their new school, home, and environment. This class gives students an introduction to the Japanese culture and customs. It also includes a brief presentation on the rules and regulations. These optional trainings are offered for Elementary, Middle School and High School students.

For a schedule of upcoming dates and to reserve a seat, contact FFSC. (DSN: 315-243-FFSC / International: 011-81-46-816-FFSC / [FFSCInfo@us.navy.mil](mailto:FFSCInfo@us.navy.mil))

**Family Services Center**

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



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### **Navy Exchange**

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

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

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

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

### **Commissary Store**

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

<https://www.commissaries.com/stores/html/store.cfm?dodaac=HQCWHK>

### **Banking**

Two Financial Institutions that are available in the overseas Yokosuka area are Community Bank [http://www.dodcommunitybank.com/home/customer\\_service/all\\_locations/Japan](http://www.dodcommunitybank.com/home/customer_service/all_locations/Japan) and Navy Federal Credit Union <https://www.navyfederal.org/>.

However, the Navy Federal Credit Union is not available at all locations. These financial institutions offer a range of services including check cashing, checking and savings accounts, automatic payroll deposits, loans, certificates of deposit, traveler's checks, money orders and foreign currency conversion. Please check with your sponsor to see if any other banking facilities are available in the area where you will be located.

### **Religious Services**

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

### **Legal Assistance**

Each base has a permanently assigned Legal Officer. Complex legal and/or tax problems should be concluded before your departure from Japan. Some services may be available from the legal assistance office, on a space-available basis. Please contact your local legal office for current information. [http://www.jag.navy.mil/legal\\_services/rlso/rlso\\_japan.htm](http://www.jag.navy.mil/legal_services/rlso/rlso_japan.htm).

### **Post Office**

The US Military Post Office is available at all duty stations and provides services identical to those of the USPS. Operating hours vary, but the offices are generally open Monday through Saturday.



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Mail is delivered to the FPO in San Francisco and then entered the USPS, and conversely, picked up at the FPO and delivered to the military post offices overseas. Postage rates are the same as intra-US.

Once you have PCS orders, your sponsor will obtain a post office box for you prior to your reporting so you can arrange to have mail forwarded. The address you are given for your post office box will be a U.S. address, through the United States Postal Service (USPS).

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

The Armed Forces Network provides closed-circuit television programming for base- housing residents, and round-the-clock radio broadcasting services. A programming guide is available from links on AFN.

Excellent quality cable TV and broadband connection is available in Yokosuka in most off-base residential areas at rates comparable to those in the US; numerous English language broadcasts on channels such as History, Discovery, Animal Planet, Disney, BBC, CNBC, CNN, and various movie/sports channels are available. Please check with your sponsor for TV service available in other areas.

### **Stars and Stripes Newspaper**

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

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

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

Other MWR activities in Yokosuka include operation of a Tours Office (Foreign and domestic) <https://www.navymwr.org/>, Hobby Shops, Theaters, Libraries, Gymnasiums, pools and Childcare and pre-school centers. In addition to parks and tennis courts, there are opportunities for golfing, sailing swimming, team sports and fitness activities, youth activities, and a variety of other classes and programs to meet virtually all recreation and leisure needs.

### **ADDITIONAL INFORMATION**

#### **Commander Fleet Activities, Yokosuka (CFAY)**

- <http://www.cnic.navy.mil/Yokosuka>
- Facebook: Commander Fleet Activities Yokosuka
- Duty in Japan YouTube Channel: <http://www.youtube.com/user/DutyInJapan> (*Videos about things to see, housing options, and many other useful topics*).



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**Region Legal Service Office**

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

**NAVPTO Passport Office**

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

**Housing Rental Partnership Program (RPP)**

RPP is designed to assist military and civilians personnel in finding affordable, secure, quality off-base housing. This program is available to anyone eligible for OHA or Living Quarters Allowance (LQA). If you are interested in RPP, please contact the CFAY Housing Services Center. Please contact the CFAY Housing Services Center for any housing questions or needs at [Yokosuka.Housing@fe.navy.mil](mailto:Yokosuka.Housing@fe.navy.mil) or call 243-9037 (commercial 046-816-9037). Visit their website to learn more at

[https://cnic.navy.mil/regions/cnrj/installations/cfa\\_yokosuka/ffr/housing\\_and\\_lodging.html](https://cnic.navy.mil/regions/cnrj/installations/cfa_yokosuka/ffr/housing_and_lodging.html).

