

23 FEB 2022

From: NAFA Public Works Officer

Subj: NAF ATSUGI AIRPORT SHUTTLE SUPPORT

Ref: (a) NAFATSUGIINST 11240.10 CH-1

The Public Works Department (PWD) will implement the changes to the Narita (NRT) and Haneda (HND) Shuttle's schedule and procedures outlined in this memorandum beginning **01 March 2022**. PWD will provide separate shuttles for AM departures/arrivals and PM departures/arrivals. The set times of the Airport Shuttles will be adhere to regardless of early or late flight schedules or flight delays.

1) Scheme of Maneuvers.

- a. Both AM/PM Shuttles will follow the same scheme of maneuvers that begins at NAF Atsugi proceeding to HND/NRT for drop-offs, NRT/HND for pick-ups, and returning to NAF Atsugi.
- b. Times shown on the schedule below represent final times the shuttle will either arrive or depart from each location. For example, AM Shuttle will make multiple stops around the installation (see paragraph 3) but leave the final bus stop at 0520 departing from NAF Atsugi. The AM Shuttle will arrive at HND at 0630 for drop-offs and arrive at NRT at 0800 for drop-offs. The AM Shuttle will remain at NRT and arrive at NRT Terminal-1 (NRT T-1) approximately at 0945 for a departure at 1000.
- c. Due to COVID restriction, we are unable to mix newly arrived passengers with passengers departing Japan. This means if you arrive at HND at 0500 you must wait for the AM Shuttle departure at 1230 even though the same bus is dropping off passengers at 0630.
- d. If your flight is late or you are unable to get through security/customs before a shuttle departs, then you will need to either wait for the next shuttle or contact your sponsor for other pick-up alternatives. **This situation applies even if you are on the shuttle manifest.**
- e. Shuttle Drivers will not actively search for arriving passengers to ensure they make it to the shuttle. It is the responsibility of the traveler to be at the pick-up locations (see paragraph 4).
- f. If you are traveling with pets, then see Ref (a) to arrange special accommodations. Airports shuttles are not authorized to transport pets.

	Depart	Drop Off			Pick Up			Arrive
	NAFA	HND	NRT	Break	NRT T-1	NRT T-2	HND	NAFA
AM Shuttle	0520	0630	0800		1000	1020	1230	1400
	NAFA	HND	NRT	Break	NRT T-1	NRT T-2	HND	NAFA
PM Shuttle	1020	1130	1330		1900	1920	2100	2200

2) Scheduling.

- a. Shuttle passenger reservations are mandatory per Ref (a) and must be received no later than 1400 the day prior to travel. Flight arrivals and departures scheduled for the weekend or holiday(s) will make shuttle reservations at 1400 the last working day before the weekend or holiday(s).
 - i. For all outbound (**departures**), make reservations with the NAF Atsugi Headquarters Watch Desk in B949.
DSN: **315-264-2433**
Email: **M-AT-NAF-BUSGS@fe.navy.mil**
 - ii. For inbound (**arrivals**) that will **permanently reside at NAF Atsugi**, e.g. associated with NAF Atsugi or its Tenant Commands, make reservations with the NAF Atsugi Restriction of Movement Task Force (ROM-TF) point of contact MAC Valadez.
Email: **Arely.Valadez@fe.navy.mil**
 - iii. For inbound (**arrivals**) that will **only stay temporarily on board NAF Atsugi** to satisfy the ROM or Holding Period requirements and will continue onto another installation (e.g. CFA Yokosuka, CFA Sasebo, etc...), make reservations with the NAF Atsugi ROM-TF point of contact CSC Andrade.
Email: **Listerpaul.Andrade@fe.navy.mil**

Provide the following information to the ROM-TF POC's:

