



**COMMANDER UNITED STATES  
SEVENTH FLEET**



**NEWCOMER'S  
WELCOME PACKAGE**

## SYNOPSIS

U.S. 7th Fleet embarked on board the flagship USS Blue Ridge (LCC 19), forward deployed to Commander Fleet Activities Yokosuka, Japan, operates in the largest area of responsibility of the Navy's numbered fleets. U.S. naval forces maintain a continuous forward presence in the 48 million square miles of the Pacific and Indian Oceans, from the International Date Line to the waters east of Africa, and from the Kuril Islands in the north to the Antarctic in the south, including 39 coastal nations to directly support U.S. national interests in upholding key alliances and expanding maritime partnerships.

The U.S. 7th Fleet uses both forward and rotationally deployed ships, aircraft, submarines and other maritime forces independently or as part of a joint, combined or multinational force, executing military operations across the spectrum, from major combat operations to humanitarian assistance and disaster relief.

U.S. 7th Fleet forces operations in the region are to train and operate with our allies, friends and partners, while allowing for rapid response to any crisis, natural or manmade.

The 7th Fleet area of responsibility is home to more than 50 percent of the world's population, speaking more than 3,000 languages and includes two of the world's largest economies - China and Japan.

**This guide is separated into the following areas:**

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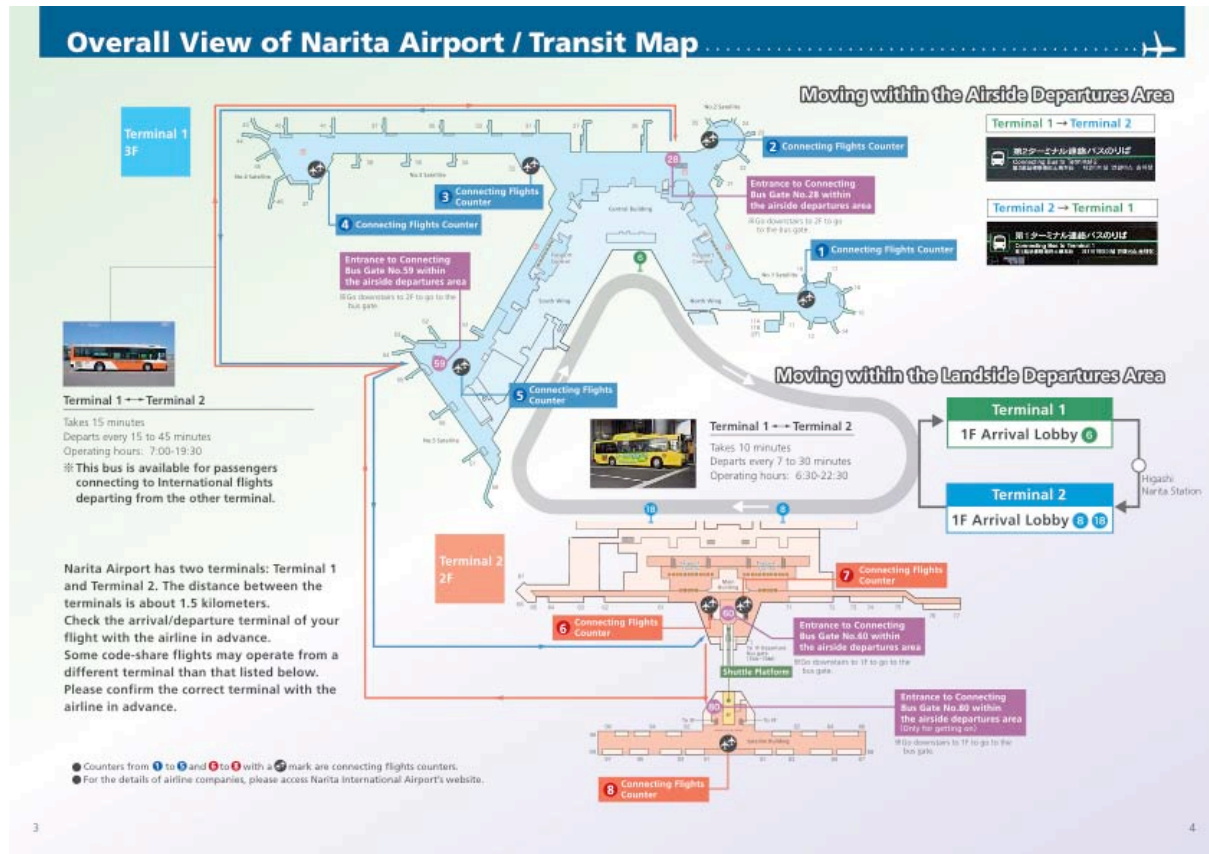
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# Arriving In Japan