**Fleet and Family Support Center (FFSC) Resources**

- Facebook: FFSC Yokosuka Japan
- [https://www.cnic.navy.mil/regions/cnrj/installations/cfa\\_yokosuka/ffr/support\\_services.html](https://www.cnic.navy.mil/regions/cnrj/installations/cfa_yokosuka/ffr/support_services.html)
- Email: [FFSCinfo@us.navy.mil](mailto:FFSCinfo@us.navy.mil)
- DSN: 243-3372/046-816-3372

**Work and Family Life Office** 243-7878/046-816-7878 – Clinical

**FFSC Loaner Locker Program**

Visit the FFSC Loaner Locker to reserve a Hospitality Kit, which allows you to borrow basic kitchen items for 45 days at no cost. (Yokosuka: DSN: 315-243-FFSC In Japan: 046-816-FFSC or email [FFSCinfo@us.navy.mil](mailto:FFSCinfo@us.navy.mil))

**Yokosuka Enhanced Spousal Sponsorship (YESS)** – It is a sponsorship program for spouses, by spouses. (Email: [YESS.YOKOSUKA@GMAIL.COM](mailto:YESS.YOKOSUKA@GMAIL.COM) / Online: <http://yessyokosuka.wordpress.com>).

**Family Employment Readiness Program (FERP)**

Looking to work while stationed in Yokosuka? Visit FFSC Yokosuka for information and referrals regarding available resources and services on Family Employment Readiness Program (FERP) including volunteering opportunities in the Yokosuka community. Visit the FFSC Family Employment Facebook Page. (Yokosuka: DSN: 315-243-FFSC In Japan: 046-816-FFSC or email [FFSCinfo@us.navy.mil](mailto:FFSCinfo@us.navy.mil))



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*\*\*FFSC offers monthly class covering marketing, resources, and networking opportunities. It could be a good way to fill employment gaps, learn new skills and to contribute to the community.*

**Morale, Welfare, and Recreation (MWR) Information** <http://www.navymwryokosuka.com/>

**Exceptional Family Member Program (EFMP):** Contact the POC at your command if you or a family member is enrolled in the EFMP Program

- EFMP Liaison: Betty Pifer can be reached at 243-9605/3372

**Family Assistance Support Team (FAST):**

Family Assistance Support Team (FAST), Yokosuka was established to provide support, limited services, and assistance during underway periods to personnel and family members of the Forward Deployed Naval Forces (FDNF) permanently stationed in Yokosuka, Japan FAST Office is located at CRC Bldg. 3365, 4th floor, room 438.

**Services Provided:**

- IDs for Active-Duty Personnel, Government Employees, Contractors, and
- Dependents
- CAC unlocks and resets for all military and DOD employees.
- Defense Enrollment Eligibility Reporting System (DEERS) Updates.
- Pet Transportation request \* (Disclaimer) (email- FAST\_CONNECT@us.navy.mil)
- Hospitality loaner Kitchenette sets (first come first serve, due to limited availability)

**FAST Office Operating Hours:**

*CLOSED FOR ALL FEDERAL, OBSERVED AND CFAY DESIGNATED HOLIDAYS.*

- Mon 0800 - 1200
- Tue 0800 - 1430
- Wed - Fri 0800 – 1600
- Emergency after hours (1700-2200), Duty contact number: +81 080-5068-2811

**FAST Office Contact Numbers:**

- DSN: 315-243-5770/9303/9304/7217
- From Japanese Phone: 046-816-5770/9303/9304/7217
- International: 011-81-46-5770/9303/9304/7217
- ID Lab (Appointments Only)-Call DSN: 243-5770/9303 Commercial +81 046-846-XXXX  
Last four of DSN)

FAST Connect Facebook page: FASTCONNECT YOKOSUKA.

