

# Fleet and Family Support Center

## Yokosuka, Japan



### Your Resource Guide for:

- Need to Know Before You Go Information
- Colleges and Universities
- Religious Services
- Pet Importation
- Transportation
- Child Care
- and More!



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## Services Available at FFSC Yokosuka

### Information & Referral Services

- Recreation and Activity Guides
- Japanese/English Translation (limited)
- Maps (Train, Ferry, Bus and Road)
- Culture, Language and Food Guides
- Detailed Local Resource Files
- Informational Flyers and Activity Guides
- Community Liaison Programs
- Coupons for Sailors Program (bags of money saving coupons)

### Relocation Assistance Program

- Welcome Aboard Packets
- 1/1 Relocation Counseling
- Sponsor Training and Support
- PCS Workshop (Outbound)

### Family Employment Readiness Program

- Individual Employment Advice
- One-on-One Career Planning & Job Referrals
- Computer Support for applications and résumés.
- Workshops include Résumé Writing, Teaching English, Employment Overview, Government Application Tips
- Volunteer Opportunities
- Computer Training Programs

### Transition Assistance Program

- Individual Retirement/Separation counseling
- TAMP (Managing your Transition)
- Pre-Separation Workshop
- CONSEP (Career Options & Navy Skills Evaluation Program)

### Clinical Counseling

- Licensed Clinical Counselors
- Confidential Counseling and Support
- Marriage and Pre-Marriage Counseling

### Personal Financial Management

- Create a Spending Plan
- Credit Reports and Scores
- Saving and Investing
- Financial Counseling
- Million-Dollar Sailor
- Thrift Savings Plan
- Purchasing Your Dream Home
- Car Buying
- Military Retirement Planning
- Command Financial Specialist Training

### Youth Programs

- Peer Mediation Program
- “Baby Think It Over” teen pregnancy prevention program
- Youth Problem Solving Workshops
- Youth Anger Management Groups/Classes
- Youth & Teen Intercultural Relations Class
- Youth Sexual Harassment Awareness Training
- Stress Management for Teens
- Kids-2-Kids Relocation Sponsors

### Deployment Services

- Video Bedtime Stories – Reading & Activities for Deploying/TAD Parents and their Children
- Pre-Deployment Seminars
- Parent/Child Pre-Deployment Counseling
- Return & Reunion Workshops

### New Parent Support Program

- Labor and You
- Play Morning
- Baby Basics
- Basic Breastfeeding
- Budget for Baby
- Boot Camp for New Dads

### Cultural Awareness

- Your Japanese Home
- Japanese Language Series
- Intercultural Relations Workshop
- Japanese Culture Series
- Enjoying Japanese Foods
- Asian Shopping Tips

... and much more!

Visit the FFSC web site at <http://1.usa.gov/jximAk>

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

This **information-packed** 5 day program will set you on the right track for adaptation to your new home.

AOB Topics include:

- Policies and procedures associated with Fleet Activities Yokosuka
- Guest speakers from Fleet and Family Support Center, US Naval Hospital, Personnel Support Detachment, Navy Legal Service Office, Navy College, Navy Exchange, Chapel of Hope, the American Red Cross, the Navy-Marine Corp Relief Society and many more
- The Driver's Indoctrination Class, which is required to apply for the US Forces Japan (USFJ) driver's license

Cultural Topics include:

- Money, phones and food
- Japanese language, history and holidays
- Culture Shock and cultural awareness
- Modes of transportation (trains, buses, taxis and subways)
- And the opportunity to explore the local area as you design your own one-day field trip

Participation in this class is **MANDATORY**, in accordance with COMFLEACTINST 1740.3C, for all newly arrived military and civilian personnel, and adult family members. Reservations are required. Your sponsor can sign you up for this program in advance. To register yourself, please send a brief e-mail with **subject line** "AOB/ICR" and your full name(s), the name of your specific gaining command, and the date that you will be reporting to the Yokosuka area, to **ffscinfo@fe.navy.mil**. FFSC will reply to your registration request.

You can also register for AOB/ICR after you have arrived at Yokosuka. Call the FFSC at 243-3372, or stop by FFSC on the 4<sup>th</sup> floor of the Community Readiness Center Bldg. 3365 and register in person.

Child care arrangements should be made prior to attending AOB/ICR. To enroll children for hourly care during AOB/ICR class, families need to request reservations as far in advance as possible. They cannot wait until they arrive in Japan to request childcare. Families or commands can request reservations by calling the Main CDC at the local contact number in Yokosuka for CYP is 243-3219 (DSN: 315-243-3219; Int'l: 011-81-46-816-3219). Reservations may be made online in advance via the MWR Central Enrollment and Waiting List System for Child and Youth Programs (CYP). The web site is <https://qol.navyaims.net/CYPWeb/>.

At least one parent must attend a brief parent orientation prior to the child's first attendance at CYP.

## Overseas Transfer Checklist for Japan

When you receive orders to transfer overseas, there are some initial preparations you may wish to make in advance of your departure. This checklist should help you and your family to get organized.

### Medical/Health

- Schedule all necessary appointments with your present command's medical and dental officers. You and your family will be required to complete a medical examination for clearance before going to your overseas assignment. This "Overseas Screening" is required prior to the service member being issued a Family Entry Approval document.
- Schedule eye examinations for all members of the family, particularly children.
- Arrange for duplicates of eyeglass prescriptions for any member of the family using glasses, as well as an extra pair of glasses for each.
- Check with the Medical Officer to ensure that your health record is up-to-date.

### Passports

- Obtain individual No-Fee military passports for each command-sponsored family member. (\***Note:** No-Fee passports are issued for use between the U.S. and the overseas duty location only. If tourist travel to other countries is in your plans, a regular, fee-based, tourist passport may be required. You should apply for a tourist passport before you leave the U.S., or you can apply for one by mail after you arrive at your overseas duty location.)

### Legal

- Schedule an appointment with the Legal Assistance Officer serving your present command. Take copies of current wills, Powers of Attorney, insurance policies and other legal documents.
- Discuss legal needs pertinent to overseas transfer, including storage of and access to the following important documents:
  - Birth certificate of each family member.
  - Proof of marriage; proof of termination of previous marriage.
  - List of all bank accounts (with addresses and account numbers) including names of persons authorized to make withdrawals and sign checks.
  - Inventories of stored and shipped household goods.
  - Real estate records – deed, mortgage papers, title abstract, title insurance policy, closing statement, insurance policy on house, survey of property, tax receipts, leases, building cost figures, receipts for any improvements, cemetery deed.
  - Insurance policy on household effects.
  - Policies on separately insured valuables such as furs, antiques, jewelry, and paintings, with written appraisals of their assessed value(s).
  - Social Security card for each family member, where applicable.
  - List of instructions for survivors.
  - Employment records for each adult – names, places, dates, copies of any instrument entitling employee or survivors to special benefits such as insurance, pensions, stock options, etc.
  - Medical history of each family member; this might be difficult to collect overseas if parents are deceased or if necessary for insurance purposes.
  - Income tax papers and significant tax returns. (Statute of limitations is 3-6 yrs.)

- ❑ Life, medical, disability, group insurance policies – amount and beneficiary of each policy with names and addresses. (Insurance companies generally require certified notification of death within 30 days, together with proof of birth and citizenship.)
- ❑ Stocks, bonds and other securities, date and cost of purchase, who purchased them and in whose names they are registered, list of stocks pledged as security for a loan, name of stockbroker, serial numbers.
- ❑ Proof of membership in any professional, fraternal or union organization that entitles estate to any benefits.
- ❑ List of charge accounts and credit cards with numbers.
- ❑ List of all assets and liabilities, including personal valuables, etc., with date of any insurance coverage (policy numbers, location of policies, etc.).

### **Schools**

- ❑ Notify your children's schools of impending travel plans in case special examinations must be scheduled to allow completion of term work. Request grade reports, test results, teacher evaluations, samples of work, etc., to facilitate grade placement at your new command.
- ❑ Collect copies of college/university transcripts.

### **Travel Arrangements**

- ❑ Coordinate travel plans with your PSD office in accordance with orders (e.g., report no later than, report no earlier than, leave authorized, concurrent/non-concurrent travel).
- ❑ If shipping a pet, call your airline(s) and get complete information including layovers, pet care facilities, and costs. The cost of pet importation may be a deductible item for income tax purposes, but in all cases the cost of pet shipment is the owner's responsibility. (See "Pet Importation Requirements for Japan")

### **Shopping**

- ❑ Notify all stores of charge accounts you wish to terminate.
- ❑ Collect mail order catalogs you might be interested in ordering from.
- ❑ Check with your sponsor for any essential items that may be unavailable or prohibitively expensive at your new command.

### **Household Effects**

- ❑ If you receive a Welcome Aboard Package or CD, review all of the information thoroughly. It should help you to decide which items you will need to take with you and which you will place in storage. Bring only the items you'll need and try to avoid over-sized items.
- ❑ Make an appointment with the nearest Household Goods Office and set up an appointment for your pack out. A copy of your orders and Family Entry Approval message will be necessary to set a pack out date.
- ❑ Inspect your possessions so that you can have any items repaired and cleaned that you plan to put into storage or ship to your overseas location.
- ❑ Obtain a written appraisal for valuable items (i.e. antiques, jewelry, furs or paintings) from a licensed appraiser.
- ❑ Prepare a general inventory by room (including closet, attic, garage, etc.) of all household and personal possessions both for your own use and so that you will be able to make an accurate estimate of their value for insurance purposes.
- ❑ Decide and list what you will include in your express shipment.
- ❑ Plan an unaccompanied baggage shipment that will enable you to set up light housekeeping at once, since it might be 1-3 months before your surface shipment arrives.

**Notify Your Command**

- Contact your sponsor and/or command regarding your travel itinerary. Include information about: departure from U.S., enroute stops, arrival date and time, airline, number of family members who will be accompanying you. Include pet information, if applicable.