*If you are arriving at Narita International Airport via commercial airline flight:*



Most incoming personnel arrive at Narita International Airport located about 1 hour from downtown Tokyo, and about 2-3 hours from Yokosuka. The airlines are split up between two Terminals (No. 1 & No. 2); there is a free shuttle bus between them every 20 minutes. The primary meeting and pickup point is at Terminal No.1 on the ground floor at the Northwest Airlines counter...that's where you will find the Military Liaison. Navy buses for Yokosuka leave three times a day at 1530, 1730 & 1900, if you are traveling on orders, please provide a copy to the Navy Liaison at the counter, or fax a copy to PSD Yokosuka to reserve a seat; all remaining seats on the buses are open on a space available, first come first signup basis. You or your sponsor can contact the PSD Liaison at DSN 243-7777 or Commercial 011-81-46-816-7777. A more exciting alternative is to take the train from Narita to Yokosuka (about 3 hours). Both the Keisei/Keihin Kyuko Line and Yokosuka JR Line have trains leaving from the basement of both Terminals No. 1 & No. 2. The cost varies between ¥2000 - ¥4000 (approx. \$20-40) depending on the line and class of fare purchased. If you miss the Navy buses...this is the best way to get down to the base.


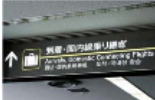
## Arrival and Transit Entry

Welcome to Japan! For both arrival and transit entry, follow the signs that say "Arrival" to complete the immigration procedure.

### Arrival and Transit Entry


**1 Arrival**

Disembark from the plane.  
↓  
Follow the signs that say "Arrivals, Domestic Connecting Flights."



**2 Quarantine**

Fill in the questionnaire you received on the plane and submit it here.  
↓  
Go here for consultation if you had any health problems during your trip.




**3 Immigration**

Line up in front of the counters marked "Foreign Passports."  
↓  
Present your passport and DISEMBARKATION / EMBARKATION CARD (to be filled out prior to submission) at the counter for immigration.


**4 Baggage Claim**

Check your flight number and go to the appropriate baggage carousel.  
↓  
When you locate your baggage, make sure the number on the baggage claim tag matches the number on your claim check before taking it.



**5 Customs**


If you have nothing to declare, proceed to the green inspection tables. If you do have something to declare, proceed to the red inspection tables.



**6 Entry**

Welcome to Japan! Enjoy your stay! (Refer to information starting on page 15.)

Enjoy yourself in Japan!



※ For arrivals or those connecting to domestic flights.

※ A terminal connecting bus between terminals is available. (See page 3.)

### Departure

**1 Check-in**

Proceed to the international flight check-in counter.



↓  
Present your airline ticket and passport. You will be given a boarding pass.  
↓  
Proceed to the departure lobby.



**2 Security Check**

Present your boarding pass.  
↓  
Put your carry-on luggage through the x-ray testing machine and go through the metal detector.  
↓  
Strict control is necessary for security reasons.



Thank you for your cooperation!

⚠ There are restrictions on bags. Please refer to page 1 for details.

**3 Passport Control**

Present your passport, boarding pass, and EMBARKATION CARD for passport control.