**Pet Information**

- Public Health Command District – Japan: <http://www.usarj.army.mil/units/vet/>  
*Visit for availability, recommendations, and checklists regarding pets in Japan.*
- Yokosuka Veterinary Treatment Fac.: <https://www.facebook.com/yokosukavetclinic/>





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*VTF offers veterinary care by appointment only and assists with obtaining proper quarantine documents.*

- Japan Animal Quarantine Services: <http://www.maff.go.jp/aqs/english/>

**Child and Youth Program (CYP) Administration**

Yokosuka DSN: 315-243-4079/International: 011-81-46-816-4079 [www.navymwryokosuka.com](http://www.navymwryokosuka.com)

Email: [MWR\\_CYP\\_waitlist@fe.navy.mil](mailto:MWR_CYP_waitlist@fe.navy.mil)

**General School Information Yokosuka, Japan**

You can register your children for school using, either in person or using the online preregistration (<https://registration.dodea.edu/>). Information about area schools can also be found at [www.dodea.edu](http://www.dodea.edu) and by contacting the School Liaison Officer ([SLOYokosuka@fe.navy.mil](mailto:SLOYokosuka@fe.navy.mil)).

- **Kinnick High**

School PSC 473 Box 95

FPO AP 96349

<https://www.dodea.edu/kinnickhs/index.cfm>

Email: [Principalkinnickhs@dodea.edu](mailto:Principalkinnickhs@dodea.edu)

Phone: DSN: 243 7392

- **Yokosuka Middle School**

PSC 473 Box 95

FPO AP 96349

<https://www.dodea.edu/YokosukaMS/about.cfm>

Email: [YSMS.registrar@dodea.edu](mailto:YSMS.registrar@dodea.edu)

Phone: DSN: 243 5165

- **Sullivans Elementary**

School PSC 473 Box 95

FPO AP 96349

<https://www.dodea.edu/SullivansES/>

Email: [PRINCIPAL\\_SULLIVAN\\_ES@pac.dodea.edu](mailto:PRINCIPAL_SULLIVAN_ES@pac.dodea.edu)

Phone: DSN: 243 7336

- **School Liaison Officer:**

Office: Bldg. 1559 MWR Community Center Room 201

Hours: 07:00 a.m. to 4:00 p.m. (By appointment)

Local Phone: 243-5542 or 046-816-5542

From the US: DSN 315-243-5542 or 011-81-46-816-5542

Email: [SLOYokosuka@fe.navy.mil](mailto:SLOYokosuka@fe.navy.mil)

Mailing Address: PSC 473 Box 60, FPO AP 96349



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

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

[www.dodea.edu/Offices/Regulations/dodea\\_forms/upload/form\\_600.pdf](http://www.dodea.edu/Offices/Regulations/dodea_forms/upload/form_600.pdf)

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

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

### **SHUTTLE SERVICES**

#### **Yoko-Pon Shuttle:**

The Yoko Pon Shuttle runs counterclockwise only with decreased waiting times and increased pickup times.

- Weekdays: every 10 min or less
- Weekends/Holidays: every 20 min or less
- NOTE: Times may vary dependent on traffic
- Last Pickup at Main Gate and Navy Lodge: 19:30
- HOURS OF OPERATION: 06:30 – 19:45



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## Ikego Home to Work Shuttle Bus:

LOCATION	BUS STOP LOCATION	TIME: MONDAY – FRIDAY (ONLY)	
IKEGO HOUSING	IMATSUMI	0520	0620
IKEGO HOUSING	SASAGO-YATO	0521	0621



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<b>IKEGO HOUSING</b>	<b>SHISAGI</b>	<b>0522</b>	<b>0622</b>
<b>IKEGO HOUSING</b>	<b>KAMAKURA</b>	<b>0524</b>	<b>0624</b>
<b>IKEGO HOUSING</b>	<b>ASUKA TOWER</b>	<b>0527</b>	<b>0627</b>
<b>MAIN BASE</b>	<b>NAVY LODGE, CRC, PSD, FLEET REC, CPO CLUB, MAIN GATE NO WEEKENDS AND HOLIDAYS *SPACE A PERSONNEL MAY BOARD AT CRC*</b>	<b>1600</b>	<b>1800</b>

**Narita Airport Shuttle:**

Reservations are strongly encouraged. Visit [www.cnmc.navy.mil/yokosuka](http://www.cnmc.navy.mil/yokosuka) or email [FAST\\_CONNECT@us.navy.mil](mailto:FAST_CONNECT@us.navy.mil) as unclaimed seats are offered on a first-come-first-served basis. Passengers need to provide two types of photo ID, one of which **MUST** be a Military Identification Card. Check in time starts 1 hour prior to departure.

