



WELCOME ABOARD PACKAGE



Relocation Assistance Program
Fleet and Family Support Center
Commander Navy Installation
Atsugi, Japan

August 2019

Table of Contents

Welcome to Japan.....3

Informational Websites4

Fleet and Family Support Resources.....5

Travel to Japan.....6

What To Do At The Airport.....7

Picking up Pet at Airport.....8

NAF Atsugi Shuttle Services.....8

Narita Airport Shuttle Service Schedule..... 8

DOD Counter..... 9

Commercial Transportation and CNIC dress code.....9

Area Orientation Brief and Inter-cultural Relations Schedule.....11

Childcare Information.....13

Youth sponsorship.....14

Base Map.....16

Housing Information.....17

Pet Information.....20

Temporary Lodging Allowance.....20

Personal Property.....21

School Registration Information NAF Atsugi, Japan..... 23

Shirley Lanham Elementary School (Grades K-6)..... 23

Zama American Middle School (Grades 7-8).....24

Zama American High School (Grades 9-2).....24

Religious Services.....24

Family Employment Readiness Program (FERP) Resources..... 25

How to Present a Positive Image to our Japanese Hosts When in Public.....27

Liberty and Alcohol Policy.....27

Moving Check List.....28

CLERC Navy Global Deplorer.....33



Welcome to Japan

Welcome and Congratulations on your orders to Naval Air Facility Atsugi, Japan!
The 1,249 acres of Naval Air Facility Atsugi lies in the heart of the Kanto Plain on the main island of Japan, Honshu, Kanagawa (Prefecture), Ayase (ah-ya-sey). Co-located with the Japanese Maritime Self Defense Force (JMSDF), it is located about 16 km west of Yokohama and about 36 km southwest of Tokyo. The Base is divided into two areas: individual mission operating areas for exclusive use by each nation; and a joint area for administrative functions. Our mission is to provide facilities, services, material and logistics support for U.S. Navy aviation operations for Carrier Air Wing FIVE, deployed aboard USS Ronald Reagan (CVN 76). Homeport of the Ronald Reagan is Yokosuka Naval Station.

While the idea of moving to a new location can be overwhelming, this Welcome Aboard Package contains a wealth of information to help you in your relocation; and is designed to answer many of your questions. Look through the provided material and suggested websites to help familiarize yourself (and your family) with your new home. Using all your resources can help reduce culture shock and stress; keeping your morale high during the first few weeks of your arrival and throughout your time in Atsugi to make this a tour you enjoy!

If you have not already done so, please visit your Administration or PSD and housing prior to moving. They can provide you with information on travel pay, entitlements, and allowances, arranging a successful move, and vacating your government quarters. We are all here to help with every aspect of your relocation so please do not hesitate to contact us if you have additional questions regarding your new assignment to Atsugi and look forward to meeting you!

Next we encourage you to make contact with your Command appointed Sponsor. The sponsor is able to assist in many issues and should be a valuable source of local information and recommendations to assist you during this transfer.

Those with families are encouraged to check into the Navy Lodge for the night; we highly encourage making reservations in advance at <https://www.navy-lodge.com>. The next day, it is important to check into your command and their respective admin departments. Once there, your command can provide guidance and escort to the various locations on base that you must visit.

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

- Confirm seat reservation for Area Orientation Brief / Intercultural Relations (AOB/ICR)
- Check in with your admin/PSD
- Register for Housing
- Visit Personal Property Office
- Visit Tricare Benefits Coordinator

Again, Welcome to Atsugi and we will see you soon!

Relocation Assistance Program
Fleet and Family Support Center
Commander Navy Installation
Atsugi, Japan
315. 264 .3372

Email: ffscatsugi@fe.navy.mil
Website: <http://www.cnic.navy.mil>

Informational Websites

Naval Air Facility Atsugi Japan:

CNIC Atsugi webpage: http://www.cnic.navy.mil/regions/cnrj/installations/naf_atsugi.html
The official website of Commander, Naval Installation Command, Atsugi

Military INSTALLATIONS: www.militaryinstallations.dod.mil
Follow the prompts to search for Commander Fleet Activities, Atsugi for detailed information CFAS and a personalized information booklet

CNIC Facebook page: <https://www.facebook.com/naf.atsugi>
Find out about what events and important information

NAF Atsugi Japan Towers/Townhouse information:

3 bedroom towers: <http://www.youtube.com/watch?v=kojMmC82qFQ>

3 bedroom townhouse: <http://www.youtube.com/watch?v=-oHFeY0Pzv4>

Single sailors/Geo-Bachelor's barracks: <http://www.youtube.com/watch?v=8Fp3e0UuyG8>

Navy Lodge information:

https://www.youtube.com/watch?v=TjsbnnRnLcA&list=FL2KTnSe7W7AWg_6jfwIVLoQ

Inter-cultural relations video: http://www.youtube.com/watch?v=bWCDYmXU-7w&feature=c4-overview&list=UU2KTnSe7W7AWg_6jfwIVLoQ

Discover Commander, Naval Installation Command, Atsugi

Duty in Japan YouTube channel: http://www.youtube.com/watch?v=2f0LkG_ityI

Videos about things to see, housing options, and many other useful topics

Japan National Tourism Organization:

<http://www.jnto.go.jp/eng/location/regional/nagasaki/index.html>

Cultural and tourist information about Japan

Fleet and Family Support Center Resources

Below is a list of topics of classes, workshops and trainings provided by FFSC, Atsugi. For information about a specific class, the monthly schedule, or to register, please call 264 FFSC (3372) International 011.81.467.63. 3372

Work and Family Life Programs

Deployment Readiness

Family Readiness Group (FRG) Training

Individual Augmentee (IA) Support

Ombudsman Training

Pre-Deployment & Mid-Deployment

Return and Reunion

Sponsorship Orientation Training

Family Employment Readiness Program (FERP)

10 Steps to Federal Employment

Career Support Retention

Resume Writing / Interview Techniques

Teaching English to Japanese

Transition Assistance Management Program

(TAMP) TGPS

VA Benefit Information

Exceptional Family Member Program (EFMP)

Command Financial Specialist (CFS) Training

Million Dollar Sailor

Thrift Savings Plan (TSP) Guidance

Blended Retirement Briefing /Consultation

Relocation Assistance Program (RAP)

Area Orientation Brief (AOB)

Intercultural Relations /ICR) Training

Loaner Locker & Hospitality Kits

New Spouse Orientation

Meyers Briggs Type Indicator (MBTI) Personality

Assessment

Life Skills Education

Pre-Marital Workshop

Stress and Anger Management

Personal Finance Management (PFM)

Clinical Services

- Couples Counseling
 - Blended Families
 - Deployments and Reunification
 - Divorce
 - Global Transitions
 - Intercultural Relationships
 - Marital Counseling
 - Parenting
 - Pre-marital counseling
- Family Therapy
 - Child Behavioral Problems
 - Divorce or Separation
 - Military Family Life Style and Challenges
 - School Problems
 - Teen Issues
- Individual Counseling
 - Divorce
 - Grief
 - Self Esteem

- Military Lifestyle
- Parenting
- Personal Self Development
- Stress

New Parent Support

The New Parent Support Home Visitation Program (NPSHVP) is a team of professionals providing supportive and caring services to military families with young children. All Navy affiliated families expecting a child or with children up to four years of age are eligible to receive this free and confidential service. Each family enrolled is provided individualized services to support their unique needs. The NPSHVP also offers free weekly play groups Tuesday and Wednesday from 0930-1100. It is appropriate for children ages 6 weeks-4 years old.

Crisis Response

Domestic Abuse Victim Advocacy (DAVA)

24 Hour DAVA Hotline: 080. 5471. 0970 (Atsugi local number)

Sexual Assault Prevention and Response (SAPR)

24 Hour SAPR Hotline: 090. 8058. 5632 (Atsugi local number)

To dial International phone number to any Atsugi Japan extension is 011.81.467.63 plus the last 4 numbers of any DSN number.