1. Command (ultimate gaining command for inbound member or their family)
 2. Full Name and Rank (First / Last / Rate / Rank / CIV / DEP)
 3. Full Itinerary
 4. ROM Drop Off Location (NGIS / Navy Lodge / Barracks)
 5. Sponsor Info (Full Name and good local contact number)
 6. Amplifying Details (other passenger(s), special accommodations, pet(s), large or bulk item(s), etc...)
- b. Making a reservation will guarantee a seat will be provided for you, by allowing PWD to properly size the quantity of shuttle(s) needed to meet the AM/PM shuttle requirement. For example, if PWD receives enough reservations to warrant multiple shuttles in either the AM or PM schedule, then PWD will send multiple shuttles at the same time.
 - c. In the event a traveler does not make the proper reservation (e.g. arrives at an airport without any notification) then the shuttle will accommodate travel to and from, but passengers with reservations will be given priority for shuttle seating. If there is not enough seats available, then the unannounced travelers will need to wait for the next shuttle or make alternative arrangements with their sponsor.

3) NAF Atsugi Airport Shuttle Stop Locations.

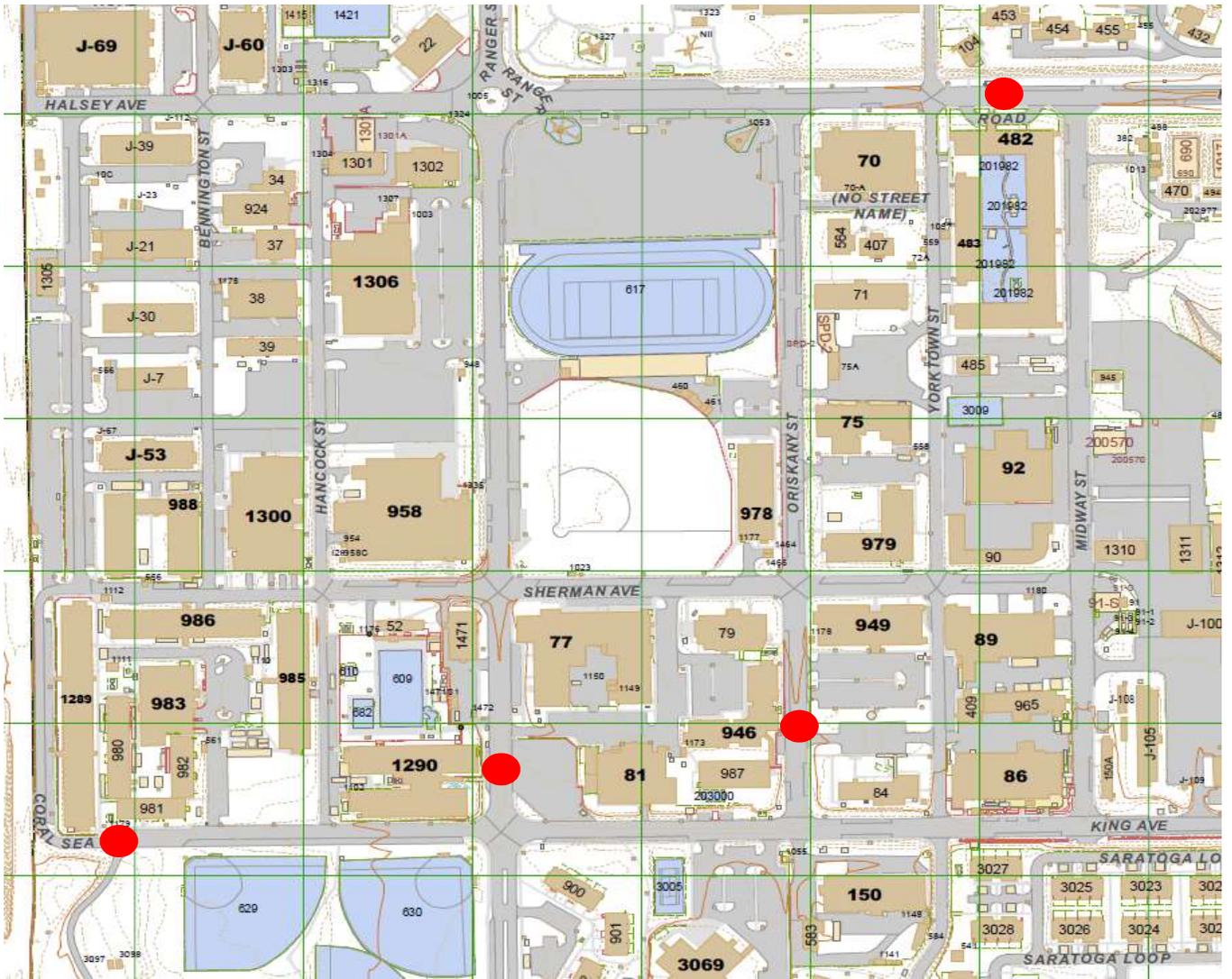
- a. AM Shuttle (Departure)
 - i. **0505:** B980 (Transient ROM) – King Ave
 - ii. **0510:** B1290 (UH Barracks) – Ranger ST
 - iii. **0515:** B946 (Navy Lodge) – Oriskany ST
 - iv. **0520:** B482 (NGIS) – Halsey Ave