**4 Boarding**

Check the boarding time and boarding gate on your boarding pass.  
↓  
Check your flight on the flight information board.  
↓  
Be at the boarding gate at least 30 minutes before boarding time.  
↓  
Present your boarding pass and board the plane.




**How to fill out the DISEMBARKATION / EMBARKATION CARD FOR FOREIGNER**

Please print. Please ensure that you have filled in all necessary information.

**EMBARKATION CARD FOR FOREIGNER**

This part will be stapled to your passport. It must be left there until you leave Japan.

**DISEMBARKATION CARD FOR FOREIGNER**

This will be removed during passport inspection.



Your signature should be identical to that in your passport. If you have changed flights, this should be where you boarded the flight that actually brought you to Narita. Please answer all the questions.

### *If you are arriving 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. Whenever an inbound flight is scheduled, Navy buses are assigned to transport passengers to Yokosuka Naval Base. During peak PCS seasons, when additional AMC flights may be scheduled, additional bus transportation is provided. There is no direct charge to ride the Navy bus from Yokota to Yokosuka. The cost of this bus transportation will be charged to your orders if you are on official travel (such as PCS or TAD.) Be sure to have several copies of your orders with you, in case they are asked for. This policy may change without notice. 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 single 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. If you are not being met at Yokota AFB by your sponsor, use of the government-provided bus is mandated for transportation to Yokosuka Navy Base for military and DoD civilian personnel, and their family members, who are traveling on any type of official orders. Unauthorized use of commercial transportation, except under extreme circumstances, may result in reimbursement difficulties when filing a subsequent travel claim. 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 assistance.

## Narita Shuttle Bus

Mission of the Narita Shuttle Bus: is to provide bus transportation for official travelers to and from Narita International Airport and Yokosuka Naval Base.

The bus runs three times a day to meet the needs of most official travelers.

Sign up for bus transportation:

- Phone at DSN 243-7777/2287,
- Fax 243-9594,
- Email: [cfay\\_bus@fe.navy.mil](mailto:cfay_bus@fe.navy.mil)

Off base, the number is 046-816-7777/2287; from the U.S., 011-81-46-816-7777/2287.

The Bus office is located on the first floor of the PSD building (1555). Office hours are 0730-1800 on regular weekdays, and 0900-1430 on weekends and holidays.

**Please note** that you must provide a copy of your orders upon check-in at Yokosuka and Narita. Without copies of your orders, you will be designated space available, and seats are assigned categorically on a first come first serve basis.

This website includes an Online Sign-Up link for Space Available travelers who cannot readily contact the Bus Office, such as those traveling from outside Japan to Yokosuka. Please note the [Rules and SOP](#) for the service.

COMFLEACT Yokosuka Instruction 4650.2 governs this service.

The [YCAT Information](#) link provides information for Negishi, Yokohama residents on how to use the Yokohama City Air Terminal limousine (bus) service to Narita International Airport.

## Rules and SOPs

### *PCS and TAD*

Please note that you must provide a copy of your orders upon check-in at Yokosuka and Narita. Without copies of your orders, you will be designated space available, and seats are assigned categorically on a first come first serve basis.

Fax: DSN 243-9594;  
816-9594 Commercial from Yokosuka city,  
046-816-9594 Commercial from outside Yokosuka city;  
011-8146-816-9594 Commercial from U.S.  
Email Address: [cfay\\_bus@fe.navy.mil](mailto:cfay_bus@fe.navy.mil)

### *Roll Calls*

Shuttle Bus personnel will conduct an initial roll call one hour prior to bus departure time. All travelers **MUST** be present during this roll call to obtain a boarding pass, and passengers who fail to muster may have their seat assignments given to other travelers. This roll call establishes a preliminary count of travelers that have seat reservations and those traveling space available. A final roll call will be held 15 minutes prior to departure. Passengers who fail to muster at this final roll call may have their seat assignments given to other travelers.