Traveling to Japan

Traveling to Japan can be an adventure in itself. Pre-planning is a must in order to reduce the stress associated with relocating. Weigh your luggage prior to leaving for the airport. Pre schedule taxi or shuttle to airport. Double check that you have all important papers with you; Orders with Dependent Entry Approval, Passports, I.D. Cards, snacks if allowed in carry-on luggage. The average flight from Los Angeles is approximately 10-12 hours non-stop. If leaving from other parts of the US it can take much longer.

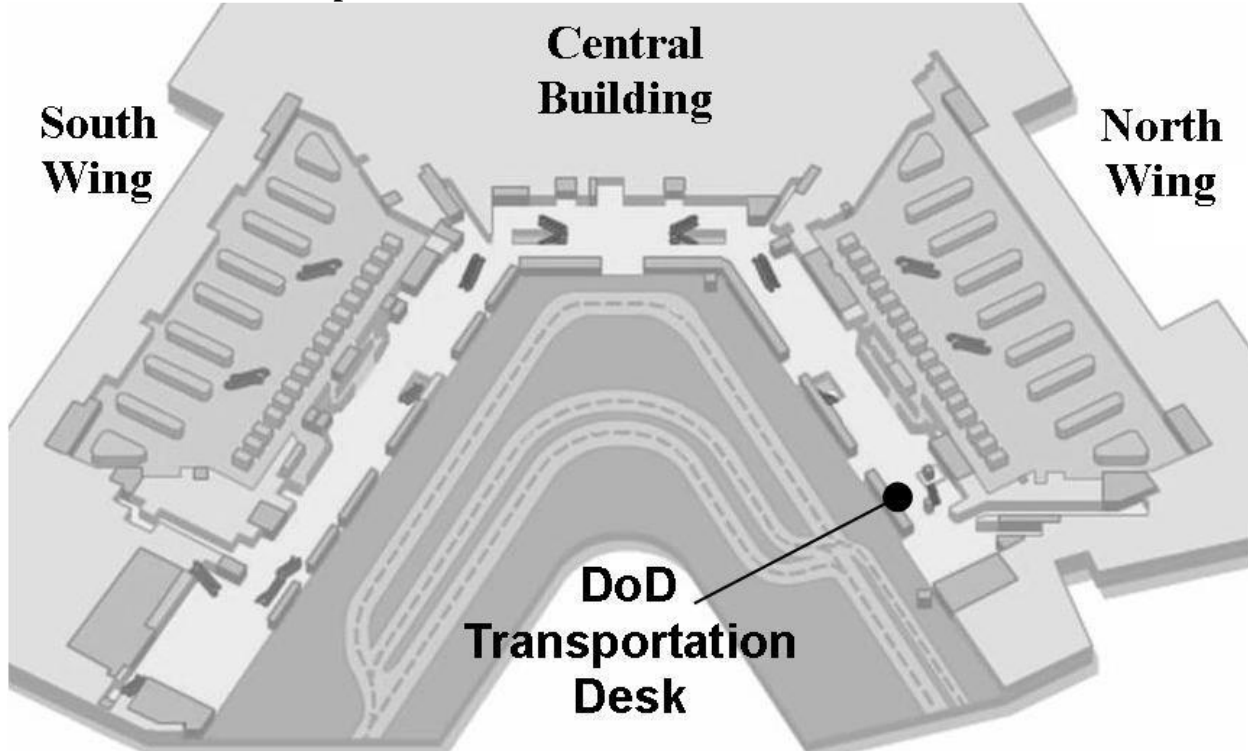
While traveling can be an arduous experience it can be even more difficult and costly when traveling with pets. If you are considering bringing pets to Japan, please consider using the Patriot Express Flight. It will be cheaper than standard commercial flights.

<http://www.spacea.net/faq/what-are-patriot-express-schedulerroutes>

If traveling with pets it is recommended you start the process at least 6 months in advance with an Army vet. To ensure proper import procedures are followed.

[HTTP://WWW.USARJ.ARMY.MIL/ORGANIZATION/VET/R_DOC.ASPX](http://www.usarj.army.mil/organization/vet/r_doc.aspx)

What To Do At The Airport



1. Follow the signs to the Arriving Passenger area.
2. Pass through the Medical/Quarantine desk (if you have pets, stop here and ask for assistance).
3. Continue to the Immigration Processing, Foreigners.
4. Present your passport and/or ID card, and your COMPLETED forms.
5. Proceed down the stairs to the Baggage Claim Area. Retrieve your luggage.
6. Proceed to Non-Resident for Customs inspection.
7. Left into the Main Terminal.
8. Proceed to the Military Passenger Liaison for ground transportation to NAF Atsugi (located across the passenger meeting point of the Main Terminal, near the foreign exchange shop).
9. Upon arrival at NAF Atsugi, the bus will stop at BOQ, BEQ, and the Navy Lodge.

Note: The majority of international flights arrive at Terminal One; however should you arrive at Terminal Two, take the free Airport Shuttle Bus to Terminal One and get off the bus at either Stop Number 8 or Stop Number 18 in front of Terminal One.

General Airport Information

American style restrooms and changing rooms are available at the terminal.

Recommend exchanging some money to Yen (Japan's currency). An Exchange Center is located on the first floor of Terminal One. Recommend not exchanging all your money as Atsugi Base, accepts U.S. dollars. 3. Available on the fifth floor of the central building of Terminal One are:

- Retail/convenience stores
- The Observation Deck

- Various fast food restaurants (both Japanese and American). Payment in Japanese currency (Yen).

To Pick up Your Pet from Narita Airport

Note: (pets are not allowed on base shuttle or commercial busses.)

Immigration/Customs:

Upon arrival, you may claim your pet from the Japanese Animal Quarantine Officials between the hours of 8:00 a.m. - 11:00 p.m. to avoid overtime charges. However, to avoid any problems, schedule your pet's arrival between 8:00 a.m. - 4:00 p.m. Monday-Friday when the Japanese Animal Quarantine Office is fully staffed. If your pet is still at the Quarantine Office after 4:00 p.m., you will pay a hefty overtime fee.

SHUTTLE BUS DIRECTIONS FROM NARITA AIRPORT

NAF Atsugi is located southwest of Tokyo (Narita Airport) and due to the distance, it is highly recommended for your Sponsor to arrange your ground transportation to NAF Atsugi. A regularly scheduled Shuttle bus departs from Terminal #1 at 0630 pm daily. It is recommended to call DSN (315) 264-3372 International 011.81.467.63. 3372 Monday thru Friday or visit the below link to reserve a seat or e-mail at M-AT-NAF-BUSGS@fe.navy.mil

https://www.cnmc.navy.mil/regions/cnrj/installations/naf_atsugi/about/installation_guide/getting_here.html

From Yokota Air Force Base via Air Mobility Command, an on-demand shuttle bus is available, either your sponsor or yourself should make reservations with NAF Atsugi Transportation at 011. 81. 467. 63. 3563 / 3900 or DSN 315.264.3563/3900 or visit the following web site:

https://www.cnmc.navy.mil/regions/cnrj/installations/naf_atsugi/about/installation_guide/getting_here.html

Bus Schedules and Forms

Naval Air Facility Atsugi offers a daily shuttle bus from the Narita Airport. Personnel traveling on official duty orders (PCS) can request seats for the Narita shuttle the above website. Also you can call DSN (315) 264. 3372 International 011.81.467.63. 3372 for information on times of departure and arrival, and to request a seat.

Narita (Tokyo) Airport Arrival via Commercial Air

A daily shuttle bus is available, departing Narita to NAF Atsugi at 6:30pm. Either your sponsor or you should make reservations with NAF Atsugi FFSC.

DOD Counter, Narita Airport Japan

The DOD counter is located on the ground floor inside of Terminal #1. From the North wing after departing customs, turn look left and you will see the DOD counter next to Meiji Milk and Café shop. From the South wing departing customs turn left and walk down corridor until you see DOD counter located on the right side.