**Relatives**

- Provide your relatives with specific information on how to mail letters and packages to you as soon as you know your forwarding address.
- Acquire a portable e-mail address (Hotmail, Yahoo!, G-mail, etc.) Provide it to your relatives (and others) so you can stay in touch electronically.
- Leave the local Red Cross telephone number with your relatives so they can notify you immediately in the case of a sudden illness or death in the family.

**Important Papers You Should Hand-Carry With You (Do Not Put In Shipments or Check Baggage!)**

- Passport for each family member.
- Proof of citizenship for naturalized-citizen family members.
- Immunization Record for each family member.
- Copies of insurance policies.
- Social Security cards.
- Driver's licenses.
- School records.
- Medical/Dental records for each family member.
- Copy of any Powers of Attorney.
- Copy of Will(s).
- Credit cards, if desired.
- Inventories of accompanied baggage, all shipments and stored possessions.
- Copy of packer's inventory.
- Receipt for baggage.
- Inventory of safe deposit box contents.
- Extra passport-size photos for each family member.
- Travel orders (several copies.)
- Car papers, including record of car/motor serial numbers and extra set of keys.
- Two sets of keys to your baggage.
- An address book or list, with names, addresses, phone numbers, e-mail addresses and important dates-to-remember, for everyone you intend to remain in contact with.
- All transcripts (college/university), licenses or certificates for employment purposes.
- Résumés (copies and on diskette) for spouse employment assistance. Include copies of all reference letters and points-of-contact list.



## Need to Know Before You Go

- If you have small children (under 3 years old), you might want to consider stocking up on winter clothes (i.e. turtle necks, undershirts, thermal underwear, slippers, warm-ups) before you move to Japan. The Navy Exchange carries these items, but they tend to sell out fast in the winter months. Also, tennis shoes for toddlers, sizes 7 and under are hard to find, especially in half sizes. Collect any mail order catalogs that you might be interested in ordering from, especially if your size is unique (Petite, Big & Tall, etc.) The Fleet & Family Support Center has computers that you can use to place online mail-orders should you have that need shortly after arrival.
- If you are traveling to Japan with your family, and are reporting to an afloat unit, be sure to visit the FAST (Family Assistance Support Team) Office. They will provide you with a checklist of things that you need to do in order to complete your Family File. This is in addition to any checklist you may have received from your new command. The purpose of the Family File is to ensure that, in case of emergency while the active duty member is deployed, the spouse will have all of the important documents on hand to do whatever is necessary (i.e. replace ID card, etc.)
- Also for personnel reporting to afloat units, you can ask your sponsor to request a Post Office Box for you prior to your arrival. Just mail, fax or e-mail a copy of your orders and Family Entry Approval letter to your sponsor and he/she can take them to the Post Office and send you your new forwarding address. A mail box can be issued up to 90 days in advance of arrival.
- If you are planning on sending your child to day care, you can fill out the application form (DD 2606) at the back of this guide and return it to the following address:  
MWR Dept  
Main Child Development Center  
PSC 473 Box 60 Code 6082  
FPO AP 96349-1105  
The waiting list for full-time day care depends on the age group but it can take as long as 9- 12 months. The sooner you put your child on the waiting list, the better. Be sure that your child's immunizations are up to date. Child care reservations may also be made online via the MWR Central Enrollment and Waiting List System for Child and Youth Programs. The web site is <https://qol.persnet.navy.mil/CYPWeb/>.
- If you will be looking for an off-base home, the Housing Welcome Center recommends registering and placing your children in day care at the Hourly Annex Child Development Center or with a Certified Family Home Care Provider. The Hourly Annex CDC has a limit of 25 hours per week and you have to attend a short orientation to register your child. The Family Home Care program does not have a limit for care-hours per week. All childcare facilities require up-to-date immunizations.
- Carry your personal records (medical/dental records, Powers of Attorney, orders, Family Entry Approval, etc.) with you while you are traveling. (Refer to the previous checklist.)
- There are several options for transportation: buy a car (after you get your local license), ride the base shuttle bus (free) or base taxi (\$\$), use the local trains and buses, take the Home-to-Work bus from Ikego or Negishi, and/or take an off-base taxi.
- You can buy Yen (Japanese currency) on base at the Community Bank, located in Bldg. 1555 on the first floor. They have a customer service/teller lobby, and several dollar/yen ATM machines around the base. Refer to the base map and index for all ATM locations at Yokosuka.

# What Do I Do At The Airport?

(DIRECTIONS from the airport(s) to Yokosuka Navy Base)

## **If you arrive at Yokota Air Force Base via an Air Mobility Command (AMC) flight:**

AMC flights from the U.S. arrive at Yokota Air Force Base several days a week. When an inbound flight is scheduled, Navy buses are assigned to transport passengers to Yokosuka Navy Base. During peak PCS seasons, when additional AMC flights may be scheduled, additional bus transportation is provided.

Scheduled AMC flights typically arrive at Yokota AFB at about 0700. The actual arrival time of AMC flights is always subject to change. Navy buses usually depart for Yokosuka about two hours after the arrival of an AMC flight. The bus departure time will be adjusted if the flight arrives earlier or later than scheduled. Service members, either singles or with their families, traveling on PCS orders, have priority for seating on the bus. The bus ride From Yokota AFB to Yokosuka Navy Base is about 2-3 hours, longer if traffic is heavy.

At the present time there is no Navy liaison office in the Yokota AFB AMC passenger terminal. The Army/Air Force liaison or the Terminal Information Counter can provide information and assistance.

## **If you arrive via COMMERCIAL AIR at Narita Airport/New Tokyo International Airport:**

**NOTE:** These directions are based on arrival at Terminal One. 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 bus stops number 8 or 18 in front of the terminal and follow the additional directions after the "Lost Luggage" section below.

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

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

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

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

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

## \*\*\*\*\* LOST LUGGAGE \*\*\*\*\*

If your luggage does not show up on the carousel at the baggage claim area, immediately contact one of the Baggage Claim Customer Service Representatives. At least one of the Representatives on duty will speak English. Provide your flight information and your baggage claim ticket stubs. You will then need to provide a local address for delivery of your luggage to the base (no charge to you.) The general address for the base is:

238-0001  
 Kanagawa-ken  
 Yokosuka-shi  
 Honcho 1-Banchi  
 Yokosuka US Navy Base\*  
 (\*in Japanese, this is Bei Kaigun Yokosuka Kichi)

Give the phone number for the base operator. It is 046-816-1110.

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

- Navy Lodge (Bldg. J-200; base phone 243-6708; local 046-816-6708)
- BOQ (Bldg. 1556; base phone 243-7317; local 046-816-7317)
- Central Billeting Office (Bldg. 3333 Lobby; base phone 243-5569; local 046-816-5569)
- USS <name of your ship> (\*only if you know your ship is in port!)

After providing the required information (above) to the Customer Service Representative, you will be given a receipt or card with contact phone numbers. The receipt/card will have instructions for you to call to check on your luggage after a specified time.

There is little else you can do except to continue with the arrival process, get to the base, relax, and take stock of what you have on hand. When found, your luggage should arrive at the place you designated within a day or two. Most folks who have gone through this experience report that their luggage showed up well in advance of the suggested call-back time on the receipt/card.

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

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

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

stops number 8 or 18 in front of the terminal. Enter Terminal One and follow the directions above to the DoD Transportation Liaison Desk in the North Wing.

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

NOTE: At the end of this section is a simple map showing the location of the bus desk in the North Wing arrival lobby of Terminal One.

If you have made arrangements to be met at the airport (**STRONGLY RECOMMENDED**), either by your SPONSOR or a command representative, the DoD Transportation Liaison counter is a convenient place to meet. Exit doors to the street and buses are nearby. If no one is meeting you, make arrangements with the liaison (usually a US civilian) for bus transportation to Yokosuka Navy Base. The liaison will escort all passengers to the correct bus prior to departure. The liaison on duty represents all branches of the military services.

NOTE: The DoD Transportation Liaison Counter is very small, not very well marked, and may be moved by the Narita Airport Authority at any time without notice. Keep your eyes open and concentrate on finding it. You can look around the airport later. It has been set up this way for good reasons: OPSEC and personnel safety.

NOTE: Regardless of what might be written in your orders, the military transportation liaison **IS NOT** located at the Northwest Airlines information counter.

**PLEASE READ THIS CAREFULLY:**

**NORMALLY**, the Navy buses to Yokosuka are scheduled to depart the parking area near Narita Terminal One at 1530, 1730 and 1900 daily. These are coach buses with a maximum seating capacity of 41 passengers. The Narita shuttle buses run 365 days a year.

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In the event that Yokosuka Base is placed in a **HEIGHTENED FORCE PROTECTION** status, government transportation to Yokosuka **MAY BE LIMITED TO MILITARY PERSONNEL AND FAMILY MEMBERS OF MILITARY PERSONNEL ONLY**, with approximately the same departure times.

Reservations would be 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 on these buses would need to provide two types of photo ID, one of which **MUST** be a Military Identification Card.  
\*\*\*\*\*

There is a charge to utilize government transportation from Narita to Yokosuka, for personnel under orders only (including TAD orders.) This charge **DOES NOT** come out of your pocket; it is charged against your orders. **MAKE SURE** you have an extra copy of your orders to give to the transportation liaison on duty. The actual amount charged against your orders is currently about \$34 per person.

