



# Yokota Airman and Family Readiness Center (A&FRC) Relocation Assistance Program

Konnichiwa! Congratulations on your assignment to Yokota AB, Japan!

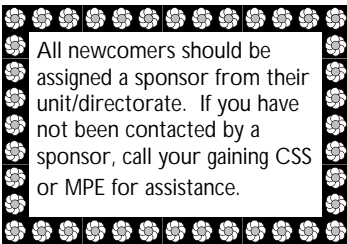
## Planning Your Move

Before leaving your base, stop by your Airman and Family Readiness Center (AFRC) for info and support.

Services include:

- Smooth Move Workshop/ Resources
- Family Services Loan Closet ~ provides household items and a variety of small kitchen appliances
- Childcare for PCS ~ this Air Force Aid Society sponsored program offers parents 20 hours of free childcare during a PCS move.
- One-on-one counseling

## Sponsorship



All newcomers should be assigned a sponsor from their unit/directorate. If you have not been contacted by a sponsor, call your gaining CSS or MPE for assistance.

## Arrival & In-Processing

You must in-process through the Yokota Military Personnel Element (MPE) if you are an Air Force member being assigned to Yokota or a tenant unit.

MPE will schedule you to attend a Right Start Newcomers Orientation hosted by A&FRC; call 225-8725 to confirm your space. Right Start will include mandatory in-processing with several on-base agencies, as well as the drivers course to obtain your Yokota driver license.

Your sponsor may meet you at the Narita airport. If not, a DoD shuttle bus is available. If you will be traveling with a pet, your pet must be cleared by quarantine officials at the airport (near baggage claim) and special arrangements must be made for transportation to Yokota as pets are not allowed on the shuttle. Pet-friendly transportation is available through the Yokota Transportation office with advance coordination by your sponsor.

## PCSing Pets



Japan is rabies-free, and pets may undergo a lengthy quarantine period upon arrival. Pets are not allowed in TLF facilities; the Pet Care Center on base has limited space available. Make reservations at the Pet Care Center as early as possible, and consider leaving your pet in CONUS until you can obtain pet-friendly housing. If living on base, your pet MAY be authorized to complete quarantine at your housing/residence. Work closely with your sponsor to ensure this family member is taken care of!

## Postal Service Center

Upon receipt of orders, you can obtain a mailing address. Your sponsor will be able, with a copy of your orders, to coordinate this for you. Do not send boxes more than 15 days prior to your RNLTD, unless coming from another overseas base. If coming from an overseas base with more than 15 days until your RNLTD, coordinate with your sponsor to ensure packages will not be returned. Per USPS regulations, accountable packages will only be held for 15 calendar days. Packages will arrive at the main post office located next to the Yokota Community Center (BX/Commissary).



## Housing / TLA

All base housing units are managed and maintained by the Yokota Housing Office. You can complete an advance housing application through your current base housing office. Off-base housing in Japan is considered small compared to American standards, and it is difficult to find pet-friendly accommodations. Less than half of on-base housing units allow pets. The average wait for on-base housing varies with grade and family size and can take 2-12 months. For this reason, consider leaving your pet until housing is secured.

Temporary Housing (Billeting): Your sponsor can make reservations for you through the Kanto Lodge on base. Due to limited space, please make your reservations as soon as possible.

- Single Airmen: Contact your sponsor or gaining unit to obtain dormitory info.
- Off-Base Housing: Finding off-base rental homes/ apartments can be challenging. Visit the Housing Office upon arrival for guidelines and assistance.

## Helpful Websites



- Military Homefront ~ <http://www.militaryhomefront.dod.mil>  
\* Military Installations Link provides comprehensive overview and phone numbers for your gaining base
- DOD Per Diem/COLA/OHA: [www.defensetravel.dod.mil/perdiem/](http://www.defensetravel.dod.mil/perdiem/)
- Military One Source ~ <http://www.militaryonesource.com>
- PCS America ~ <http://www.pcsamerica.net>
- Military Assistance Program: <http://www.dod.mil/mapsite/buildplan.html>
- Yokota Base Services: [www.yokotasupport.com](http://www.yokotasupport.com)

## Must Know Info

- Hands-free cell phone devices are allowed on Yokota AB.
- There is an abundant supply of quality used vehicles at very reasonable prices both on base and outside the gate. Many CONUS auto insurers cannot underwrite policies for Japan; military-friendly insurance companies are also easily accessible in the community.
- Driving is not permitted until you complete the drivers course. A base shuttle is available and runs hourly; plan accordingly as some TLF units are spread across the base. Consider scheduling your flights to arrive on Monday or Tuesday to allow immediate Right Start/driver course attendance. Car rentals can be obtained in the Passenger Terminal once you are licensed.