<b>LOCATION</b>	<b>SHUTTLE 1</b>	<b>SHUTTLE 2</b>
<b>DEPART CFAY PSD</b>	<b>1000</b>	<b>1300</b>
<b>ARRIVE NARITA AIRPORT (Terminal #1)</b>	<b>1200</b>	<b>1500</b>
<b>DEPART NARITA AIRPORT (Terminal #1)</b>	<b>1730</b>	<b>1930</b>
<b>ARRIVE CFAY PSD</b>	<b>1930</b>	<b>2130</b>

**Yokota AMC Shuttle:**

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

<b>DAY</b>	<b>LOCATION</b>	<b>SHUTTLE</b>
<b>Wednesday</b>	<b>DEPART CFAY PSD</b>	<b>0800</b>
	<b>DEPART YOKOTA</b>	<b>Dependent on flight</b>
<b>Thursday</b>	<b>DEPART CFAY PSD (one-way)</b>	<b>0800</b>
<b>Friday</b>	<b>DEPART CFAY PSD</b>	<b>0800</b>
	<b>DEPART YOKOTA</b>	<b>Dependent on flight</b>
<b>Saturday</b>	<b>DEPART CFAY PSD (one way)</b>	<b>0800</b>



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**Haneda Shuttle Bus:**

Reservations are strongly encouraged visit [www.cnjc.navy.mil/yokosuka](http://www.cnjc.navy.mil/yokosuka) or email [FAST\\_CONNECT@us.navy.mil](mailto:FAST_CONNECT@us.navy.mil) as unclaimed seats are offered on a first-come first-served basis. Passengers need to provide two types of photo ID, one of which **MUST** be a Military Identification Card. Check in time starts 1 hour prior to departure.

LOCATION	SHUTTLE 1	SHUTTLE 2
DEPART CFAY PSD	1300	1700
ARRIVE HANEDA AIRPORT	1400	1800
DEPART HANEDA AIRPORT (Terminal #3)	1500	1930
ARRIVE CFAY PSD	1930	2130









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## Yokosuka MWR Phone Numbers

Adult Sports Office	241-2955
Athletics Facilities	243-5398
Athletics Maintenance	243-2051
Auto Skills Center	243-5456
Aquatics Office	243-2052
Seahawk Natatorium	243-5620
Command Hill Pool	243-6830
Green Beach Pool	243-6410
Bowling Center	243-4200 / 5158
Child Development Program	
CD Homes	243-5478
Main CDC	243-3219
Main CDC Annex	241-4101 / 4102
Chili's Take-Out	241-3842
Chili's Grill & Bar	241-3865
Club Alliance	243-3000 / 5951

Italian Garden's Take Out	241-3786
C-Street Grille Take Out	241-3785
Community Center	241-4111
CPO Club	243-5506
Entertainment Office	243-5215
Fitness	241-4486
Fleet Gym Gear Issue	243-5304
Deployed Forces Support	243-7284
International Program Office	243-4731
ITT	241-5056
Liberty Center	243-7346
Library	243-5574
Theaters	
Benny Decker	243-5406
Fleet	243-5443
Movie Hotline	243-6703

MWR Food Court	243-3245
Officers' Club	243-5030
Outdoor Rec Center	243-5732
Sailing Center/Marina	243-4155
NAF Personnel Office	243-1246
Purdy Fitness Center	243-5398
Pavilion, Ball Field and Court Reservations	241-2945
School Age Care	243-5492 / 3439
Recreation Office	243-1215
Reference/Referral Office	243-4079
Starbucks	(046) 820-2791
T-Shirt/ Plaque Shop	243-9064
Yokosuka Teen & Youth Club	241-2098
Wood Hobby Shop	241-3692
Youth Sports Office	241-2952







**COMMANDER, NAVY REGION JAPAN (CNRJ)  
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FLEET AND FAMILY READINESS (FFR) PROGRAMS**

**IMPORTANT NUMBERS**

<b>From DSN On Base</b>	<b>From local Japanese</b>	
Emergency: .....	911 .....	046-816-0911
Japanese Fire/Ambulance .....		119
Japanese Police .....		110
Security Police – Yokosuka .....	315-243-5000 .....	046-816-5000
Security Police – Ikego.....	315-246-8025 .....	046-806-8025
USNH Emergency Room.....	315-243-5137/7141.....	046-816-5137/7141
American Red Cross .....	315-243-7490 .....	046-816-7490/877-242-7337
Chaplain/Pastoral Care .....	315-243-8736 .....	046-816-8736
Base Operator.....	113 .....	046-816-0113
Base Taxi.....	315-243-4444.....	046-816-4444