To locate the DOD counter if flight arrives at Terminal 2,

Go outside to bus stop 8 or 18. Catch a free shuttle that runs every ten minutes to Terminal #1; get off at the second stop (street level). Enter the terminal and DOD Counter will be located across from the flight arrival exit of Terminal one.

Check in at the DOD counter and NAF Atsugi bus will leave at 6:30 pm. The DOD staff will guide you to the bus stop across the parking lot of Terminal 1. Other modes of transportations information are available at the information desk of Terminal one.

Calling the DoD Counter in Narita Airport (from the US): 01181. 47. 632 .0469.

Calling the Transportation Office in Atsugi (from the US): 011. 81. 467. 63. 3563 / 3900
(from the US): 011. 81. 467. 63 .4072.

***Important Note: Bus reservations are made by calling the NAF Atsugi FFSC Office in Atsugi, not the DoD counter in Narita Airport. For folks on official travel (TAD/PCS), please email orders to Atsugi's FFSC office M-AT-NAF-BUSGS@fe.navy.mil to reserve seating. For those travelling without orders, reservations still could be made. However, it will depend on space availability.

Commercial Transportation

Should you decide to take commercial transportation from the airport. Located inside terminal #1 near bus stop #8 is the commercial bus ticket booth. The average cost for a bus from Narita airport to Yokohama is approximately 3600 yen (**pets are not allowed on public transportation.**) From the Yokohama train station you can catch a train to the Sagamino Station. From there NAF Atsugi is approximately 1 mile away and taxis are available outside the train station.

Note: If you are relying on ATMs while here in Japan, there are only 2 American Financial Institutions on base; Navy Federal Credit Union and Community Bank. Should you need more cash than the daily ATM withdrawal allowance to purchase a car or to assist with off base housing; you may want to consider joining either of these institutions prior to moving.

CNIC Dress code for NAF Atsugi Japan

As ambassadors of the navy to Japan it is important to provide a positive image of our people and its' Navy. The dress code enforced by CNIC provides a guideline to understand what is deemed appropriate for wear while out in Atsugi. The below picture provides some examples of what is adequate.

Area Orientation Brief (AOB) & Intercultural Relations (ICR) Class

This training is **MANDATORY** for all military, SOFA members, and civilian employees arriving to commands in Atsugi within 30 days, in accordance with COMNAVFORJAPANINST 1740.5. It ensures newly reporting personnel understand and are fully aware of all CNIC policies, programs, services, responsibilities and facilities.

For ICR Waiver:

All military and civilian personnel their spouses and adult children are required to attend the Area Orientation Brief / Inter-Cultural Relations (AOB/ICR) class held by the Fleet and Family Support Center (FFSC). AOB is mandatory for ALL new arrivals. The following list is a guideline for who needs to attend AOB/ICR:

- A. Sailor has never been to Japan: Full AOB/ICR
- B. Sailor has > 1 year gap between Japan tours: Full AOB/ICR
- C. Sailor receives Okinawa to Atsugi orders: Full AOB/ICR
- D. Sailor receives Sasebo or Misawa orders: AOB only. However, gaining command must ensure annual refresher has been completed within the last 12 months otherwise liberty is curtailed IAW USFJ Liberty Order para. 5.a.(3).
- E. Sailor receives Yokosuka to Atsugi orders: AOB only, see note above about annual refresher.
- F. Sailor receives Atsugi to Atsugi orders: None, see note above about annual refresher

ICR may be requested by the sailor or family member if they would like to attend due to the different geographic location.

DECISION: If a sailor from an individual unit command wishes to attend AOB/ICR in order to fulfill the annual refresher requirement, that sailor must seek approval from the NAFA Commanding Officer with an endorsement from the sailor's Unit CO explaining why refresher training cannot be accomplished at the unit level.

WAIVER REQUEST SUBMISSION:

Please inform FFSC that you are requesting a waiver for a Japanese Spouse by providing a first and last name of the spouse, command, and date of arrival.

WAIVER REQUEST PROCESSING:

If the Waiver is Approved:

Member may contact the FFSC to request class registration for AOB Class Only status. Upon completion of the AOB Class, the AOB facilitator shall issue an AOB completion certificate.

If the waiver is disapproved:

Member may contact the FFSC to request class registration for AOB/ICR.

For more information:

Please visit the FFSC located in NAF Atsugi Headquarters (Building 949) or call 264-FFSC (3372).

***Child care reservations should be made prior to attending AOB/ICR and as far in advance as possible. Age limits and contact numbers for each of the centers are outlined in sheet after the schedule. Please contact Child Development Center at 315.264.3588 for child/ren registration.

Child Care (CDC) Form Downloads

[Health Information Form Sep2018.pdf](#)

[CYP Parent Handbook.pdf](#)

[Permission Statements Form Sep18.pdf](#)

[CYP Registration Form Sep2018.pdf](#)[MFLC CYB Parent Information Letter.pdf](#)

[Hourly Parent Fee Agreement.pdf](#)

Complete and email to

M-AT-MWR-CRO-GS@fe.navy.mil

CDC Orientation every Friday@11am

Must be attended by 1 parent prior to AOB

AOB/ICR Schedule

Monday – Area Orientation Brief (AOB): 0730 to1600 (Single)
0755 to1600 (Married)

- Policies and procedures associated with Commander Naval Installation Command Atsugi
Guest speakers include: NAF Atsugi Leadership, Fleet and Family Support Center, Personnel Support Detachment, Navy Legal Service Office, Security, Religious Ministries, NCIS, and more.

Tuesday – Inter-Cultural Relations Topics include: 0800 to 1140

- Welcome Aboard – Intro to ICR
- Cultural Sensitivity – Story Exercise & Discussion
- Culture Shock – Effective Cultural Adjustment
- Japanese Language Part 1 – Pronunciation & Basic Phrases

Wednesday – Intercultural Relations Topics include: 0800 to1430

- Intro to Japanese Life Style
- Brief History of Japan
- Japanese Language Part 2 – Numbers, More Useful Phrases/
Food Culture & Table Manners

- **Lunch 1100 to1230**
- Guest Speaker (NEX & DeCA)
- Public Transportation – Train, Bus, Taxi, Other Off-Base Information
- Field Trip Preparation, Recommended Places, Group Planning

Thursday – Intercultural Relations Mandatory Field Trip: 0800

- Manners at Out in Town, Safety Topics, Body Language
- Field Trip (Bring Yen in Cash)

Friday – Intercultural Relations Topics: 0800 to 1200

- Field Trip Debriefing, Class Discussion, Q & A
- Guest Speaker (MWR)
- Community Relation Programs, ICR Classes, Programs and Services
- Summary of the Course – Communication Exercise with Japanese Volunteer
- Class Evaluation, Graduation

Childcare Information

While family members are welcome to attend the AOB/ICR Training, we ask that personnel with children make arrangements for childcare as there are a limited amount of seats available for attendees. Childcare is free to attendees through vouchers that are distributed on the day of training. Advanced reservations are highly encouraged to ensure that there is space. Required paper work for each child/ren must be completed and parents must attend orientation for CDC/SAC care before attending AOB. Below is information to help families.

Child Development Center (CDC) Eligibility

In order for children to be enrolled in child development center in Atsugi Japan, You must update the required immunizations. Immunizations record needs to be transcribed at Branch Medical Clinic. A full time care requires a completion of CDC packets, registration forms and LES but for short term child care registration form and immunization records are required. Orientation is required before your child/ren's start date.

Costs for Full Time Care

There is no annual registration fee at CDC. Payments are made every 1st and 15th of the month. Income will be verified through the service member's most recent LES. Military income includes Base Pay, Basic Allowance for Subsistence and Basic Allowance for Housing. The spouse's most recent pay stub will be used to verify the income of military personnel. 20 percent discount is given to a family who has a second child enrolled at CDC. CDC fees are based on 9 categories of rank and rate with corresponding amount. All fees are in effect as of February, 2018.