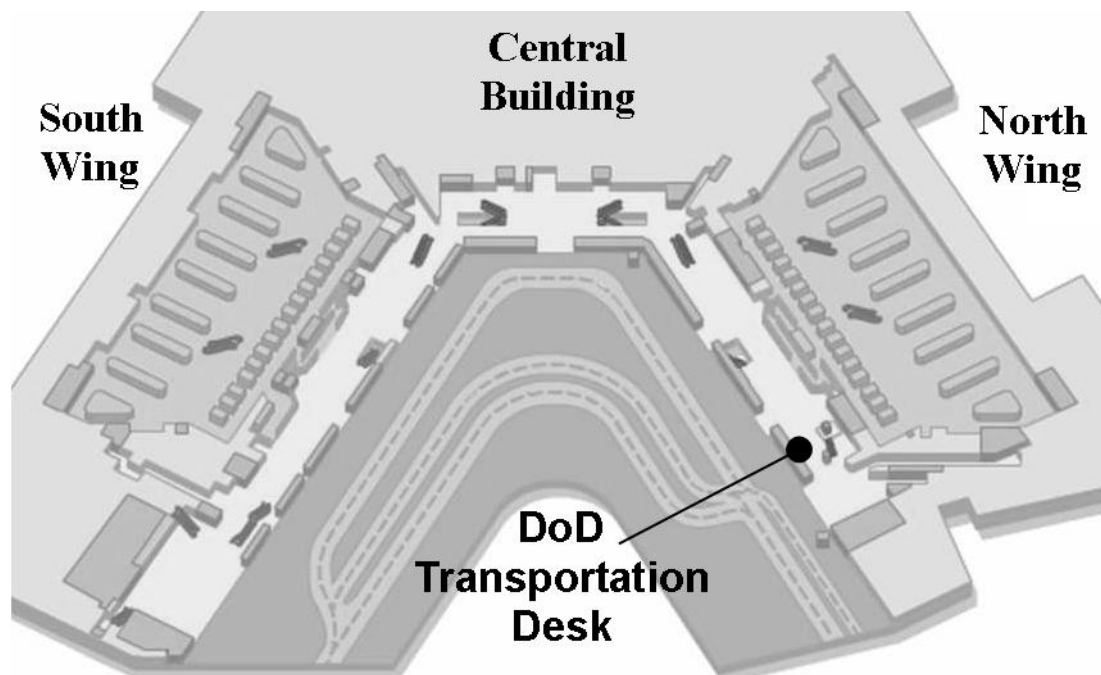
Space available passengers do not have to pay the transportation charge out of pocket to ride the airport bus, but neither are they guaranteed a seat.

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

Personnel (and family members) under PCS or other official orders have priority for seating on the buses. You or your sponsor can (and SHOULD!) make advance reservations for the bus by calling locally 243-7777, DSN 315-243-7777, or Commercial 011-81-46-816-7777. Provide the number of people in your party, the flight number, and the date and time of your arrival. Be prepared to fax a clear copy of the following documents to the bus reservations clerk: PCS orders; Family Entry Approval letter; Travel document showing arrival date. The DSN fax number is 315-243-9594. The commercial number is 011-81-46-816-9594.

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

**\*\*Note:** Upon arrival at Yokosuka Base, the bus driver is authorized to drop off passengers only at PSD (Bldg. 1555) and the Navy Lodge. Arriving passengers who do not have Navy Lodge reservations in advance should get off the bus at PSD. If your SPONSOR cannot meet you at the airport, PSD is a very convenient place to be met.



# Pet Importation Requirements for Japan

1. Responsibilities: Owners are responsible for the shipment of pets arriving, departing, and within Japan. Owners are responsible for all matters associated with travel arrangements, shipping requirements, and costs for their pets.
2. Japanese Animal Quarantine Service Regulations require that all animals entering Japan be examined to determine if they are free from communicable diseases. Animals found to be free from communicable diseases meeting entrance requirements may be released to the owner's custody, subject to the restrictions discussed below.
3. As of 6 June 2005, Japan began enforcing a new quarantine program for import and export of animals and pets. Active duty military members, members of the civilian component and their respective dependents enter Japan under the US-Japan Status of Forces Agreement (SOFA). The SOFA sets forth rights and responsibilities applicable to US Forces individuals who enter Japan. The US Forces, Japan (USFJ) thus negotiated with the Government of Japan (GOJ) to resolve how this new pet quarantine program would affect SOFA status personnel. This memorandum provides guidelines and recommendations for SOFA status personnel assigned to Japan who will be transporting personal pets into Japan.
4. There will be some differences between how the new Japanese pet quarantine program will be applied to SOFA status members and how it will apply to others. Due to these differences, the information on the new pet quarantine program published by the Government of Japan, the US State Department, the USDA, and the USFJ may differ. To minimize any inconvenience which might otherwise be experienced, we recommend following the guidelines listed below. Do not hesitate to contact the installation veterinarians in Japan if necessary. All contact information may be found on the Public Health Command District – Japan website:

<http://www.usarj.army.mil/organization/vet/contacts.aspx>

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

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

<http://www.usarj.army.mil/information/shipment/pets.aspx>

USFJ has been able to champion "Home Quarantine" as a concession for US SOFA personnel. This quarantine allows service members to maintain their pets in their own custody within their assigned on-base quarters during the assessed quarantine period. Personnel who are most affected are SOFA members who are required to live in off-base housing. If a quarantine period is assessed, military members who live off-base will be required to pay for quarantine boarding expenses for their pets in

on-base kenneling facilities or incur the significant expense of quarantining their pet at the Airport Animal Quarantine Station facility.

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

Additional Information:

- A. Japanese Animal Quarantine Service regulations require that all animals entering Japan be examined to be free from communicable diseases. Animals that are found to be disease free will be released to the owner's custody, subject to the following restrictions:
- a. Three (3) copies of the rabies vaccination certificate (DD208, the original and two copies) must accompany the animal during transit. The rabies vaccination must have been administered more than 30 days but less than 365 days prior to the animal's entry into Japan.
  - b. An animal that is less than 90 days old does not require a rabies vaccination, but will be placed in a Japanese or U.S. Forces quarantine facility. Upon reaching 90 days of age, the animal will be given a rabies vaccination and kept in a quarantine facility for a period of 30 days. After 30 days time, the animal will be released to the owner for a required "home quarantine." (Note: Quarantine in Japanese facilities will be at the owner's expense.) **Please refer to the web site above or at the end of this section, for the latest information of pet quarantine periods.**
  - c. Three (3) copies of the health certificate (DD2209, the original and two copies) must also accompany the animal during transit. The veterinarian who examines your pet issues this certificate, which must be dated within ten days before the animal's arrival into Japan.
  - d. **Important!** If the rabies vaccination and/or the health certificates are obtained from an off-base or civilian veterinarian, you must take the original rabies certificate/health certificate to a Field Office of the U.S. Department of Agriculture (USDA). A USDA veterinarian must sign both certificates and place the USDA stamp on the back of each copy. The signature without the stamp is not valid for entry into Japan. Failure to have certificates stamped will result in quarantine until the stamp is obtained via U.S. Mail. GOJ authorities will not recognize an individual (state) department of agriculture stamp. The stamp must be USDA!
- B. Companion animals arriving in Japan aboard commercial aircraft:
- a. Companion animals that enter at a Japanese airport are to be picked up at the airport and processed through the Japanese Animal Quarantine Service at the airport.
  - b. Before the animal can be processed by the Animal Quarantine Service Personnel, the owner or authorized representative (via Special Power of Attorney) must fill out a Form 380EJ "Customs Free Import and Export of Cargo" or "Customs Declaration of Personal Property." This form is available at the Customs Check Point upon entry.
  - c. Upon arrival at the Animal Quarantine Counter the Japanese personnel will initiate a Pet Quarantine and Examination Certificate (Form MDJ-270). Pet owners or their authorized representative (via Special Power of Attorney) must be able to provide the following information:
    - military address (duty station)
    - rank/rate
    - duty phone

- temporary address
- d. You will be required to sign this form stating you will present your pet for quarantine examination following the required period of “Home Quarantine” at a U.S. Forces Veterinary Office. Failure to present the animal for quarantine release may result in a fine of up to 50,000 Japanese yen (at 115 yen to the U.S. dollar, this is approximately \$435.00).
- e. Japanese Animal Quarantine Service Officials are on duty whenever flights are scheduled to arrive.
- f. Additional information may be obtained upon arrival from the Yokosuka Veterinary Clinic, 243-6820/7081, Bldg. H-1230, F Street.
- C. Pets are **NOT** allowed aboard the scheduled Navy shuttle buses. If you are arriving with your pet(s), you will need to arrange, perhaps with the assistance of your sponsor, alternate transportation to the base. For more information, email [cfay\\_bus@fe.navy.mil](mailto:cfay_bus@fe.navy.mil)
- D. Most military families will reside at Temporary Lodging (Navy Lodge) for periods of up to 60 days while seeking housing on or off base. Pets are not allowed in Temporary Lodging. All kennel boarding fees, including the official assigned quarantine period, are the owner’s responsibility.

**NOTE:** *Mandatory pet quarantine fees* incurred by U.S. service members in connection with the mandatory quarantine of a household pet are reimbursable, not to exceed \$550 per PCS move for pets in, or entering into, quarantine on and after 28 DEC 2001. (Ref. JFTR, par. U5805.)

- You can make reservations at the Navy Exchange Kennel by calling (DSN) 243-4530. From the U.S. call 011-81-46-816-4530.
  - The hours at the kennel are M-F 0900-1500, Sat. 1000-1100, closed on Sundays.
  - Japanese veterinarians also board animals, but the cost is high.
- E. Military veterinary general and surgical care is available on a limited basis by appointment only. Surgical services are primarily for the control of animal population (spay/neuter/declaw), but other services may be available.

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

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

The information in this section is always subject to change.

For the best and most up-to-date information on importing your pets into Japan, be sure to visit <http://www.usarj.army.mil/information/shipment/pets.aspx> or contact your local military veterinary clinic. This web site contains much more information than is possible to present in this booklet.