- b. AM Shuttle (Arrival)
 - i. **1400:** B980 (Transient ROM) – King Ave
 - ii. **1405:** B1290 (UH Barracks) – Ranger ST
 - iii. **1410:** B946 (Navy Lodge) – Oriskany ST
 - iv. **1415:** B482 (NGIS) – Halsey Ave

- c. PM Shuttle (Departure)
 - i. **1005:** B980 (Transient ROM) – King Ave
 - ii. **1010:** B1290 (UH Barracks) – Ranger ST
 - iii. **1015:** B946 (Navy Lodge) – Oriskany ST
 - iv. **1020:** B482 (NGIS) – Halsey Ave

- d. PM Shuttle (Arrival)
 - i. **2200:** B980 (Transient ROM) – King Ave
 - ii. **2205:** B1290 (UH Barracks) – Ranger ST
 - iii. **2210:** B946 (Navy Lodge) – Oriskany ST
 - iv. **2215:** B482 (NGIS) – Halsey Ave

NAF Atsugi Shuttle Stop Locations



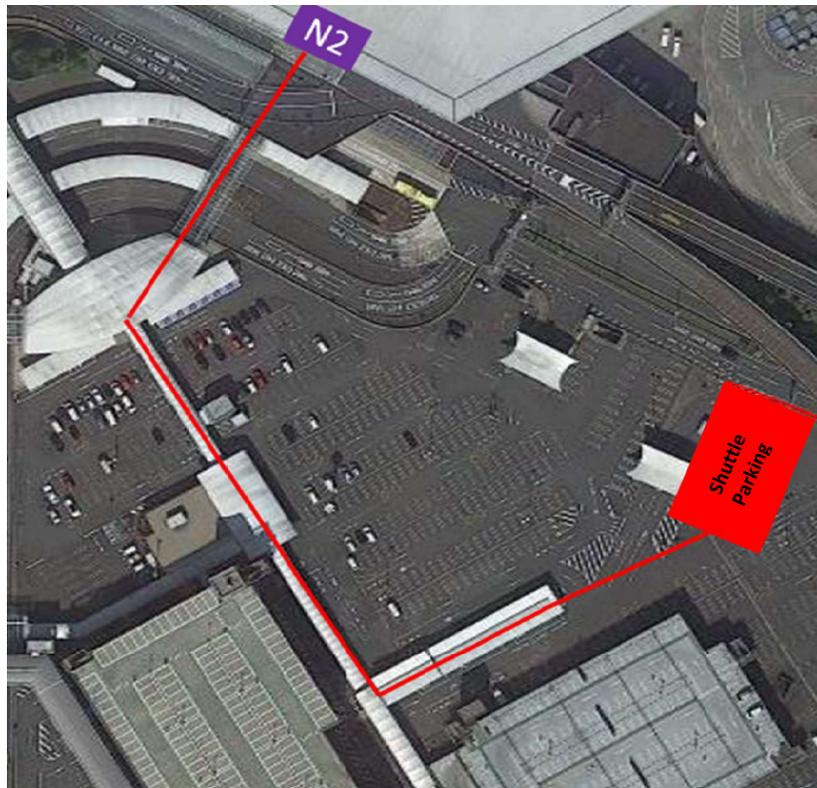
4) Airport Terminal Pick Up Locations.