Programs Offered:

Full Day Childcare for ages 6 weeks to Pre-Kindergarten- from \$256 to \$642 per month
Before/After School Care = \$146 to \$336 per month
Hourly Care has a fixed rate of \$4.00 for all service members.

NAF Atsugi MWR pays for childcare fee while the service member and the spouse attend the Area Orientation Brief and Intercultural class from Monday to Friday. A voucher is issued at FFSC after the completion of each class. The parents are responsible for any costs beyond the authorized CDC Childcare voucher time. Command Sponsor may assist in making the reservation of your child/children in advance at CDC, but will not be confirmed until parents attend orientation for CDC/SAC.**

NAF Atsugi MWR pays for 5 hours per month for child care fee at Child Development Center for IA Family. Child must be registered at CDC and immunization records must be completed and transcribed by medical clinic in Atsugi.

Availability

Call Central Registration Office 264-3588/6212 to check availability. Hours of Operation for Central Registration are Monday to Friday from 8:00 a.m. to 5:00 p.m.

School Age Program

NAF Atsugi Youth Center serves children ages 5-12 years old. It is open Monday through Friday from 5:00 a.m. to 7:00 p.m. Fees ranges from \$52- \$128 per month before school and \$ 102-\$256 per month after school per child depending on total gross family income. Arts and crafts, indoor and outdoor play, field trips, homework clubs and enrichment programs are featured.

The Teen Center of NAF Atsugi Japan is free to 6th – 12th grade. They offer a lot of activities such as field trips, games, basketball, dance, tennis and a lot more. Snacks are provided. The Teen Center is open on School days: Monday through Thursday from 2:00 pm - 8:00 p.m., Fridays from 2:00 pm – 10:00 pm. If there is no school and/or early release days, the Teen Center is open Monday through Thursday at 11:00 p.m. - 8:00 p.m.

CHILD DEVELOPMENT CENTER (CDC): 6 WEEKS* TO 5 YEARS**
264 3524/6518

YOUTH CENTER (SAC)***: Kinder – 6th Grade
264 3878

TEEN CENTER***: 6th – 12th Grade
264 6381

* For children 6 weeks – 24 months, (unless your child is “potty” trained) 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 Youth Center (before school/after school care).

*** Family Orientation: An orientation is required for all families prior to using our child care services. Group Orientation for CDC will be conducted at 11:00 am on the first and third Friday of each month, this will be held at NAF Atsugi CDC (bldg. 3250). Group Orientation for SAC will be conducted at 15:00 on the first and third Friday of each month, this will be held at NAF Atsugi SAC (bldg.286) If the family is unable to attend orientation before their scheduled AOB/ICR week, please let us know so we can schedule an individual orientation.

Youth Sponsorship Program

Students moving to Atsugi and enrolling at Shirley Lanham Elementary School, Zama American Middle School or Zama American High School can participate in the Navy's Youth Sponsorship Program (YSP) to smooth the transition to their new school. The goal of YSP is to provide easy integration for new students, answers to their questions, a fun way to meet friends, and other support for transitioning military children. YSP arms children valuable information that's key to adjusting smoothly to a new area and school, and helps them form lasting bonds with peers who understand the military lifestyle.

If you'd like your child(ren) to have a Youth Sponsor, please fill out the two forms below with your child(ren) and send the forms to the Atsugi School Liaison Officer (SLO) at M-AT-MWR-SLO@fe.navy.mil, or the Atsugi Teen Coordinator at M-AT-MWR-TeenCenter@fe.navy.mil. You may also drop them off at the SLO Office or Teen Center. Visit the [Facility Directory](#) for more info.

- [Request for Youth Sponsor](#)
- [New Student Interview](#)

The Exceptional Family Member Program

When you're moving, your to-do list can seem long enough to fill a packing box. But if anyone in your family has special medical or educational needs, help is available before, during and after your move. Enrollment in the Exceptional Family Member Program provides military families with special needs consideration during the assignment process and access to support services to help navigate the medical and educational system.

The Exceptional Family Member Program has three components:

- Identification and enrollment of a family member with special medical or educational needs

- Assignment coordination to determine the availability of services at the projected duty station
- Support to help families identify and access programs and services.

For more information about EFMP, Please contact your Local FFSC or Call DSN: 315.264.3372 or International 011.8146.763.4171.



Commander Fleet Activities—Atsugi Housing Information

Thank you for your interest in Atsugi Housing. This information sheet should answer a lot of your questions, but we realize that it's impossible to cover everything in one document. If you have questions please feel free to let us know. The Housing Service Center will be one of your first stops after arriving in Japan. You will find us conveniently located in building 84.

Office hours:

Monday, Tuesday, Thursday & Friday 08:00 am – 4:30 pm;

Wednesday 08:00 am – 03:00 pm

Phone Number:

DSN: (215) 264 .3795/3237

Local: 0467. 63 .3795/3237

Mailing Address:

Atsugi Housing Service Center (AHSC)

PSC 477 Box 33 FPO AP 96306 0033

Web site:

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

E-mail: atsugihousing@fe.navy.mil

Housing Services

Military Member Eligibility:

NAF Atsugi stationed personnel with accompanying bona fide family members who have received dependency status and/or dependent entry approval, and will reside with the sponsor for nine consecutive months or more each year. The following are the documents required for you to apply for Military Family Housing (MFH).

1. Housing application DD Form 1746
2. PCS Orders
3. Dependent Entry Approval or Command Sponsorship Approval
4. Detaching Information Report (L20/L01 Activity Loss, from last Permanent Duty Station (PDS))
5. Page 2 (Record of Emergency Data (RED))
6. Marriage Certificate (married after arrival member)
7. Pregnancy Certificate (single pregnant member)
8. Valid Power of Attorney (POA) for your spouse or representative if sponsor is absence

Note 1: When you apply for MFH, other supporting documents maybe required on a case-by-case basis

Civilian Member Eligibility:

Civilians assigned to NAF Atsugi who have transportation agreement, drawing Living Quarters Allowance (LQA), and are accompanied with Command Sponsored bona fide family members who will reside with the sponsor for nine consecutive months or more each year are eligible to make application for MFH. **Application does not guarantee assignment.** The following are the documents required for you to apply for MFH.

1. Housing Application DD Form 1746
2. DoD Travel Orders
3. Transportation Agreement DD Form 1617
4. Letter of Employment
5. Dependent Entry Approval or Command Sponsorship Approval if applicable
6. SF50
7. Valid POA for your spouse or representative if sponsor is absent

Note 1: When you apply for MFH, other supporting documents maybe required on a case-by-case basis

Note 2: Civilian employees normally will be expected to rely on surrounding civilian communities for housing support whether stationed in the Contiguous United States (CONUS), Hawaii, U.S. territories and possessions, or foreign areas. Where the Housing Authority (HA) determines appropriate and adequate community services and support facilities do not exist, are substandard, or cannot be enjoyed without restriction, housing will be allocated to provide reasonable and equitable treatment to both eligible military personnel and eligible U.S. citizen civilian employees. Where applicable, Fair Market Rental rates will be established in accordance with local instruction. Local HA will establish policy for collection of rental payment.

Advance Application:

If you would like to send your application form and required documents in advance, you are more than welcome to do so. We will hold your application and that will be activated on a waiting list **AFTER** you reported to your new command on board NAF Atsugi. Your name will not go on a waiting list until you have physically arrive to the installation, reported to your new command and completed the application process with counselor.

Please contact the housing office at 011. 81 .46 .763 .3795 or DSN: (315). 264. 3795

- www.cnic.navy.mil/ffr/housing/heat.html

Check-in Procedure:

Members reporting in person will be placed on a waiting list **AFTER** you reported to your new command. A Service member, spouse or designated representative with an authorized POA must visit the housing office with required documents and see an on-base counselor for applying to the Family Housing waiting list. Housing reviews, offers and assignments will be completed with the counselor.