# Family Assistance Support Team (FAST)

## Important Information for Navy Families at Afloat Commands

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 is manned from 0800–1800, Monday–Friday. Admin hours are 0730-1600, Monday through Friday. Emergencies are handled any time by calling the FAST Duty Officer. FAST is located at the east end of Building G-59, between the Main Street USA Food Court and the Base Post Office.

FAST provides services and support to military personnel and their families assigned to the following commands:

COMSEVENTHFLT	USS MCCAMPBELL (FFG-51)
COMCARGRU FIVE	USS SHILOH (CG-67)
COMDESRON FIFTEEN	USS GEORGE WASHINGTON (CVN-73)
USS BLUE RIDGE (LCC-19)	USS MUSTIN (DDG-89)
USS COWPENS (CG-63)	USS STETHEM (DDG-63)
USS JOHN S. MCCAIN (DDG-56)	USS CURTIS WILBUR (DDG-54)
USS FITZGERALD (DDG-62)	USS LASSEN (DDG-82)

### Services Provided by FAST

#### A. Transportation

- a. Transportation for personnel and families arriving from and departing to all airports within the Kanto Plain area in the following priority order: incoming PCS personnel and families, emergency leave, outgoing PCS families, outgoing PCS single/unaccompanied members, COT, TAD and Space "A."
- b. Relocation Assistance will be provided when moving personal effects (i.e. luggage) from temporary lodging to first permanent residence (if POV is unavailable).

#### B. Administrative Support: When ships are deployed, FAST will assist family members in obtaining the following:

- a. Temporary Lodging Allowance (TLA) over 60 days and Navy Lodge Extensions.
- b. Advance Move-In Housing Allowance (MIHA) and Overseas Housing Allowance (OHA).
- c. ID card applications (most ID cards can be processed and issued at FAST.)
- d. Letters of Dependency.
- e. Funded Emergency Leave Orders (must have accounting data from ship.)
- f. House Guest passes.
- g. Command Sponsorship assistance.
- h. Environmental Morale Leave (EML) travel orders.
- i. Space Available (Space "A") letters.
- j. Command-approved Early Return of Dependents requests (approval authority is Commanding Officer).

- C. **Communications:** When urgent situations arise and the sponsor's command is deployed, FAST will provide communications by means of DSN, INMARSAT, or e-mail (decision will be made by OIC).
- D. **Liaison Assistance:** When ships are deployed, FAST assists personnel and families to communicate with various agencies and organizations within the Kanto Plain area (i.e. PSD, American Red Cross, Housing Office). Your Ombudsman will also be an excellent source of information and guidance.

### **IMPORTANT**

**Stop by the FAST Office!** When you visit the FAST office for the first time, please bring the following documents with you. FAST will create a family file folder for you using this information.

- Copy of PCS orders to Japan
- Copy of Family Entry Approval or Command Sponsorship Approval
- Copy of NAVPERS 1070/602
- Passports for each family member
- Copy of Detaching Endorsement (from previous command)
- Copy of Reporting Endorsement (from present command)
- Copy of Re-enlistment/PRD extensions
- Copy of Power of Attorney
- Copy of Navy-Marine Corps Relief Society's Pre-authorized Loan form

**\*\*FAST will usually require verification of one or more of the above documents before services can be provided\*\***

#### **Family Assistance Support Team**

DSN Tel: (315)243-5770/5840

Com from US: 011-81-46-816-5770

DSN Fax: (315)243-7671/9033

Com from US: 011-81-46-816-7671

# Family Employment Readiness Program

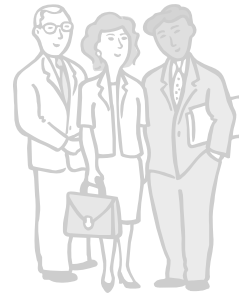
If you will be looking for a job or considering a career change while in Japan, the **FFSC Family Employment Readiness Program (FERP)** Manager is the person to talk to.

## FERP Services and Workshops

The FERP Program offers a wide range of services and is focused on assisting SOFA sponsored spouses to find employment, volunteer, and job-base training opportunities in the Yokosuka area.

The FERP Manager provides:

- Individual career counseling
- Informational counseling
- Résumé critiques
- Job application reviews
- Job referrals



## Workshops & Classes

- Résumé Writing – Learn tips on how to write an effective, marketable résumé.
- Teaching English – How to get started teaching English to Japanese nationals.
- Employment Overview – Information on local employment opportunities and application processes.
- Government Application Tips – Step by step approach to correctly completing government applications.

## Computer Support

- Quick and Easy SF-171 and OF-612 Civil Service application.
- Instant Résumé Program – computer-based resume generator.
- Computer Tutorial – Self-paced tutorial for the Microsoft Office suite (Word, Excel, PowerPoint, Access, Outlook)

## Spouse Preference

Spouses of active duty military who were married before the beginning of this overseas tour receive a one-time hiring preference. This preference is good for the three main employing agencies (HRO, NEX & MWR) at Yokosuka. Spouse preference is considered used after accepting or declining a permanent or temporary position lasting over one year. Please contact the FFSC FERP manager for more information about Military Spouse Preference.

### **FERP MANAGER**

DSN: 243-9631

COM: 011-81-46-816-9631

EMAIL: ffscinfo@fe.navy.mil



## Navy College Program and Local Colleges & Universities

While you are in Japan you may want to consider taking college courses. Fleet Activities Yokosuka has plenty of educational opportunities for you. A list of the on-base colleges and universities follows as well as some of the programs and degrees that are offered through each. All institutions have an office located on the third deck of the Fleet Recreation Center.

### Navy College Office

DSN: 243-8131

Website: <http://www.cfay.navy.mil/NavyCollegeOfficeYokosuka/welcome.htm>

The Navy College Program offers counseling; numerous education resources; information about SOC schools; the NCPACE program; tuition assistance; SAT, ACT, GED, PRAXIS, CLEP, DSST, & Excelsior testing; Navy College Partnership Program; United Services Military Apprenticeship Program (USMAP); Ratings Roadmaps; Sailor/Marine American Council on Education Registry Transcripts (SMART), MGIB; and Command briefings.

Room 347 Fleet Recreation Center

E-Mail: [navycollege@cfay.navy.mil](mailto:navycollege@cfay.navy.mil)

### Central Texas College

DSN: 243-5126

Website: <http://www.pfec.ctcd.edu/>

Programs: Associate degree programs in Education, Criminal Justice, Business Management, Applied Management, Early Childhood Professions, Law Enforcement classes, ESL classes, and General Studies.

Room 351A Fleet Recreation Center

E-Mail: [Yokosuka.jpn.pfec@ctcd.edu](mailto:Yokosuka.jpn.pfec@ctcd.edu)

### University of Phoenix

DSN: 243-6985

Website: <http://www.uopxmilitary.com/home1.asp>

Programs: Master of Management; Master of Arts in Education; Elementary Teacher Certification; Secondary Teacher Certification; Adult Education and Distance learning. Transcript evaluations are available for International degree holders. On base programs open to active duty, military dependents, civilians, military retirees, reservists, and Japanese nationals.

Room 342 Fleet Recreation Center

E-Mail: [sayuri.anderson@phoenix.edu](mailto:sayuri.anderson@phoenix.edu)

### University of Maryland University College (UMUC)

DSN: 243-4613

Room 331 Fleet Recreation Center

E-Mail: [fyokosuka@ad.umuc.edu](mailto:fyokosuka@ad.umuc.edu)

Website: [www.ad.umuc.edu](http://www.ad.umuc.edu)

The University of Maryland University College Asian Division offers eight associates degree programs and eleven bachelors degree programs in a wide variety of accredited curricula. Students may attain degrees from UMUC through both traditional face-to-face courses and internet-based distance education courses. UMUC offers in-house academic advising, computer lab facilities, and

an extensive online research library. Find out more about academic programs and services and the fifty-year tradition of serving military members and their families at our website.

**NCPACE (Navy College Program for Afloat College Education) Fleet Rec. Rooms 339 & 343  
DSN: 243-6442**

Provides tuition-free basic skills, developmental, and college classes aboard deployed commands. Both instructor and computer/video-based courses are available. Personnel should consult their ESO for command- specific information.

**Navy College Learning Center  
DSN: 241-4600**

**Room 363 Fleet Recreation Center  
E-Mail: yokosukanclc@plato.com**

Offering English, reading, math, trigonometry, calculus, social studies, science, and life skills; preparation for ASVAB retake, SAT/ACT, GED, college courses, CLEP, DSST, and Excelsior exams. Computer assisted courses available:

Mon-Thu	0900-1800
Fri	0900-1300

Available to active duty, adult family members, DOD civilians and military retirees at no cost.

## Child Care Options

Child Development Services, a division of Morale, Welfare and Recreation (MWR) provides quality child care with scheduled developmental activities, free play, storytelling, music and art offered in a warm, secure environment. The Child Development Center and Child Development Homes both offer full day and hourly availability. For further information, please call the Main Child Development Center at DSN 243-3219, or Child Development Home program at DSN 243-5478.

### \*\*\*Primary Programs\*\*\*

#### Full Day Care

The Main Child Development Center (CDC), Ikego CDC and Negishi CDC have full day care (up to 10 hours a day) for children age 6 weeks to 5 years. Two meals and two snacks are served. Two outdoor exercise periods and a rest/naptime period are planned in addition to regularly scheduled age-appropriate developmental activities throughout the day. A contract and prepayment are required. Fees are based on total family income and range from \$225 to \$450 per month. There is a 20% sibling discount. There is a waiting list.

#### Kindergarten

The Yokosuka Youth Center, Negishi CDC and Ikego CDC have a program for before-and-after Kindergarten. Escort service to and from DoD schools is included in the monthly fee. The program supplements and reinforces the school programs offering art, music, learning centers, outdoor play, field trips, lunch and snack and rest/naptime. Parents must enroll their child in Kindergarten, sign a contract and pay in advance. Fees include meals and are based on total income. Fees range from \$202.50 to \$377 per month.