## Airman & Family Readiness Center

The Yokota Airman & Family Readiness Center (AFRC) is your one-stop location for info and assistance. Our nine core services consist of the following — Air Force Aid Society, Employment and Transition Assistance, Family Life Education, Family Readiness, Information & Referral, Personal Financial Management, Relocation Assistance, and Volunteer Resources.

We are located next to the BX/Commissary area; our hours of operation are Monday through Thursday from 0730 to 1630 and Friday from 0930 to 1630. Call DSN 225-8725 for assessment and referral counseling, info on on- and off-base resources, and workshop information.

For short-term counseling services, contact our Military Family Life Consultants at 225-8725.

## Local Employment

Opportunities are available for on-base employment; contact the Civilian Personnel/NAF HRO offices and your AFRC consultant for more information upon arrival.

## Privately Owned Vehicles

Most POVs are not authorized to be shipped to Japan. Carefully consider selling or storing your vehicle prior to PCS, and be prepared to purchase a new or used vehicle upon arrival.

## Child Care

Upon receipt of orders to Yokota AB, call the Child Development Centers (CDC) or Family Child Care Office to get information on how to place your child on a wait list. Also, stop by your AFRC for 20 hours of free childcare sponsored by the Air Force Aid Society!



## Family Services Loan Closet

Family Services Loan Closet (DSN 225-8725) has dish kits, kitchen appliances, and other household goods for you to borrow while your items are in transit. All you need is a copy of your orders!

Hours: Mon-Thu,  
0730-1630, Fri  
0930-1630.



## Furnishing Management

While awaiting the arrival of your household goods and unaccompanied baggage, temporary loaner furniture is available.

All base housing units have all appliances provided for you. However, if you live off base, Furniture Management Office loaner furniture can only be loaned for 90 days (inbound) and 60 days for outbound personnel.

## Schools

Yokota has two elementary schools, one middle school, and one high school on base. Yokota schools are part of the DoDDS system and operate on a four 9-week period schedule. For further information, contact the School Liaison officer at DSN 225-3438 or at [school.liaison@yokota.af.mil](mailto:school.liaison@yokota.af.mil).



## Japanese Culture

The A&FRC offers great cultural orientation programs, including language, cooking, culture, and walking tours. For more information, contact your AFRC at

225-8725 or e-mail

[yasuko.katayama.jp@yokota.af.mil](mailto:yasuko.katayama.jp@yokota.af.mil)



## Spouse Tuition Assistance

The Air Force Aid Society provides partial tuition assistance for spouses of active duty, who accompany members to overseas locations. This program provides tuition assistance at a rate of 50% of unmet tuition charge per course, with a maximum of \$1,500 per academic year. If your spouse is interested in this program, contact the Education Office for information and an application.



## MyCAA Spouse Education Assistance

The DoD provides up to \$6,000 in education funding for military spouses. For more information and to apply, please visit [www.militaryonesource.com](http://www.militaryonesource.com).

## Useful Phone Numbers

Airman and Family Readiness Center	225-8725
Military Personnel Element	225-9915
TMO	225-9725
Kanto Lodge	224-2002
Post Office	225-9383
Tricare	225-6478
Childcare Centers	225-8810/8860
Clinic/Appointment Line	225-8864
Dental Clinic	225-3670
Education Office	225-7337
School Liaison Officer	225-3438
Finance	225-7825
Family Housing	225-9258
Pass & Registration	225-8914
Civilian Personnel	225-3921

## Pet Boarding

There is a Pet Care Center available with limited spaces. Call DSN 225-8906 for further information.

## Kids On the Move

One of the important relocation goals of parents is making the move as stress free as possible for their children. Below are some points to consider:

Explain the relocation – talk the children through the relocation process. Why are we moving? When? How? Where will they live? What about their friends?

Involve the children – let your children help where they can by looking at brochures for homes, schools, packing, and/or arranging a goodbye party.

Personal Possessions – if your children are attached to certain things such as a pet or toy, make sure you take them with you. This makes the new home seem more familiar.

Learn about the host country/state – make an effort to teach the children as much as you can about their new home.

Convey excitement – children learn from their parents. Your sense of excitement, wonder, and adventure is contagious.

If your child is showing signs of stress after arrival, contact the Child and Youth Behavioral Military and Family Life Consultant for informal confidential counseling.