a. Narita International Airport – Terminal 1 (NRT T-1):

- i. Personnel arriving at the **South Wing** of the Terminal will need to head to the **North Wing**.

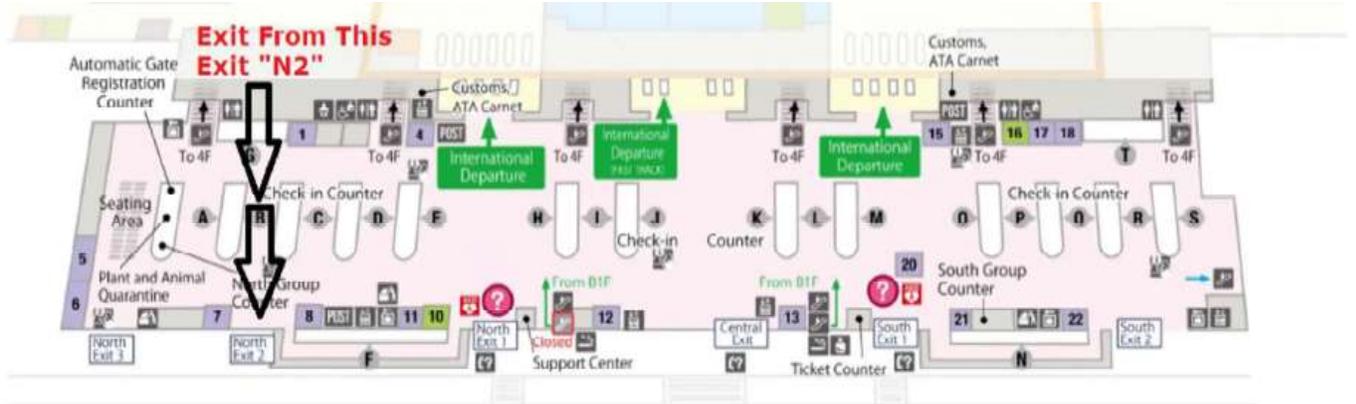


- ii. Exit from “N2” to cross the street to the parking lot where the shuttle will be waiting.
- iii. Follow the awning to the end, where the shuttle with a “NAF Atsugi” sign displayed in the windshield will be awaiting passengers.

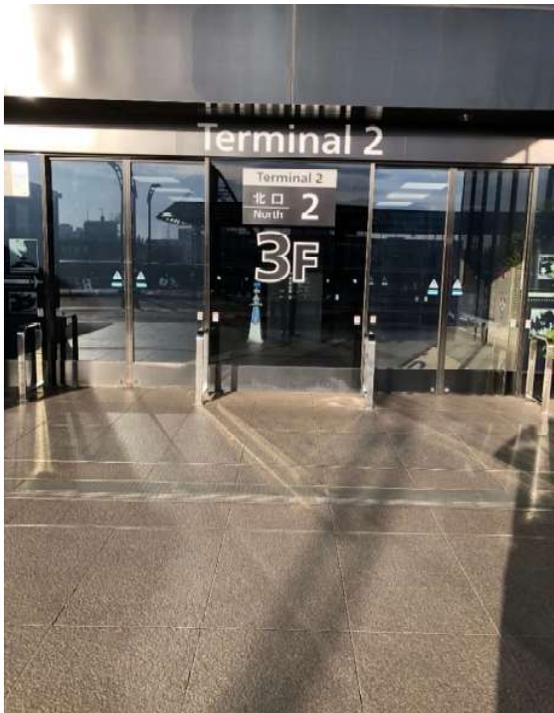


b. Narita International Airport – Terminal 2 (NRT T-2):