#### Hourly CDC

Yokosuka's F-68 Hourly CDC, Ikego CDC and Negishi CDC offer hourly care: Intermittent care not more than 2 hours per week but may occasionally exceed 5 hours per day. Care may be offered on a drop-in basis, providing space is available, by reservation, or by calling in. Convenient prepaid care,

lunch and escort tickets are available. Snacks are provided. Escort service is available from pre-school or kindergarten to the center (except in Ikego). Care is for children 6 weeks to 6 years of age.

### **Part Time Day Care**

Parents working part time may make a standing reservation for up to 5 hours a day, 5 days a week; or any hours not to exceed 25 hours a week. A contract is required. Reservations must be cancelled 24 hours in advance. There is a waiting list.

### **Emergency Situations**

The Hourly CDC has five spaces each day to accommodate persons with unexpected emergencies. If the center is full and you are in this situation, please ask the clerk or director about emergencies.

### **Evenings & Weekends**

The Main CDC is open the second Saturday of each month from 5 p.m. to midnight, and for other advertised special events. Reservations may be made up to four weeks in advance. Locator cards and immunization cards must be on file for a valid reservation. A minimum of 24 hours notice is required for cancellation. Children 6 weeks to 12 years will be accepted. Hourly rate is \$3.00. Please call ahead for reservations.

### **Special Openings**

Child Development Services may be contracted by any organization to open for special events, with advance reservations and required guaranteed contract.

## **\*\*\*Other Programs\*\*\***

### **Child Development Home**

A military family member in base housing provides Family Child Care. FCC providers attend 36 hours of training and have their homes inspected monthly. They care for children in a home-like environment with mixed ages of children and can often meet special needs of later hours, weekends, and last minute call. Only certified homes are sanctioned by the Commanding Officer to provide childcare at Fleet Activities, Yokosuka. The CDH Direct Cash Payment Program offers assistance to dual/single military personnel, DoD civilians, parents working shift hours/weekends, parents on full time load in school, and children attending Sullivan's/Kinnick's Special Education & EDIS. Families that qualify are assigned to a payment category according to their total family income. For more information, please contact CDH at 243-5478.

### **After School Program**

The Yokosuka, Negishi and Ikego Youth Centers offer a recreational program for children 6-12. Bowling, skating, field trips, arts & crafts and games are part of the fun. Snacks and meals are included in the daily rate. A contract and prepayment are required for a standing reservation. Daily care is available on a first come, first served space available basis. Fees are based on total family income and range from \$20 - \$45 a week for Before/After School care.

### **Parent Involvement**

Parents are encouraged to become involved in Child Development/Youth Services Programs. Check with your child's teacher, center supervisor or FCC Coordinator about volunteering special skills, supplying special meals or activities and participating in advisory board meetings. When you enroll your child in the program we assume responsibility for giving assistance with special needs in relation to your child's adjustment, growth and development. We are available to refer you to many community resources, which may be of additional assistance to you and your child.

Hours of Operation	
Main CDC	6:00 a.m. – 6:00 p.m.
Hourly CDC	7:00 a.m. – 5:00 p.m.
Ikego CDC	6:00 a.m. – 6:00 p.m.
Negishi CDC	6:00 a.m. – 6:00 p.m.
Youth Center	6:00 a.m. – 6:00 p.m.
SAC	6:00 a.m. – 6:00 p.m.

Fees	
Hourly Care	\$5.00/hr
Escort	\$2.50/hr
Lunch	\$1.50

Reservations for child care at Yokosuka may be made online in advance via the MWR Central Enrollment and Waiting List System for Child and Youth Programs (CYP). The web site is <https://qol.persnet.navy.mil/CYPWeb/>. As stated at the beginning of this section, the local contact number in Yokosuka for CYP is 243-3219 (DSN: 315-243-3219; Int'l: 011-81-46-816-3219).

At least one parent must attend a brief orientation prior to the child's first attendance at CYP.

## U.S. Naval Hospital (USNH) Yokosuka and TRICARE

**Enabling the Fleet through quality patient and family-centered healthcare delivered by empowered people using efficient business practices.**

USNH Yokosuka is located on San Diego Street, across the street from the Officer's Club.

### Who is eligible for hospital care?

Active duty, family members of active duty, retired military, family members of retired military. Retirees and DoD civilians (with health insurance) are seen on a space-available basis.

If you are not a military beneficiary, please check-in at the third party collections window next to the pharmacy to register your insurance information.

### How do I check-in to USNH Yokosuka?

Fleet Sailors should report to the medical department on board ship and turn in your medical and dental records.

During peak PCS season (May-August), USNH will provide a one-stop check-in on Monday from 8:00 a.m. to 12:00 p.m. in the Command Auditorium. This will allow eligible beneficiaries to complete all aspects of their check-in at once. This includes TRICARE, medical records, immunizations, dental, primary care manager (PCM) assignment and a Wellness screening. The program allows patients to register with all major programs at USNH at one time and in one location. During non-PCS season, or if Mondays do not fit your schedule, TRICARE registration is handled during base Area Orientation Brief (AOB), and patients can visit USNH and check into each to the respective areas individually.

**Who is eligible for TRICARE?**

Active duty service members and command sponsored active duty family members are eligible for TRICARE Prime. Retirees, retiree family members and non-command sponsored active duty family members will be TRICARE Standard. TRICARE Standard benefits include space-available care at the Naval Hospital and cost shares for care received off base. Active duty sponsors are ultimately responsible for civilian care received outside of the Naval Hospital. For questions about TRICARE, please feel free to call the TRICARE Service Center at DSN 243-9528.

**TRICARE Online**

USNH Yokosuka is a participant of Web-based appointment booking. Online booking with your PCM is available, anytime, anywhere. This feature is available to TRICARE Prime and Plus beneficiaries. TRICARE Standard beneficiaries can also take advantage of health information programs.

Start booking online by logging on to [www.tricareonline.com](http://www.tricareonline.com). Appointments can also be made by calling central appointments.

**TRICARE Dental Program**

USNH's dental department is capable of meeting your routine dental needs; however, it is highly recommended that families retain TRICARE dental program (TDP) coverage, otherwise known as United Concordia, Inc. Many families stationed here in Japan enjoy traveling throughout Asia or vacation in the States, and having this coverage will provide protection in case of emergency. For more information, contact 243-5509. To enroll into TDP, log on to [www.tricaredentalprogram.com](http://www.tricaredentalprogram.com).

**Specialty Care**

USNH Yokosuka offers a wide range of specialties, although it is not a major medical center. Japanese hospitals are occasionally used for specialty care and diagnostic testing. Patients may also be transferred to other military treatment facilities (MTFs) via the aeromedical evacuation system (MEDEVAC). Common destinations include USNH Okinawa, Tripler Army Medical Center and Naval Medical Center, San Diego. Family members must hold current passports at all times and non-U.S. passport holders must be prepared to acquire visas for entry into the United States or stop-over locations.

**Health Promotions Department**

This department promotes the voluntary adoption of positive lifestyle and behavioral changes through awareness, education and intervention strategies. Available classes include tobacco cessation, stress management, cholesterol awareness, weight management and commissary tour. Call 243-2615 for details.

**Exceptional Family Member Program (EFMP)**

EFMP is a quality of life program designed to identify family members with long term health care or special education needs. EFMP ensures that active duty members will be assigned to locations where the special needs of the family will be met. Enrollment is mandatory for families with special needs. For more information contact your current MTF EFMP coordinator.

**Central Appointments**

Appointments with your primary care manager (PCM) can be made through the central appointments office. If you need to make an appointment, please call 243-5352. Hours of operation are from 7:00 a.m. to 3:45 p.m. or you can book your appointment via TRICARE online.



**USNH Yokosuka Web Page**

USNH is on the Internet. The Web site contains all of the information listed above, as well as immunizations forms, refill prescriptions, command information and much more. The site is [www.nhyoko.med.navy.mil](http://www.nhyoko.med.navy.mil).

**Important Phone Numbers:**

- Fleet Check-In .....243-5252/8647
- TRICARE Service Center.....243-9528/8980
- TRICARE Dental.....243-5509
- Hospital Information Desk (24 hour).....243-7144/5247
- Emergency Department.....243-7141
- USNH Central Appointments.....243-5352
- Dental Appointments.....243-8808

## Check Cashing & Yen Conversion

	Check Cashing	Yen Sales
<b>Community Bank</b> 1 <sup>st</sup> Fl. Bldg. 1555 (PSD Bldg.) 0900-1500 Mon.-Thurs. 0900-1700 Fri. & Paydays	X	X
<b>Navy Federal Credit Union</b> Bldg. 1558 (across from McDonald's) 0830-1700 Mon.-Fri. 0830-1700 Paydays 0900-1300 Saturdays	X	
<b>Navy Exchange Customer Service Counter</b> (*no check cashing at cashier's cage*) Inside NEX Main Store 1000-2000 Daily	X	
<b>Club Alliance Cashier (Enlisted Club)</b> Main Gate 1100-2400 Daily	X	X**
<b>CPO Club Cashier</b> Bldg. B-39 (near the Main Gate) 1000-2300 Sun.-Thurs. --- 1000-2400 Fri.-Sat.	X	X**
<b>Officer's Club Cashier</b> Bldg. 1493 (across from the USNH) 0830-2300 Mon.-Fri. --- 0900-2300 Sat.-Sun.	X	X**

**Note: There may be a service charge for check cashing at the bank or credit union for non-members.  
\*\* Yen conversion is 2 yen below the bank rate. Conversion of \$ to ¥ is for customer convenience only.**

**ATM Locations at Yokosuka**

<b>Community Bank</b>	<b>Navy Federal Credit Union</b>
Bldg. 1555 (PSD Bldg. parking lot side)	Bldg. 1558/NFCU (east end; 2 ATMs)