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

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



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**CFAY Religious Ministries**

Chapel of Hope - For more information contact the Chapel of Hope at 243-6773/6774

<b>Religious Education</b>	<b>Lutheran/Episcopal Services</b>
<ul style="list-style-type: none"> <li>• Friday Mother's Group</li> <li>• Thursday Women's Bible Study</li> <li>• Wednesday Infant Baptism Prep Class (3<sup>rd</sup> Wednesday of the Month)</li> <li>• Sunday RCIA/CCD</li> </ul>	<ul style="list-style-type: none"> <li>• Saturday Worship (1<sup>st</sup> Saturdays)</li> </ul>
<b>Church of Christ</b>	<b>Anglican/Episcopal Communion Service</b>
<ul style="list-style-type: none"> <li>• Sunday Worship (CRC 2<sup>nd</sup> Deck)</li> <li>• Bible Class (CRC 2<sup>nd</sup> Deck)</li> <li>• Thursday Bible Study</li> </ul>	<ul style="list-style-type: none"> <li>• Sunday Worship (Jewish Chapel)</li> </ul>
<b>Church of Jesus Christ of Latter-Day Saints</b>	<b>Jewish Services</b>
<ul style="list-style-type: none"> <li>• Thu LDS Addiction Support Group</li> <li>• Thu LDS Scripture Study</li> </ul>	<ul style="list-style-type: none"> <li>• Jewish Shabbat &amp; Kiddush- Friday</li> </ul>
<b>Filipino Christian Fellowship (CRC 2<sup>ND</sup> Deck)</b>	<b>Protestant</b>
<ul style="list-style-type: none"> <li>• Sunday Worship Service</li> <li>• Sunday Prayer Meeting</li> <li>• Friday Bible Study (Rokuban Tower)</li> <li>• Saturday Worship Team Rehearsal</li> </ul>	<ul style="list-style-type: none"> <li>• Sunday Worship Service</li> <li>• Tuesday Worship Team Practice</li> </ul>
<b>Buddhist Soka Gakkai International</b>	<b>Ikego Protestant (Ikego Elementary School)</b>
<ul style="list-style-type: none"> <li>• Thursday Meeting (2<sup>nd</sup> &amp; 4<sup>th</sup> Thursday)</li> </ul>	<ul style="list-style-type: none"> <li>• Sunday Worship Service</li> <li>• Sunday Worship Team Practice</li> </ul>
<b>Orthodox Christian</b>	<b>Seventh Day Adventist</b>
<ul style="list-style-type: none"> <li>• Worship (4<sup>th</sup> Sundays)</li> </ul>	<ul style="list-style-type: none"> <li>• Saturday Sabbath Service (1<sup>st</sup> and 3<sup>rd</sup> Saturdays)</li> </ul>
<b>Roman Catholic</b>	<b>Gospel Praise</b>





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<ul style="list-style-type: none"> <li>• Saturday Mass</li> <li>• Sunday Mass</li> <li>• Monday Mass</li> <li>• Tuesday</li> <li>• Wednesday Novena Prayer &amp; Mass</li> <li>• Thursday Mass/Novena/Adoration (1<sup>st</sup> Friday of the month only)</li> </ul>	<ul style="list-style-type: none"> <li>• Wednesday choir practice Sunday worship service</li> </ul>
<b>Religious Education Programs</b>	<b>Catholic Programs</b>
<ul style="list-style-type: none"> <li>• Thursday Gospel Praise Bible Study</li> <li>• Friday Pentecostal</li> <li>• Tuesday PWOC Bible Study Day (Chapel)</li> <li>• Tuesday PWOC Study Night (Chapel)</li> <li>• Wednesday Bible Study (Ikego) *Runs Sept to Dec</li> <li>• LDS Youth Group</li> <li>• Wednesday Catholic Youth Group (2<sup>nd</sup>/4<sup>th</sup> Wednesday of the month)</li> <li>• A.W.A.N.A (Runs Sept to May) Sunday Children's Ministry</li> </ul>	<ul style="list-style-type: none"> <li>• Saturday Confessions *Confessions will also be heard 30 minutes before each scheduled Mass, or by Appointment with Priest/Chaplain</li> <li>• Monday Knights of Columbus (1<sup>st</sup> &amp; 3<sup>rd</sup> Monday of the month)</li> <li>• Friday Catholic Women's Group</li> </ul>