Members reporting to deployed units: Application and documents may be made by letter, fax, email or message and by a designated representative with POA. The application needs to be annotated to show that the unit is deployed. Members will report to AHSC within 30 days of return from deployment.

Bedroom Entitlement:

The number of bedrooms is based on pay grade & family composition. For example, member, spouse and two children are qualified for a three-bedroom. All senior officers (O6) are eligible for minimum of four-bedroom. All field grade officers (O4 & O5), chief warrant officers (W2-W5), limited duty officers (LDO), junior officers with nine-years prior enlisted service, and senior enlisted (E7 to E9) personnel are eligible for a minimum of three-bedroom regardless of family composition.

Control Date & Waiting List Placement:

1. Military member's *Control Date will be usually date detached from last PDS, activity loss departure date. You must apply to the waiting list within 30 days of reporting to your new command in NAF Atsugi. (*Control date is the effective date of eligibility for MFH). Control date determines the position on a waiting list and waiting time period. Older date is better for you and higher position on the list. If you fail to apply for MFH within 30 days, your control date will be the actual date of application (walk-in date). You still start at the bottom of the waiting list and you will not be authorized for a government funded local move from your off-base residence.

2. Civilian member's *Control Date will usually be effective date on the SF50. You must apply to the waiting list within 30 days of reporting to your new command at NAF Atsugi. (*Control date is the effective date of eligibility for MFH). Control date determines the position on the waiting list and waiting time period. If you fail to apply for MFH within 30 days, your control date will be the actual date of application (walk-in date) and you will not be authorized for a government funded local move from your off-base residence.

Availability and Estimated Waiting Time Period:

The waiting times are estimates and subject to change daily. Please call or email us for more information.

House Offer & Assignment, Important!

There will be an initial waiting list based on your pay grade and bedroom eligibility. No preference for location or type/style or the accommodation of dogs will be considered on the first offer of on-base housing. You will be offered the next available unit at the earliest move-in date unit. The first offer could be a high-rise for you even if you have a dog. House offer and assignment are based on your pay grade and family composition listed on your Dependent Entry Approval. You either accept or move-in or you may refuse the first offer. If you refuse the first offer, then you will have a preference on a list with same control date. Second offer will be your preferred type/style from the categories you are eligible for. If you decline the second offer, your name will be removed or placed at the bottom of the list and control date will be the reapplication date.

Note 1: Declining the first offer will result in the termination of Temporary Lodging Allowance (TLA). Please remember, if you refuse the first offer of on-base housing, TLA will stop after 30 days from the date you signed the refusal paperwork or earliest available date of the unit offered, whichever is later. Possibly, you will have to pay for the lodging expense from the 31st day until 2nd offer unit's move-in date or move to off-base housing.

Note 2:

If you decline the first offer and reside in the local community then when you are moving back to on-base housing, the movement of your household goods is your expense (Self-Move).

Pets:

Families with dogs should make contact with the Atsugi Housing office prior to coming to Japan to check on the probabilities of having to live off base (due to on base availability) and the likelihood of acquiring on base, pet friendly housing. Families with pets, especially dogs, may have a very difficult time finding a suitable house. Bringing dogs may delay the occupancy of family members. Therefore, you should carefully consider bringing your prior to arriving.

If the waiting time period is long, you may have to seek off-base housing and reside in the local community during the waiting time period. You may have a maximum of 2 registered pets (dogs & cats) in government quarters. Cats are allowed in all on-base housing. Dogs are only allowed in Garden Apartment, Townhouse, One-Story Home and the first two floors of the Towers. Kennel space is costly, availability is limited, and space for large dogs is few. All dogs and cats must be registered with the U.S. Army Veterinary Activity, Japan upon arrival. Camp Zama Veterinary Treatment Facility is located 4 miles from Atsugi, 20-55 minutes by car.

http://vetcom.amedd.army.mil/vtfmultilocation.cfm?vtf_id=160&vtflocation=JP&multi=true
<http://www.usarj.army.mil/organization/vet/import.aspx>
<http://www.maff.go.jp/aqs/english/index.html>

Temporary Lodging Allowance (TLA)

TLA accrual begins the day the member reports to the new permanent duty station. Paid TLA begins when member and family report to the new duty station. Member must check-in to AHSC to submit an application for on or off-base housing to be eligible for TLA after check-in to your new command. TLA cannot be initiated until after reporting to housing office and receive the on or off-base check-in briefing by counselor. TLA is normally granted to active duty members with command sponsored dependents and dual military couples. The purpose of TLA is to help defray the cost of meals and lodging while member is seeking off-base housing. TLA may be granted for 60 days. If member declines the first offer of on-base housing, the normal entitlement of 60 days will no longer apply. Instead, TLA will be terminated 30 days from refusal or the availability date of the unit offered, whichever is later. However, payment should not be made when sincere effort to obtain a private rental quarters has not been made. TLA is a reimbursable entitlement and paid in 10 day increments.

Delay of Family Arrival after Move-in Date: Family members must arrive within 30 days from the move-in date, taking possession by Sponsor. And also on your move-in date, your housing allowance, BAH, LQA, OHA, TLA will be terminated.

Movements of your Household Goods (HHG):

Note: You are allowed your full weight of HHG. However it is not recommended. If you are required to live off base, you will find the houses are very small and may not accommodate oversized furniture or American made appliances. Also there is little to NO storage available.

Note: Fire arms are strictly prohibited in Japan. Even the import of Airsoft and Paintball guns (300 FPS Max) are regulated. Archery equipment is not allowed on base and if brought it must be stored with base security. Japanese law prohibits the carry of pocket knives with a blade in excess of 2.1 inches.

Normally, most accompanied tour members are eligible for one time move by PCS Orders. This is from your last permanent duty station to on or off-base housing in Japan. However, if you reside in local community due to long waiting time period, you will be authorized for government funded local move for your HHG. There are two criteria that must be met in order to receive government funded local move into Family Housing from your off-base residence.

1. Member must apply for MFH waiting list within 30 days of reporting to NAF Atsugi.
2. Member must accept first offer of MFH.

If application is made after the 30 days or do not accept first offer of MFH, subsequent move into MFH will be solely at your expense (Self-Move).

Government Furniture & Appliances:

1. All Members with dependents: Duration of your tour, housing office will provide appliances free of charge to all eligible members such as a refrigerator, electric range, dishwasher, and clothes washer & dryer for on-base residents. If you have some problems with government appliances, please contact housing furniture & appliances section, Local 0467.63.3887 / DSN (315)264.3887.
2. Furniture can also be provided on a Temporary basis. Your HHG must be in transit to be eligible for temporary furniture. You can borrow our furniture up to 90 days or until your HHG shipment arrives whichever occurs earlier. Housing will deliver and pick-up for you. If you have no HHG shipment arriving, you have to purchase your own furniture. Please take good care of government property. In case of loss or excessive damage, you will be responsible financially.

Automobiles and motorcycles

You are allowed to ship 1 automobile or motorcycle with your house hold goods. Keep in mind that Japan has different emission control laws than the United States. It may cost additional money in order to make your car Japan Compliant. Some service members have spent up to \$8000.00 to make their motorcycle and \$4000.00 for their American made auto to pass Japan Emissions test.

Used vehicles are in abundant in Japan. The average cost for a used car is between \$2000.00 and \$4500.00 for low mileage used vehicles. Auto insurance is approximately \$375.00 per year, Japan Road tax depends on the size of engine in the car and ranges between \$125.00 to approximately \$450.00. Lastly there is Japanese Compulsory Insurance JCI which ranges between \$125.00 to \$250.00.