Main Gate (front of Club A)	Waterfront (across from FISC main bldg.)
Main NEX (outside front)	Commissary (outer lobby)
AutoPort Mini Mart Store (inside by cashier)	Fleet Recreation Center 2F
Waterfront (across from FISC main bldg.)	
Drive-Up ATM (by SRF parking garage)	

**Note: Community Bank ATMs dispense both \$ and ¥. ¥ is dispensed at the ATM at the same rate as in the main banking facility. Navy Federal Credit Union ATMs dispense \$ only.**

## Important Internet Addresses

**You can find a lot of Yokosuka information at the following web sites:**

- [www.militaryinstallations.dod.mil/](http://www.militaryinstallations.dod.mil/) ..... \**Plan My Move/Military Installations* provides you with information to help you make a smooth and successful relocation to your new duty station.
- <http://housing.cnfj.navy.mil/>..... \*housing and relocation information
- [www.dodlodging.net](http://www.dodlodging.net) ..... \*centralized billeting-lodging reservation system for USN and USAF installations worldwide
- [www.cfay.navy.mil](http://www.cfay.navy.mil) ..... \*home page for Yokosuka Navy Base
- [www.cnfj.navy.mil](http://www.cnfj.navy.mil) ..... \*home page for Commander US Naval Forces Japan
- <http://hro.cnfj.navy.mil> ..... \*U.S. Civil Service employment information

**Reporting to a ship forward deployed at Yokosuka? Check out these sites for more info:**

- [www.cvn73.navy.mil](http://www.cvn73.navy.mil) ..... \*home page for USS George Washington
- [www.c7f.navy.mil](http://www.c7f.navy.mil) ..... \*home page for Commander 7<sup>th</sup> Fleet
- [www.blue-ridge.navy.mil](http://www.blue-ridge.navy.mil) ..... \*home page for USS Blue Ridge
- [www.stethem.navy.mil](http://www.stethem.navy.mil) ..... \*home page for USS Stethem
- [www.cowpens.navy.mil](http://www.cowpens.navy.mil) ..... \*home page for USS Cowpens
- [www.shiloh.navy.mil](http://www.shiloh.navy.mil) ..... \*home page for USS Shiloh
- [www.curtis-wilbur.navy.mil](http://www.curtis-wilbur.navy.mil) ..... \*home page for USS Curtis Wilbur
- [www.mccain.navy.mil](http://www.mccain.navy.mil) ..... \*home page for USS John S. McCain
- [www.fitzgerald.navy.mil](http://www.fitzgerald.navy.mil) ..... \*home page for USS Fitzgerald
- [www.lassen.navy.mil](http://www.lassen.navy.mil) ..... \*home page for USS Lassen
- [www.mccampbell.navy.mil](http://www.mccampbell.navy.mil) ..... \*home page for USS McCampbell
- [www.mustin.navy.mil](http://www.mustin.navy.mil) ..... \*home page for USS Mustin

**Check out our schools!**

- [www.kinnick-hs.pac.dodea.edu](http://www.kinnick-hs.pac.dodea.edu)..... \*for Kinnick High School
- [www.yokosuka-ms.pac.dodea.edu](http://www.yokosuka-ms.pac.dodea.edu) ..... \*for Yokosuka Middle School
- [www.sullivans-es.pac.dodea.edu](http://www.sullivans-es.pac.dodea.edu)..... \*for Sullivans Elementary School

**The following Internet sites are not specific to Yokosuka, but still contain good information:**

- [www.thenewsanno.com](http://www.thenewsanno.com)..... \*New Sanno Hotel - military recreation facility in Tokyo
- [www.japan-guide.com](http://www.japan-guide.com)..... \*guide to Japan
- [www.jnto.go.jp](http://www.jnto.go.jp) ..... \*Japan National Tourist Organization
- <http://web-jpn.org/kidsweb/index.html> .. \*Kids Web Japan – even if you’re single or don't have any kids, this site is still a lot of fun to visit.
- [www.timeanddate.com](http://www.timeanddate.com) ..... \*a great resource for calculating time differences around the world (FYI: there is no daylight saving time in Japan)

**These “local” Internet sites may be of interest:**

- [www.city.yokosuka.kanagawa.jp/e/index.html](http://www.city.yokosuka.kanagawa.jp/e/index.html) ..... \*Yokosuka City home page in English
- <http://www.sukaichi.jp/ynb/> ..... \*Yokosuka Ichiban – check out some shops and restaurants in Yokosuka, in English!
- [www.city.yokohama.jp/en/](http://www.city.yokohama.jp/en/) ..... \*Yokohama is a great place to visit! And it’s less than an hour away from Yokosuka

## Survival Tips For Living In Japan

- Always remember to remove your shoes before stepping up from the **genkan** (entryway) area of a Japanese home into the house proper. Slippers may be provided.
- Always remove your slippers when you enter a **tatami** room in a Japanese home. Bare feet or socks only on **tatami** (straw mats).
- Smoking is prohibited on local buses and trains. Some long distance trains permit smoking in designated cars. If you smoke, please be respectful of others.
- Converse in a moderate voice when in public. Raising your voice, even if only in fun, disturbs and sometimes frightens our hosts. Additionally, use earphones with portable music players and keep your car stereo volume low when your windows are open.
- Yen is the only currency acceptable in Japanese stores or other business establishments. Japanese businesses do not accept U.S. dollars, as might have been the case in some other foreign countries you may have visited. It is helpful to keep a small amount of yen at home for emergencies (i.e. locking your keys in your car. It will cost about 10,000 yen to have someone come to your off base home and unlock your car.)
- Although bargaining is accepted and even sometimes expected in some countries, in Japan it is **not** done (except on rare occasions.)
- Tipping is a custom that is **not** followed in Japan. Please do not tip the waiters, taxi drivers, etc. off base. **The American tipping custom IS observed on base.**
- Our hosts are very fond of gift giving. When a gift is given to you, you are expected to return the favor. In addition, when you move into your new house you will be expected to give small gifts to your new neighbors, such as chocolates or other small treats.
- When riding the trains, if you have to stand, it is impolite to turn your back to a person who is sitting down. You must face the person who is sitting down. This can feel uncomfortable, especially when the train is packed, but turning your back is viewed as an insult.
- ALWAYS carry toilet paper with you. Restrooms off base may be Japanese style and usually won’t have toilet paper, especially in train and subway stations.
- It is polite to use “san” after Japanese adult’s name (i.e.: Suzuki-san), “chan” after a young girl’s name, and “kun” (pronounced koon) after a boy’s name. **Never** use these after your own name. These are honorifics, so it is impolite to “honor” yourself over another person.

- The Japanese do not understand the use of sarcastic remarks to make a point. They also do not make use of profane hand gestures...please avoid gestures or remarks that our hosts may find offensive.

## Useful Japanese Phrases

Learning spoken Japanese is not as difficult as it may seem, despite how intimidating it may sound at first. There are several options for learning the language: FFSC Workshops, language schools and language exchange (trade teaching English for Japanese.) The Japanese people appreciate your attempts to speak their language. Below is a list of a few common phrases that can be used on a regular basis. Pronunciation of vowel sounds is consistent, but a bit different that you might be used to. Refer to the chart below for the correct vowel sounds. NOTE: the (u) at the end of a word is pronounced as a short sound, almost silent, as if it has been cut off before it is completely spoken.

VOWEL	Sounds Like:	In Sample Word:
A	ah	father
I	ee	see
U	oo	too
E	eh	met
O	oh	boat

Good Morning ..... Ohayo gozaimasu  
 Good Afternoon..... Konnichiwa (pronounce BOTH “n” sounds!)  
 Good Evening ..... Konbanwa  
 Good Night ..... Oyasumi nasai  
 Good Bye..... Sayounara

How are you?..... Ogenki desu ka?  
 Fine, thank you. .... Hai, genki desu.  
 I’m pleased to meet you. .... Hajimemashite.  
 Nice to meet you..... Douzo yoroshiku.  
 What is your name? ..... Onamae wa nan desu ka?  
 My name is \_\_\_\_\_. ..... Watashi wa \_\_\_\_\_.

I don’t speak Japanese..... Nihongo wo hanashimasen.  
 Please say that again..... Mou ichido itte kudasai.  
 I am sorry..... Gomen nasai.  
 Do you speak English? ..... Eigo wo hanashimasu ka?  
 Do you understand?..... Wakarimasu ka?  
 Yes, I understand. .... Hai, wakarimasu.  
 Please (Here you are.)..... Onegai shimasu (Douzo.)  
 Thank you..... Doumo arigatou gozaimasu.  
 You are welcome ..... Doutashimashite.  
 I like it. .... Suki desu.  
 I don’t like it ..... Kirai desu.

See you later!..... Mata ne!  
 Take care. .... Kiotsukete! (the “u” is almost silent!)  
 It’s OK, I don’t mind. .... Daijobu.  
 I’m leaving. .... Itte kimasu!

Have a nice day. .... Itte rashai! (said to someone who is leaving)

Please come in. .... Agatte kudasai!

Please wait a moment. .... Chotto matte kudasai!

## Cultural Awareness

The Yokosuka Fleet and Family Support Center offers a variety of workshops to introduce you to Japan and make your experience here a more memorable one.

**Area Orientation Brief/Intercultural Relations** – Welcome to the land of the rising sun, kanji, yen & bowing. This combined class is a must for all newcomers. Representatives from around the base will talk about their unique policies, procedures and benefits associated with living in Japan; and local experts will discuss cultural issues and adjusting to your new home.

**Your Japanese Home** – Tatami got you down, or mildew taking over? Come learn from our local resident experts about how to make your new “uchi” a comfortable home. We’ll take you on a field trip to a local store to point out products that can help solve common household problems and discuss temperature control without thermostats, using your “ofuro” and taking out the trash Japanese style.