### *Luggage*

Luggage is limited to two large suitcases and one hand-carried item that can fit overhead racks. Luggage will not include bulky items that cannot fit the lower bus compartment, including surfboards, javelins, skis, and similar items. Passengers are responsible for loading and unloading their own luggage.

### *Bus Manners*

No smoking, eating or drinking is allowed on the bus. Music listening is only permitted with headphones and should not be audible to other passengers. Narita Shuttle bus staff may deny service to an intoxicated person or those acting inappropriately.

### *Attire*

Active duty/DoD civilians must comply with Commander, U.S. Naval Forces, and Japan regulations governing appropriate attire. It is strongly recommended that military personnel wear civilian clothing.

### *Passenger Under 18*

Passengers under the age of 18 need parent or guardian escorts 18 years old or older.

### *Pets*

No Pets are allowed. Please contact the Family Assistance Support Team office (243-5770) or NAVFAC Far East (243-7207) to make other travel arrangements with pets.

### *Drop Off Points*

For Force Protection reasons and to minimize delays for the other passengers, the shuttle bus arriving at Yokosuka base will not stop at the main gate or other intermediate locations to drop off passengers. The shuttle bus will drop off passengers only at the PSD building (Bldg 1555) and the Navy Lodge. Passengers cannot request changes in bus drivers' itineraries, such as drop offs at the main gate or Bachelor Officers Quarters.

## Schedule

### To Narita Airport

Shuttle #	Departure Time at Yokosuka
Shuttle 1	10:00
Shuttle 2	12:30
Shuttle 3	14:30

The Narita Shuttle Bus transports passengers from the PSD Building to Terminal 1 and 2 of Narita International Airport located about 140 kilometers northeast of Yokosuka. The travel time is approximately 2 hours.

### From Narita Airport

Shuttle #	Departure Time at Narita A.P
Shuttle 1	15:30
Shuttle 2	17:30
Shuttle 3	19:30

The Shuttle Bus counter is the DoD Liaison Counter located in the North wing of Terminal 1. Passengers arriving at Terminal 2 should catch a free shuttle bus between Terminal 2 and Terminal 1 every 15 -20 minutes. Please click [here](#) for the location of the DoD Liaison counter at Narita Airport.

### *Guest Policy*

For Force Protection reasons, guests are not allowed on the Narita Shuttle Bus unless pre-registered as a House Guest, signed up for the bus, and escorted by sponsors. Accordingly, if having guests that you would like to bring on base from the Narita International Airport, please pre-apply at least 3 working days in advance by submitting a completed House Guest Pass application form to the Industrial Security Office (ISO) at the main gate Pass Office, Bldg. 1495. For additional information, please call the ISO at DSN 243-5330/9523, 046 816 5530/9523 from off base; or 011 8146 816-5530/9523 from outside Japan, or check COMFLEACT, Yokosuka website at

<https://www.cnic.navy.mil/Yokosuka/OperatingForcesSupport/Security/IndustrialSecurityOffice/index.htm>

Escorted guests with pre-approved House Guest passes are allowed entry to the base on the Yokosuka Shuttle Bus. However, guests and sponsors must check-in at the ISO within 24 hours of arrival. Guests arriving without the Armed Force ID, CAC, or House Guest Passes will be picked up by Security personnel at the PSD building and transported to ISO visitor control at the main gate. To avoid delays following long tiring trips, please pre-register

Houseguests. Persons of nationalities of debarred countries (e.g. People's Republic of China, Iran, and Vietnam.) listed in USFJINST 31-204 are barred from access to the base without sponsors completing special processing requests requiring personal History Statements and passports. At least two weeks should be allowed for this processing. Please contact the ISO for more information.

## Area Orientation Briefing\Intercultural Relations (AOB/ICR)



Upon your arrival to your sponsor will pre-register you for the AOB/ICR offered weekly from Monday through Friday, and is mandatory for all newcomers in accordance with CFAY and CNFJ Instructions. Representatives from around the base will talk about policies, procedures and benefits associated with living in Japan; and local experts will discuss cultural issues and adjusting to your new home. Attendance is required for all incoming military. AOB/ICR is held on the 4th Deck of the Community Readiness Center, Room 442 - Auditorium.