To obtain a SOFA driver license you must be Active duty, DOD civilians, DOD contractor and their dependents permanently assigned to NAF Atsugi. You must have a valid state driver license or show proof that your state validates your license while you are active duty and deployed. It is

recommended that all eligible family members renew their state driver's license prior to leaving the U.S. minors 16 and older are allowed to drive (on Base Only). As well there is driver education for new drivers. The class will be equivalent to a Texas Drivers education course. Please visit: https://www.cnic.navy.mil/regions/cnrj/installations/naf_atsugi/om/safety/DriverLicenseOffice.html

Guest Policy

Guest stays exceeding 72 hours must be requested in advance in writing for family and friends with the intent of social visits only. Social visits exclude visits for the purpose of residency, housekeeping, and childcare or care of indigent persons. Social visits by guests other than dependent family members of military, DoDDS or DoD personnel that are not command sponsored will be limited to 60 days per guest in a 365 day period beginning with the date of the first guest pass issued for each guest. Requests for visits in excess of 60 days will be reviewed on a case-by-case basis and must be pre-approved by Local/Tenant/Commander, NAF Atsugi. All requests for visits in excess of 60 days must be in writing from the sponsor/resident, via the sponsor/resident's command and the Housing Service Center. No guest may be sponsored by a second sponsor/resident in the same 365 day period. A sponsor/resident drawing any type of housing allowance may visit another MFH sponsor/resident, not to exceed 10 days per 365 day period. Unaccompanied or bachelor personnel are not authorized to occupy Family Housing.

Japanese nationals or individuals with Japanese resident visas may be a guest in MFH not to exceed 60 days in a 365 day period beginning with the date the first guest pass is issued for each guest. Guest passes shall not be issued for visitors when the intent of the visitation is to obtain dependency or command sponsorship for the visitor. Authorization for dependency and/or command sponsorship shall be obtained prior to the intended bona fide family member's entry into Japan.

Visitors/Guests Medical Care for Financial Responsibility:

Visitors/Guests who are not registered in DEERS are not entitled to medical care. In the event of an emergency, visitors may still be referred to a local host nation facility (Japanese medical facility), especially if follow up care is required. They will be billed as a pay patient. Additionally, visitors are not eligible for pharmacy services. Ensure visitors plan ahead and have a supply of medication needed during the visit. If medication is necessary, the prescription will need to be filled at a host nation facility.

The cost of both emergent care at U.S. Navy Hospital and/or any host nation civilian care is the sole responsibility of the patient or the patient's sponsor. Visitors should first check with their current insurance carrier to ensure that their policy covers both inpatient and outpatient services overseas. If there is no such coverage, it is required that the visitor obtain appropriate travel health insurance prior to visiting.

Host nation facilities will require payment in full, in Japanese Yen, at the time services are rendered. Visitors can then file with their individual insurance company for reimbursement.

Note 1: All guest/visitors must have medical insurance documentation which shows coverage for a minimum of \$100,000 and for international travelers to the country of Japan. Please purchase this

type of medical insurance at the airport and/or in your departing country if your current medical insurance does not cover overseas, Japan.

Come with an open mind and have a great time!

We wish you a safe and smooth transition and look forward to meeting you!

Additional Resources can be found at:

Navy Housing: <http://www.cnmc.navy.mil/ffr/housing.html/>

Military Move: www.move.mil

Military OneSource: www.militaryonesource.mil/moving

DoDDs: <http://www.dodea.edu/Pacific/schools-by-area.cfm>

ATSUGI WEB PAGE: <https://www.cnmc.navy.mil/Atsugi/index.htm>

E-MAIL ADDRESS: m-sa-cfashousinginformation@fe.navy.mil

DSN NUMBER: (315)264. 3795

Commercial Number from U.S.: 011. 81. 0467. 63. 1110

(Then ask the operator to connect you to any DSN)

About maps for directions in both Car and Train from NAF Atsugi:

Please call DSN: (315) 264. 4185/3628 or Comm: 0467. 63 .4185/3628 for questions. You can also reach via e-mail at M-AT-FFSC-DutyOffice@fe.navy.mil.

School Information Atsugi, Japan

School Registration Information Atsugi, Japan

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

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

Electronic DoDEA Student Registration Form

- www.dodea.edu/Offices/Regulations/dodea_forms/upload/form_600.pdf

Shirley Lanham Elementary School (Grades K-6)

Located in NAF Atsugi base, all students grades K-6 living in NAF Atsugi base housing, and Off-Base Housing are zoned to attend Shirley Lanham Elementary School.

Email: Registrar.LanhamES@pac.dodea.edu

Phone: from Japan 0467 .63. 3664 /0467. 63 .3261

from the US 011. 81. 467. 63. 3664 / 011. 81. 467. 63. 3261

<http://www.lanham-es.pac.dodea.edu/contact.html>

Zama America Middle School (Grades 7 - 8)

Located in Camp Zama Army base, all students grades 7to8 living NAF Atsugi base housing, Camp Zama Army base and Off-Base Housing are zoned to attend Shirley Lanham Elementary School.

Email: registrar.zamams@pac.dodea.edu

Phone: from: from Japan 046. 407. 4040 / from the US 011. 81. 46. 407. 4040

<http://www.zama-ms.pac.dodea.edu/contact.html>

Zama American High School (Grades 9-12)

Located in Camp Zama Army base, all students grades 9 thru 12 living NAF Atsugi base housing, Camp Zama Army base and Off-Base Housing are zoned to attend Shirley Lanham Elementary School.

Email: Registrar.ZamaHS@pac.dodea.edu

Phone: from Japan 046. 407. 3181 / from the US 011. 81 .46407 .3181

<http://www.zama-hs.pac.dodea.edu/contact.html>

NAF ATSUGI JAPAN Command Religious Program



Mission

“To assist in the free exercise of religion through the care, facilitation, advisement, and provision of ministry to the sailors, families, tenant commands, and contractors assigned or associated with Naval Air Facility, Atsugi, Japan .”

Provision of services on board NAFA include:

Protestant
Roman Catholic
Jewish
Latter-Day Saint

Social Services available include:

1. Counseling (relationships, marital & pre-marital, stress, finance, etc.)
2. Confidential Communication; SECNAVINST 1730.9
3. Suicide Prevention - On-Call, Duty Chaplain, 080. 5026. 6358
4. Religious Ordnances (e.g. baptisms, dedications, confession, etc.)
5. Facilities Requests
6. Community Serve/Relations Projects (Feeding the Homeless, Orphanage Visitation, etc.)
7. CREDO Retreats (Marriage Enrichment and Personal Growth).

Family Employment Readiness Program (FERP) Resources

FERP

Our program provides basic information, materials, consultations, workshops, and referrals relating to family member employment services available through FFSC.

Fleet and Family Support Center (FFSC) Modelling Fair

Our annual Modeling Fair provides the opportunity for on base personnel to meet local Japanese Modeling agencies and learn about modeling opportunities.

Fleet and Family Support Center (FFSC) Employment Classes, Workshops and Trainings

For more information regarding topics, schedules and to register, please call 264-FFSC (3372).

- English teaching in Japan
- Resume Writing
- Job Search Strategies
- Federal Employment
- Interview Skills
- How to KSAs (Knowledge, Skills, and Abilities)
- Career Exploration
- Teen Employment
- 1 on 1 Consultations
- Volunteer Opportunities: A good way to get your foot in the door and network with potential employers is to volunteer. FFSC has options and information for volunteer opportunities. Contact 264.3372 for more information.