**Home Visitor Program** – FFSC’s Home Visitor will make a personal visit to your home after you have attended the class *Your Japanese Home*. The Home Visitor will tell you about the facilities in your neighborhood and introduce you to your Japanese neighbors.

**Japanese Language Series** – This 10-session language series focuses on beginning Japanese vocabulary and phrases needed to enjoy life in Japan. The classes are a cooperative program presented by Japanese volunteers from the Yokosuka International Association, hosted by the Fleet & Family Support Center.

**Enjoying Japanese Food** – Learn about basic Japanese ingredients, recipes and food etiquette. Join our bilingual staff on a trip to a local grocery store and traditional restaurant for lunch.

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**Cultural Awareness** classes and activities are also offered by Yokosuka MWR at the Community Center and other venues. Some of the programs offered by MWR are Japanese Cooking, Obi Art, Kimono Dressing, Ikebana Sogetsu (Japanese flower arrangement), Tea Box Covering, Tea Ceremony and Japanese Calligraphy. MWR charges nominal fees for many of their classes. More information about MWR culture classes, visit their web site at <http://www.cfay.navy.mil/mwr/index.html>.

# Community Awareness

Fleet Activities, Yokosuka has several social organizations to help you get involved with your local base community. Feel free to take part in as many as possible. Below is a short list of some local area clubs. Be sure to check out your Command Support Group as well.

- ***1800's Historical Sailing Reenactors*** – Teaches educational living history through historical reenactments such as the visit by Commodore Perry to Japan in 1853.
- ***Awana Club*** – A Christian achievement club for boys and girls.
- ***Girl Scouts/Boy Scouts*** – Troops do projects, take field trips, and participate in local events.
- ***PAWS – Pets Are Worth Saving*** has many dogs and puppies, cats and kittens that need loving, permanent homes.
- ***Kanto Plain Home Schoolers*** – Monthly meetings for field trips, support group meetings and get-togethers.
- ***Takusan Treasures Gift Shop*** – a nonprofit organization that sells a variety of merchandise and donates its profits. Also continuously seeking volunteers.
- ***Quest/QJ*** – A non-denominational Christian Youth Program available to youths from 7<sup>th</sup>-12<sup>th</sup> grade, sponsored by The Chapel of Hope.
- ***TOPS Club*** – Learn how to **Take Off Pounds Sensibly** at weekly meetings at the Naval Hospital.
- ***Women of the Chapel*** – Involves women in the work of the Chapel by encouraging participation in worship, Bible study and community service.
- ***Filipino/American Club*** – Encourages community involvement by holding fundraisers to provide scholarships to local students and hosts cultural activities such as the Mayflower Festival.
- ***Yokosuka Little Theater Group*** – Open to all who have an interest in community theater production. Whether your talents are in acting, set construction, costume design or other theatrical fields, YLTG is looking for you!

Contact information for these groups changes periodically. Phone numbers and meeting times for these groups and others is regularly posted in the base newspaper. You can view the current weekly edition of the Seahawk/Umitaka (base newspaper) online at <http://www.cfay.navy.mil>.

# DoD Schools Registration Requirements

In order to register your child(ren) in school, you will need to provide the following documentation:

**\*\*For Military Sponsors:**

- Copy of current orders
- Copy of Family Entry Approval or letter of Command Sponsorship

**\*\*For DoD Civilian Sponsors:**

- Copy of DD form 1614
- If dependents are not listed on the orders, verification of sponsorship from HRO must be provided.

**\*\*In addition to the above documents, all sponsors must provide the following:**

- Student's passport or a copy of birth certificate
- Student's social security number
- Records from former school or former school name and address
- Physical examination report for ALL students entering Sure Start and Kindergarten. You can obtain this by making an appointment with your pediatric doctor.
- DoD immunization verification form. You can obtain this from the Immunization Clinic. Yellow shot card and copies of child's medical records **WILL NOT** be accepted. For DoD's specific immunization requirements, please visit the following website:

**<http://www.dodea.edu/parents/immunizations.cfm>**

**A student without verification of adequate immunizations will not be allowed to register or attend school until documentation is provided.**

Kinnick High School

PSC 473 Box 95

FPO AP 96349

<http://www.kinnick-hs.pac.dodea.edu>

Email: PRINCIPAL\_\*KINNICKHS@pac.dodea.edu

Yokosuka Middle School

PSC 473 Box 95

FPO AP 96349

<http://www.yokosuka-ms.pac.dodea.edu>

Email: YMiddleP@pac.dodea.edu

Sullivans Elementary School

PSC 473 Box 95

FPO AP 96349

<http://www.sullivans-es.pac.dodea.edu>

Email: PRINCIPAL\_\*SULLIVAN\_ES@pac.dodea.edu

\*E-mail addresses for the schools may be changed without notice. Refer to the web site for each school for current e-mail addresses.

## Points of Interest Near Yokosuka

- Aburatsubo Marine Park – Aquarium, park and game center (near Yokosuka)
- Akihabara – Electric & Electronics City (Tokyo)
- Ameya-yokocho – Outdoor market in Ueno district (Tokyo)
- Asakusa-bashi – Doll stores (Tokyo)
- Asakusa-kannon – Huge temple (Sensoji) & traditional shopping area (Tokyo)
- Beaches and Seaside Hiking – Monkey Island, Kannonzaki, Hayama, Kamakura
- China Pete/Noritake – China sets, Japanese souvenirs, household items, pottery (Yokohama)
- China Town in Yokohama – Various restaurants and souvenir shops
- Tokyo Disneyland & Tokyo DisneySea
- Ginza Area – Shopping markets and stores (Tokyo)
- Hakone – Resort area near Mount Fuji
- Harajuku/Kiddyland & Oriental Bazaar – Ota Memorial, Ukiyoe Museum and Toy Store (Tokyo)
- Imperial Palace – Imperial Palace East Garden (Tokyo)
- Jimbocho – Bookstore district (Tokyo)
- Jogashima Island – Seaside villages, fish markets, beaches, etc. (near Yokosuka)
- Kamakura – Great Buddha, shrines, temples, etc.
- Kanagawa Ice Skating Rink (near Yokohama)
- Kanazawa Zoo (Yokohama)
- Kappa-bashi – Kitchenware stores district (Tokyo)
- Kita-Kamakura Museum – Museum of traditional clothing and fabrics of Japan (Kamakura)
- Kurihama Flower World/Adventureland – Seasonal Flower Park, herb garden and playground.
- Meiji Shrine – Largest Shinto Shrine (Tokyo)
- Mikasa Park – Picnic park and Memorial Battleship (Yokosuka)
- National Children’s Castle in Harajuku – (Tokyo)
- Nihon Minkaen Museum – Open-air museum and shrine (Kawasaki)
- Nikko – Scenic national park and temples
- Nogyama Zoo – (Yokohama)
- Odaiba – Huge entertainment, shopping and amusement area (Tokyo)
- Roppongi – Nightlife area with stores and restaurants (Tokyo)
- Sankei-en Garden – Japanese-style garden with restored Japanese homes (Yokohama)
- Sea Paradise – Aquarium and aquatic amusement park (Yokohama)
- Shinjuku Park and Garden – Ponds, picnic area, restaurants and greenhouses (Tokyo)
- Sumo – Japanese wrestling (major tournaments in Tokyo; occasional exhibitions in Yokosuka)
- Sunshine City – Huge urban shopping and entertainment center (Tokyo)
- Tama Hills MWR Recreation Center – Archery, horseback riding, golf, etc. (near Tokyo)
- Toshimaen Amusement Park – Big waterpark and various rides and activities (Tokyo)
- Tokyo Sea Life Park – Aquariums and several waterfront attractions (near Tokyo)
- Tokyo Summerland and Sesame Place – Waterpark and Sesame Street Park (Tokyo)
- Tokyo Tower – Aquarium, Wax Museum, 3-D Art Gallery, Observation Decks, Shops & More
- Ueno Park and Zoo (Tokyo)
- Yokosuka City Museums – Depicting the history of Yokosuka, from ancient to modern times

Directions to these sites and many more can be found at and downloaded from the Maps & Directions page of the FFSC web site: <http://www.cfay.navy.mil/ffsc/maps.htm>



## Avoid Loss of Household Goods

Under certain circumstances, a company storing your household goods (HHG) has a right to charge you for storage services and may even have the right to sell your personal property.

You can avoid these problems by working with your Personal Property Shipping Office (PPSO). Always keep them informed of any changes to your orders, your address, or other information affecting your entitlement to ship or store HHG.

Above all, contact your PPSO ahead of time if you are unable to take delivery of your HHG as originally planned. The PPSO will provide guidance and assistance in making other arrangements for continued storage of your HHG.

You may also seek guidance from the HHG Helpline at (800) 444-7789.

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FFSC Yokosuka Relocation asked the PPSO Manager at FISC Yokosuka to comment on the above news report. Here is an excerpt of his reply:

A Sailor was assigned to Yokosuka with orders to a ship. The Sailor put HHG into non-temp (long term) storage, and the PRD shown on the orders was three years later. In other words, the Sailor's basic entitlement for HHG storage would be good for the next three years.

Three years later the Sailor received another set of orders to a ship home ported here but did not do anything to extend the storage entitlement. The storage expired; letters were sent to the previous command, but they were returned to the office controlling the storage contractor. The HHG were handled out (reprocessed) at the member's expense but the storage contractor was not able to contact the member.

Depending on state law, all the contractor may have to do in such a case is run a notice of unclaimed property in a newspaper for a period of required time, normally 30 days. If no response is received the contractor can then sell the property to recover the storage cost due. If the storage company recovers more than the cost due, the balance may go to the member if the case comes up within another (unspecified) period of time. On the other hand, the member may also be liable for storage cost if, by selling the goods, the company did not recover the storage cost that was due.