AOB/ICR is held every week, except for weeks that have federal holidays.

\*\*\*\* ADULTS ONLY\*\*\*\* AOB / ICR auditorium is not designed to facilitate the presence of young children so parents must make other arrangements. Members may make arrangements with a childcare provider - Hourly CDC 241-4101; or, attendees may attend on different weeks. Click [here](#) for class schedule. For more information please call DSN 243 3372/6716 or commercial 046-816-3372/6716 or email [ffscinfo@fe.navy.mil](mailto:ffscinfo@fe.navy.mil).

Find us on [Facebook!](#) or search “FFSC Yokosuka” from your FB account page.

## Housing Services Center

Living in Japan can be fun and a challenge. Learning new customs, tasting different foods, and finding a house you can call home.

The information here will give you a head start to an informed beginning in your new home. Let us take you step-by-step through the process to apply for on base and off base housing at the Yokosuka Housing Services Center.

For any questions about housing, please contact each [point of contact](#) or email us at [YokosukaHousing@fe.navy.mil](mailto:YokosukaHousing@fe.navy.mil). To save everyone time, please include pertinent information with your questions. For example: I am an E-6 with a wife; a 6-year-old boy; and 9 year old daughter (I have Family Entry Approval for all). I also have a dog & a cat. We will all arrive together on June 22nd. This type of information might help us to answer your questions without having to contact you asking for more info.

### Office Hours:

Main Housing Services Center (BLDG. 1441)  
M-F 0800-1630 1ST Wed of the Month 1100-1630  
Interpreter's Section: M-F 0800-1500 1ST Wed of the Month 1100-1500

Facilities Management Office (BLDG. 4401)  
M-F 0800-1630 1ST Wed of the Month 1100-1630

Ikego & Negishi Site Office  
M-F 0800-1630 1ST Wed of the Month 1300-1630

### Mailing Address:

**Housing Services Center  
Commander, Fleet Activities, Yokosuka PSC 473 Box 0215 FPO AP 96349-0215**

The very best housing information for Yokosuka comes directly from the source. The Yokosuka Housing Office web site usually works quite well and can be found at: <http://housing.cnfj.navy.mil>

Be sure to click on the "Navy ONE-STOP" link on the Housing main page. Navy ONESTOP gives you an "encapsulated" overview of our current housing environment.

## Base Housing



Military Family Housing (MFH) at the Yokosuka, Ikego Hills, and Negishi Heights areas total 2,876 homes and apartments in 2011. They all differ widely in age, construction, and layout.

You may apply for MFH prior to arrival, but you will not be placed on any waiting list until after reporting.

Attendance at the Newcomer's Brief is mandatory in order to receive assistance from the Housing Services Center staff.

MFH is either recently constructed modern town houses or high-rise apartments, or quarters built by the Japanese Government during 1946-1947 that is structurally sound which have been renovated over the years. Kitchen and bathroom areas are small, and closet space is limited.

All MFH units are furnished with household appliances such as refrigerator, electric cooking stove, microwave oven, washer, dryer and dishwasher. Accordingly, it is suggested not to bring your own appliances with your household goods.

There are no basements, usable attics, garages or carports in family housing. Although government quarters are not luxurious, they provide comfortable living environment. There are only 13 townhouses at Yokosuka for 2 bedroom eligible families - 7 units for Junior Enlisted and 6 units for Company Grade Officers.

## *How To Apply For Base Housing*

Once you arrive in Yokosuka, please attend our 2 separate Housing Briefs. They are both held at the Yokosuka Housing Services Center (Bldg. 1441) located right next to the Navy Lodge. You may sign up in advance for these briefs or, at our front desk after arrival in Yokosuka. You are required to attend these briefings within 2 working days of arrival. These briefings take precedence over the AOB/ICR briefings. Failure to attend may impact your TLA eligibility.