- i. Personnel arriving will need to go to the **North Wing** departure lobby on the **3rd Floor**.
- ii. Exit out of the “**N2**” door and the shuttle will be outside the door with a “NAF Atsugi” sign displayed in the windshield at **Bus Stop #2**.



North 2 Exit Door

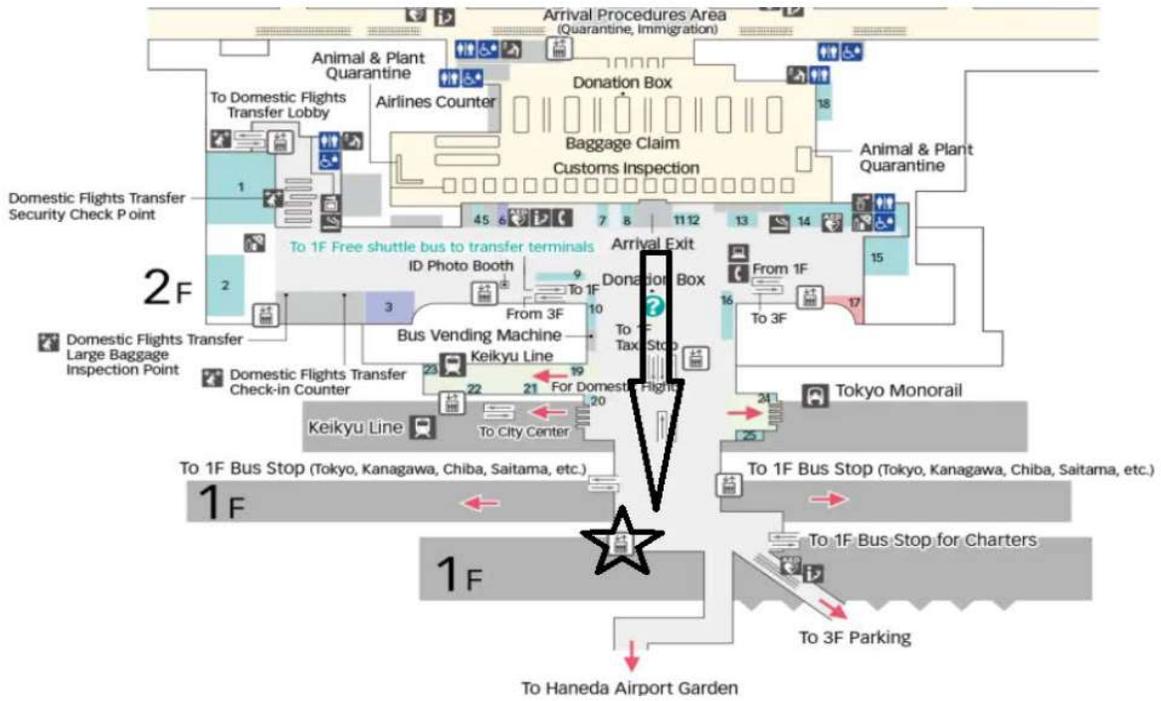


Bus Stop #2



c. Haneda International Airport – Terminal 3 (HND):

- i. Personnel arriving will need to use the **elevator** marked for “**Chartered Bus**”.
- ii. Go to the **1st floor** and exit the elevator to the parking lot.
- iii. Driver will be waiting there with a sign for “**NAF Atsugi**”.
- iv. Driver will leave you there momentarily and return to this location with the shuttle.



View from Arrival Exit



Chartered Bus Elevator