In our example, the member lost the property and has no recourse, even though there may have been an entitlement for storage of HHG. By doing nothing, the property was lost.

This happened to a member at [a duty station in Yokosuka] who did not keep HHG storage authorization updated, and the HHG were subsequently sold at auction.

**MORAL OF THE STORY: Keep the Personal Property Office informed of any changes in your duty status! AND ... Keep a detailed inventory of your personal property.**



## Chapel of Hope

### Roman Catholic

- Mass Monday – Friday
- Saturday Confessions
- Saturday Vigil Mass
- Sunday Mass – 7:45 a.m., 9 a.m., 12 p.m.
- Sunday CCD
- Baptism 1<sup>st</sup> three Saturdays each month
- Pre-baptism class every 3<sup>rd</sup> Wednesday
- Wednesday Novena Perpetual Help

### Protestant

- Sunday School
- Sunday Non-liturgical Protestant Worship
- Gospel Praise Sunday Worship
- Sunday Contemporary Evangelical Worship
- Monday Gospel Praise Adult Bible Study

### Church of Christ

- Sunday Worship
- Sunday School
- Wednesday Bible study

### Seventh Day Adventist

- Saturday Sabbath Service
- Wednesday Prayer Meeting

### Jewish Services

- Friday Jewish Sabbath (2<sup>nd</sup> & 4<sup>th</sup> Friday)

### Islamic (Jumu'ah)

- Wednesday Ta'lim
- Friday Jumu'ah Worship

### The Church of Jesus Christ of Latter Day Saints

- Sunday LDS Priesthood/RS Meeting
- Sunday LDS School
- Sunday LDS (Sacrament) Service
- Daily Seminary (Monday-Friday)

### Filipino Christian Fellowship

- Sunday Worship Service
- Saturday Praise/Worship Practice
- Friday Bible Study

### Lutheran/Episcopal Services

- Liturgical Protestant Worship

### Jesus King of Glory

- Sunday Worship

### Bible Studies and Groups

- M.F.E.C. Bible Study
- Gospel Praise Adult Bible Study
- Church of Christ Bible Study
- Church of Christ Ladies Bible Study
- Men of Vision Bible Study
- Women's Thursday morning Bible Study
- Seventh Day Adventist
- Friday Christian Bible Study
- Korean Bible Study
- Christian Fellowship Bible Studies
- Moms in Touch International

For more information about religious programs in the Yokosuka community, contact the Chapel of hope at 243-6773/6774.

# FFSC Youth Sponsorship Program

(Ages 5 – 17)

Yokosuka, Japan

Mail to: DEPARTMENT OF THE NAVY  
FLEET & FAMILY SUPPORT CENTER  
ATTN: YOUTH SPONSORSHIP  
PSC 473 BOX 116  
FPO AP 96349-0116

Please fill out the following blanks.

I am moving to Yokosuka, Japan on \_\_\_\_\_ from  
\_\_\_\_\_.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Please Circle: Male/Female

Interests: \_\_\_\_\_

Hobbies: \_\_\_\_\_

Questions: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*FOR YOUR PARENTS TO READ AND SIGN\*\*\***

I hereby give my consent to release my child's name and address for the purpose of participating in the Yokosuka Youth Sponsorship Program. I understand that this is not an official government record and that this information will not be used for any other purpose.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Youth Sponsorship Mission:** The mission of the Youth Sponsorship program is to help ease transition anxiety that may be experienced by military and civilian children transferring to Yokosuka, Japan by connecting them with children currently enrolled in a DoDD school at Yokosuka, and whose parents are currently stationed at Yokosuka.

\*\*\*Authority to collect the information requested in this form is contained in 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397. Fleet & Family Support Center (FFSC) staff members will use this information only to provide the relocation services you have requested. Please complete all data entry fields. If all of the requested information is not provided, FFSC may be unable to provide you with pertinent relocation services.

**DEPARTMENT OF DEFENSE CHILD DEVELOPMENT PROGRAM  
REQUEST FOR CARE RECORD**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** PL 101-89 Sec. 1507; EO 9397.

**ROUTINE USE(S):** None.

**PRINCIPAL PURPOSES:** To collect applicant information for Child Development Programs and place applicants on waiting lists for program services. Information compiled from applications is also used to assist management determination of effectiveness of present and projection of future program requirements.

**DISCLOSURE:** Voluntary; however, failure to furnish requested information will result in an incomplete request for care record and possible loss of placement on Child Development Program waiting lists.

**1. DATE OF REQUEST (YYYYMMDD)**

**2. EXPIRATION DATE (YYYYMMDD)**

**3. FAMILY INFORMATION**

**a. SPONSOR'S NAME (Last, First, Middle Initial)**

**b. SPOUSE'S NAME (Last, First, Middle Initial)**

**c. CHILD'S NAME (Last, First, Middle Initial)**

**d. CHILD'S DATE OF BIRTH (YYYYMMDD)**

**e. CHILD'S AGE**

**f. HOME ADDRESS (Street, City, State, Zip Code)**

**g. SPONSOR'S BRANCH OF SERVICE**

**h. DUTY ORGANIZATION**

**i. HOME TELEPHONE NUMBER (Include Area Code)**

**j. DUTY TELEPHONE NUMBER (Include Area Code)**

**k. SIBLING CARE (Complete a separate form and list name and date of birth for each child requiring care)**

<b>(1) NAME (Last, First, Middle Initial)</b>	<b>(2) DATE OF BIRTH (YYYYMMDD)</b>	<b>(1) NAME (Last, First, Middle Initial)</b>	<b>(2) DATE OF BIRTH (YYYYMMDD)</b>

**4. PROGRAM(S) DESIRED (X as applicable)**

<input type="checkbox"/> a. FULL-DAY CARE	<input type="checkbox"/> e. FAMILY DAY CARE (FDC)
<input type="checkbox"/> b. PART-DAY CARE	<input type="checkbox"/> f. PART-DAY ENRICHMENT
<input type="checkbox"/> c. SCHOOL-AGE	<input type="checkbox"/> g. DAY CAMP
<input type="checkbox"/> d. SPECIAL NEEDS	

**5. AGE GROUP (X one)**

<input type="checkbox"/> a. INFANTS (0 - 12 months)
<input type="checkbox"/> b. TODDLERS (13 - 35 months)
<input type="checkbox"/> c. PRESCHOOL (3 - 5 years)
<input type="checkbox"/> d. SCHOOL AGE (5+ years)

**6. SPONSOR STATUS (X one)**

<input type="checkbox"/> a. SINGLE MILITARY	<input type="checkbox"/> e. SINGLE DOD CIVILIAN	<input type="checkbox"/> i. MILITARY/UNEMPLOYED SPOUSE
<input type="checkbox"/> b. DUAL MILITARY	<input type="checkbox"/> f. RETIRED MILITARY	<input type="checkbox"/> j. MILITARY/OTHER THAN DOD SPOUSE
<input type="checkbox"/> c. MILITARY/DOD SPOUSE	<input type="checkbox"/> g. MILITARY RESERVE	<input type="checkbox"/> k. OTHER (Specify)
<input type="checkbox"/> d. DUAL DOD CIVILIANS	<input type="checkbox"/> h. NATIONAL GUARD	

**7. PRESENT CHILD CARE ARRANGEMENTS (X as applicable)**

<input type="checkbox"/> a. FDC ON-INSTALLATION	<input type="checkbox"/> d. CIVILIAN CDC	<input type="checkbox"/> g. IN-HOME CARE
<input type="checkbox"/> b. FDC OFF-INSTALLATION	<input type="checkbox"/> e. MILITARY ALTERNATE CARE	<input type="checkbox"/> h. NO PRESENT CARE
<input type="checkbox"/> c. OTHER MILITARY CHILD DEVELOPMENT CENTER (CDC)	<input type="checkbox"/> f. NON-MILITARY ALTERNATE CARE	<input type="checkbox"/> i. OTHER (Specify)

**8. GENERAL INFORMATION (X and complete as applicable)**

<b>YES</b>	<b>NO</b>	<b>a. IF CHILD IS NOT PRESENTLY IN CARE, IS EMPLOYMENT OF SPOUSE AWAITED?</b> <i>(If Yes, estimate average annual income lost)</i>	<b>YES</b>	<b>NO</b>	<b>c. IS CHILD ON OTHER MILITARY WAITING LIST?</b> <i>(If Yes, name installation)</i>
		<b>b. HAS CHILD BEEN IDENTIFIED FOR SPECIAL NEEDS CARE?</b>	<b>d. CURRENT COST OF CARE PER WEEK</b> <i>(If child is currently in care)</i>		

**9. UPDATE REQUIRED PER INSTRUCTIONS (For Office Use Only)**

	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>
<b>a. DATE CALLED (YYYYMMDD)</b>					
<b>b. DECLINED/ PLACED</b>					
<b>c. COMMENTS/ INITIALS</b>					
<b>d. PLACEMENT TIME (In months)</b>					

## **Driver's Licensing information is now on the WEB!**

Point your browser to:

<http://www.cfay.navy.mil/License.htm>

Here you will find instructions and information on:

- How to purchase and register a vehicle in Japan
- How to obtain a Driver's License
- How to obtain a motorcycle license and registration
- COMFLEACT Instruction 5800.2E: Registration and Inspection of Privately Owned Vehicles

At this web site you will also be able to view and/or download the following Driver's License Study Materials:

- Important Features of the Japanese Road Traffic Law (Word Document - 2 MB)
- International and Japanese Road Sign Charts (in color) (Five GIF images on one web page – about 1.4 MB total)

## **Fleet and Family Support Center**

PSC 473 Box 116

FPO AP 96349-0116

DSN: 243-6716/6717/3372

Commercial: 011-81-46-816-6716

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

Web: <http://1.usa.gov/jximAk>

Like Us on Facebook : FFSC Yokosuka Japan