Department of the Navy Jobs at NAF Atsugi Japan

- CNIC HRO: http://www.cnic.navy.mil/regions/cnrj/om/human_resources/US_Jobs/US_ATSUGI_VA.html
- MWR ATSUGI: <http://www.navymwr.org/resources/hr/>
- Navy Exchange (NEX) <https://www.mynavyexchange.com/work4us/>
- DECA Commissary: http://www.commissaries.com/inside_deca/HR/employment_opportunities.cfm
- FISC ATSUGI: <https://www.navsup.navy.mil/navsup/jobs/hr>

Supporting Organizations Jobs at NAF Atsugi

- American Red Cross: <https://www.americanredcross.apply2jobs.com/ProfExt/index.cfm?fuseaction=mExternal.showSearchInterface>
- The Navy Marine Corps Relief Society: <http://www.nmcrs.org/jobs>
- Navy Federal Credit Union: <https://www.navyfederal.org/about/careers.php>
- Community Bank: http://www.dodcommunitybank.com/home/customer_service/careers
- Jobs openings on Bases in Japan: filter by location and industry: <http://www.japanbases.com/bases/jobs/view/type/viewsearch.aspx>
 - Alutiiq Corporation: <http://www.alutiiq.com/jobs/>

Worldwide Organizations

- USA Jobs: <http://www.usajobs.gov/>
- Federal Jobs: <http://www.americajob.com>
- Jobs requiring security clearance: www.clearancejobs.com & <http://clearedconnections.com>
- Navy to civilian: www.corporategray.com
- SERCO (Contracting Jobs): <http://www.serco-na.com/careers>
- Zeiders: www.zeiders.com
- Department of Defense Education Activity (DoDEA): <http://www.dodea.edu/Offices/HR/employment/>
- Department of Navy Civilian Human Resources: <http://www.donhr.navy.mil>
- AMSEC /Northrop Grumman: www.amsec.com
- General Dynamics Information Technology: <http://www.gdit.com/careers/>
 - Armed Forces Service Corp(AFSC)
- Armed Forces Service Corp. AFSC
 - Magellan: <http://archive.magellanfederal.com/who-we-serve/government-contractors/>

Top Job Boards

<http://careers.yahoo.com>
www.careerbuilders.com
www.collegerecruiter.com
<http://www.linkedin.com/job/c-linked-in-jobs>
www.indeed.com
www.monster.com
www.simplyhired.com

<http://usajobs.gov>
<https://h2h.jobs/>
www.dice.com
<http://us.jobs/>
<http://execunet.com>
www.hound.com
<http://net-temps.com>

How to Present a Positive Image to our Japanese Hosts

When in Public

- On escalators please stand to the left side as the right side is used for persons walking up the escalator.
- Please refrain from smoking on public transportation. Some long-distance trains permit smoking, but local buses and trains do not.
- Converse in a low to moderate voice when in public, Yelling or loud conversations disturbs and frightens our hosts.
- Additionally use earphones with portable stereos, and keep your car's stereo volume down when your vehicle windows are open.
- Loud and raucous behavior in public is not acceptable. The Japanese are very sedate people as a whole. Boisterous behavior is equated with hooliganism and trouble.
- While the Japanese populace has been exposed to English Language study in school, they generally are not conversationally proficient. Be patient, talk slowly and clearly, and you will eventually acquire the information you seek.
- Try to use some Japanese words or phrases in dealing with our hosts. They appreciate our effort, and respect our taking the time to try to learn their language.
- Observe how the Japanese do things. "When in Rome do as the Romans do" can very well be applied to Japan.
- Unacceptable behavior usually feels inappropriate when you're doing it. Rely on your common sense. This is just one of the ways to show respect for the Japanese culture while you are here.
- Be polite and considerate. It is the way we expect foreigners to act when they're visiting the U.S.

In Shops and Restaurants

- Remember, yen is the only current acceptable in Japanese establishments. They do not accept dollars, as in the case of some foreign countries you may have visited.
- Again, while bargaining is acceptable in some countries, in Japan this is not the norm. On large purchases, you may ask if there is any discount, or one may automatically be given to you.
- Don't tip in Japan. It is not expected in restaurants or taxis, and in fact is considered an insult to most Japanese people.

In some restaurants (and hospitals), you are expected to remove your shoes. So Always have your socks on when you intend to dine off-base. Such establishments will provide slippers for you to put on, upon removal of your footwear.

Liberty Policy in Japan.

The link below will take you to the U.S. Forces Japan liberty policy information. There click on the tab for Liberty Order Memo for exact details.

Keep in mind that if you are assigned to a different command, that commanding officer may have more restrictive orders in place.

<http://www.usfj.mil/Liberty-Order/>

Alcohol Laws in Japan

Keep in mind that while you are here in Japan, You are an ambassador for the United States as well as a representative of the U.S. Navy. The legal age for consuming alcohol in Japan is 20 years old. If you have a BAC. of 0.03 or higher and operate a motor vehicle you are considered to be driving under the influence.

Driving Under the Influence (DUI).

If a driver is pulled over by the Japanese Police while operating a motor vehicle and signs of intoxication are observed or an odor of an alcoholic beverage is emitting from the driver, that individual and all passengers can be charged with alcohol-related offenses under Japanese law.

No matter the outcome of a DUI, the penalty is always heavy. Japanese authorities can detain offenders for days, months or even years depending on the violation. Time in captivity does not include military pay.

Moving Checklist – Pre-Arrival to Atsugi Checklist*

HELPFUL TERMS:

Command Sponsor: A military person assigned by the gaining command who assists the incoming military personnel with relocation and indoctrination into the new command.

Command Sponsorship: The approval by service member's command allowing dependents to travel and live with the service member in foreign country funded by the government and can affect the following: travel reimbursement, housing, temporary lodging, employment, SOFA status, education, and medical services.

Passport, No Fee: Travel document funded by the US Government for official travel only.

Passport, Tourist: Travel document funded by the individual that certifies the identity and nationality of holder for the purpose of international tourist travel.

SOFA: A Status of Forces Agreement (SOFA) exists between a host nation and a foreign nation stationing military forces in that country. It does not constitute a security arrangement; it establishes rights and privileges of foreign personnel present in the host nation.

AS SOON AS ORDERS ARE RECEIVED:

- Make at least 10 copies of your Permanent Change of Station (PCS) orders (or Letter of Employment for civilians), Dependent Entry Approval Letter, and Power of Attorney.
- Discuss and plan your move with your spouse and children.
- Contact sponsor assigned by command at next duty station using the e-mail located on the first page of your orders. If not provided, contact gaining command immediately with current email/phone for use during your move.
- Visit MilitaryINSTALLATIONS website for PCS information regarding next duty station and utilize the "Plan My Move" resources. (www.militaryinstallations.dod.mil)
- Explore website of gaining command for general information including Ombudsman and Family Readiness Group (FRG) contacts.
- Upon personal property pickup, visit your local Fleet and Family Support Center to attend a Smooth Move Workshop and reserve Hospitality Kit.
- Make medical appointments for Dental, Immunizations, and Overseas Screening Appointments.

Complete Medical History (DD Form 2807-1) and Suitability Screening (NAVMED 1300/1) forms before making appointment for Overseas Screening.

- Collect shot records and make copies. Hand carry at least one copy for each family member.
- If accompanied, obtain Dependent Entry Approval Letter.
- Apply for No Fee Passport at local Personnel Support Detachment (PSD), if needed.
- Set your date of transfer.
- Visit your local military veterinary clinic to find out travel restrictions and specifics. You can also visit Public Health Command District – Japan (www.usarj.army.mil/organization/vet) and Japan Animal Quarantine Service (www.maff.go.jp). *Please be aware that all animal care services, on-base or off-base, are out of pocket and not reimbursed.*
- Make financial plans and preparations. Begin tracking tax deductible expenses.
- Reserve room(s) at authorized hotel for last nights such as local Navy Lodge (www.navy-lodge.com).
- Make arrangements for lodging in Atsugi; check to see if sponsor has arranged. Remember to include that you are on PCS orders when making reservation. On-base options are below:

Some rooms allow pets. Please call for availability.

(Atsugi: DSN: 315.264.6880 In Japan: 046.763.6880 www.navy-lodge.com)

(Atsugi: DSN: 315.264.3693 In Japan: 046.763.3696 www.ngis.dodlodging.net)

If no pet friendly room availability, NEX Kennel.

(Atsugi: DSN: 315.264.5366 In Japan: 046.763.5366)

(Camp Zama DSZ: 315 263. 5915)

AT LEAST 3 MONTHS BEFORE MOVE:

- Check that Passport(s), Military ID card(s), and State Driver's License(s)^ expiration dates.
^Valid Stateside Driver's License needed for SOFA-sponsored Driver's License to drive in Japan.
 - Visit local military legal office for a Power of Attorney, required by PPO and Housing Office if Sponsor is deployed.
 - Contact your local Personal Property Office to schedule pack out. Bring a copy of PCS orders. Visit www.move.mil to create account.
 - Contact TRICARE Health Benefits Advisor for any changes. (www.tricare.mil)
 - If leaving government quarters, contact local Housing Office and file Intent-to-Vacate Quarters.
- AT LEAST 4-8 WEEKS BEFORE MOVE:
- Start Command/Base Checkout Sheet.
 - Arrange for transportation from airport. Reservations needed.

Narita Airport Shuttle Bus or Yokota Air Force Base AMC Terminal Shuttle Bus (pets not allowed)
(Atsugi: DSN: 315.264.3563)

- Explore the HEAT website for Atsugi housing options. (www.cnmc.navy.mil/heat)
 - Reserve seats for **Area Orientation Brief/Inter-Cultural Relations (AOB/ICR)** Training if it has not already been done. This 5 day training is designed to reduce stress and frustration of moving to Japan and is **mandatory** for all SOFA sponsored personnel in accordance with COMNAVFORJAPANINST 1740.5, even if you have previously served in Japan. Attendance of all class portions is required before Certificate of Completion may be given, which is needed before getting a SOFA Driver's License. Please do not make any appointments during class week.
(Atsugi: DSN: 315.264.FFSC International: 011.81.46.763.FFSC FFSCInfo@fe.navy.mil)
Children are not allowed to attend training, so please make reservations with any center below. Reservations are not made automatically. Vouchers provided after class.
Child and Youth Programs Administration
(Atsugi: DSN: 315.264.3524 International: 011.81.46.763.3588)
 - Notify child's current school registrars regarding child's transfer.
 - Obtain transcripts from current schools/colleges.
 - Prepare the requisite documents and records to register your child for school in Yokosuka using the online pre-registration (<https://registration.dodea.edu/>). Information about area schools can also be found at www.dodea.edu and by contacting the School Liaison Officer 315.264.4732
 - Change your address at your local Post Office or www.usps.gov.
 - Request your letters of reference from employers and/or volunteer organizations.
 - Inform long term storage and car storage with expected dates for return to states.
Car storage contractors have changed: if before May 1, 2014 www.whereismypov.com if after www.pcsmypov.com.
AT LEAST 1-2 WEEKS BEFORE MOVE
 - Contact the utility companies to terminate services and pay final bill.
 - Contact the phone and internet companies to terminate services and pay final bill.
- Separate their equipment from your pack out items and turn it in to avoid additional costs.*
- Contact cell phone service provider to cancel plan or discuss military suspension. Pay final bill.
 - Check-out of medical and transfer your family member's medical records to Branch Health Clinic Atsugi.
 - Arrange for childcare and pet care for moving day.

*Please note, all international phone numbers listed are from USA to Atsugi. FLEET AND FAMILY SUPPORT CENTER, Atsugi, JAPAN

Moving Checklist – Arrival to Atsugi Checklist*

- Check-in at your Command's Personnel Office to stamp orders and stop leave.

Afloat Commands: Command Quarter Deck

Shore Commands: Personnel Support Detachment

If accompanied & unit deployed: Family Assistance Support Team

If unaccompanied & unit deployed: Transient Personnel Unit

Civil Service Employees: Human Resources Office

- Check-in with prearranged lodging in Atsugi. On-base options below:

Some rooms allow pets. Please call for availability.

(Atsugi: DSN: 315.264.6880 In Japan: 0467.63.6880 www.navy-lodge.com)

(Atsugi: DSN: 315.264.3696 In Japan: 0467.63.3696 www.ngis.dodlodging.net)

- Register in the Defense Biometric ID System (DBIDS) so that you can scan your ID when entering and exiting base. Required for all SOFA sponsored personnel and eligible family members. Bring Dependent Entry Approval, DOD ID (Dependent or CAC), and either PCS Orders or Letter of Employment (if USCS). Visit ISO/Pass & ID Office (Main Gate), PSD or FAST Office

- Reserve seats for **Area Orientation Brief/Inter-Cultural Relations (AOB/ICR)** Training if it has not already been done. This 5 day training is designed to reduce stress and frustration of Japan and is **mandatory** for all SOFA sponsored personnel in accordance with COMNAVFORJAPANINST 1740.5, even if you have previously served in Japan. Attendance of all class portions is required before Certificate of Completion may be given, which is needed before getting a SOFA Driver's License. Please do not make any appointments during class week.

(Atsugi: DSN: 315.264.FFSC FFSCInfo@fe.navy.mil)

Children are not allowed to attend training, so please make reservations with any center below.

Reservations are not made automatically. Vouchers provided after class.

Child and Youth Programs Administration

(Atsugi: DSN: 315.643.3524 International: 011.81.46.763.3524)

- Register your children for school using, either in person or using the online pre-registration (<https://registration.dodea.edu/>). Information about area schools can also be found at www.dodea.edu.

- Visit Region Legal Service Office Legal Assistance to obtain a Power of Attorney, required by Personal Property Office and Housing Office if Sponsor is deployed. Bring two valid forms of ID.

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

- Contact Housing Office to schedule your Housing Welcome Brief. Don't schedule during AOB/ICR week. Bring copy of PCS orders, DD Form 1746 (Page 2), Detaching Endorsement and Dependent Entry Approval Letter.
(Atsugi: DSN: 315.264.3795 In Japan: 0467.63.3795 www.cnic.navy.mil/heat)

- Contact Personal Property Office and to inquire about the arrival of your household goods and/or your express shipment. Bring a copy of your PCS orders and DD Form 619.

(Atsugi: DSN: 315.264.4403 www.move.mil)

Visit FFSC Atsugi regarding the Loaner Locker Program to reserve a Hospitality Kit, which allows you to borrow basic kitchen items for a limited time at no cost.

(Atsugi: DSN: 315.264.FFSC)

Check-in at Branch Health Clinic

(Atsugi: DSN: 315.264.3951 In Japan: 046.816.8808)

Tri-Care Office for assigning Primary Care Manger (PCM)

(Atsugi: DSN: 315.264.4686 www.tricare.mil)

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

Register for a P.O. Box and mailing address.

Register personal vehicles at Vehicle Registration Office. DSN: 315.264.3805

Take Tourist and No-Fee Passports to PSD Passport Office to get multiple re-entry stamp. Also bring PCS Orders or Letter of Employment (for USGS), Power of Attorney and Dependent Entry Approval. **Tourist Passport is reimbursable on the travel claim**

(Atsugi: DSN: 315.264.3072)

Visit FFSC ATSUGI for information and referrals regarding available resources and services on Family Employment Readiness Program (FERP) including volunteering opportunities in the Atsugi community. Visit the FFSC Family Employment Facebook Page.

(Atsugi: DSN: 315.264.FFSC)

Obtain a cellular telephone from local carrier: AU, Docomo, Softbank, etc. Determine needs before purchasing. Cell phone billing is much different than in the U.S.

Keep in contact with your command assigned sponsor for assistance upon and after your arrival in Atsugi



CLREC Navy Global Deployer
Official app of the
Center for Language, Regional Expertise, and Culture
Now Available for Download to Apple iOS and
Google Android Mobile Devices!
 An official US Navy mobile application, produced by the Navy PMW 240 Program

What is the CLREC Navy Global Deployer Application?

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

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

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

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

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



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International phone number to Atsugi Japan is 011.81.467.63 plus the last 4 numbers of any DSN number.

Smooth Move

FFSC Stress and Anger Management Workshop