One is Housing Referral Brief starting at 0830 every weekday (except Holidays and 1st Wednesday of the month). We provide useful information about finding a home out in town; allowances/entitlements; and lease signing process. Please plan on arriving NLT 0815 in order to complete an application.

The other brief is Military Family Housing (MFH) Application Brief starting at 1400 every weekday (except Holidays). We provide details on MFH application and assignment process.

## *Military Members*

**The following are the documents required for you to apply for MFH at that time:**

- [Housing application DD Form 1746](#)
- Copy of your orders (all pages)
- Family Entry Approval
- Detaching Endorsement (L20/L01 Enlisted/Officers Activity Loss)
- Valid Power of Attorney for your spouse (if sponsor is absence)
- Court Ordered Custody Agreement for your step children (if applicable)

Note: When you apply for MFH, we will collect these documents. Other supporting documents maybe required on a case-by-case basis.

In order for you to retain your CONTROL DATE (C/D), which affects your waiting period, you must apply for MFH within 30 days of reporting to your new command in Yokosuka.

If you are reporting from a Permanent Duty Station (PDS), your C/D will be established as the date you detached from that PDS.

If Yokosuka is your first PDS, the reporting date to your command will be your C/D. Failure to apply for MFH within 30 days, your C/D will be the date of application and also will not be authorized for a government-funded local move.

*Housing Forms*

<a href="#"><u>Application for Assignment to Housing (DD FORM 1746 SEP 93)</u></a>			
Absence from Quarters Notice	<a href="#"><u>Yokosuka</u></a>	<a href="#"><u>Ikego</u></a>	<a href="#"><u>Negishi</u></a>
<a href="#"><u>Request for House Guest Pass (CFAY 5532/2A Rev. 2-10)</u></a>			
<a href="#"><u>Notice of Intent to Vacate (CFAY 11101/41 Rev. 12-07)</u></a>			
Multipurpose Room Reservation Request	<a href="#"><u>Yokosuka</u></a>	<a href="#"><u>Ikego</u></a>	

# Private Rentals

## [Off-Base Housing Handbook](#)

### *Video*

- [Off-Base Housing Process](#)
- [3 Bedroom Off-Base House](#)

### *Important Notice Concerning TV*

*In Japan, All Analog TV Broadcasting Transmissions Will Be Terminated By 24 July 2011*

### *What does this mean to you?*

Your Analog Television will no longer work without a digital terrestrial tuner (DTR) or a recording device with a built in digital terrestrial tuner.

What if the house or apartment I rent has cable TV service?

You will be able to get what you need through the cable provider.

The tuner they provide will allow you to watch TV on either an Analog or Digital TV.

What if the house or apartment does not have cable TV service?

You should negotiate with the agent/owner to provide an antenna and/or DTR Tuner as required. They are not required to provide this but most undoubtedly will. The key is to negotiate this into your rental selection form – before you sign the Rental Selection Form

The bottom line is this: Television/cable is not considered an essential service like water, sewer, and electricity. Just like back in the States you choose the level of service you want. There is no law or requirement that owners must provide an antenna or equipment. If your agent/owner says they will not pay to provide the equipment – you can choose not to rent there or pay the fees out of pocket.

### *COLA, OHA and LQA*

- [OHA&COLA Rate](#)

The housing market in Yokosuka is tight and prices are high due to the demand for housing in the nearby Tokyo/Yokohama housing market. The Navy provides housing allowances and a Cost of Living Allowance (COLA) to help offset the high costs. All newly arriving personnel assigned to Yokosuka must attend the Housing Services Center's Newcomer's Brief. This briefing is required before Housing Services Center personnel can assist people in finding off case housing or signing up for military family housing. The briefing is held Monday through

Friday at 0830 at the Yokosuka Housing Services Center Conference Room. The Housing Services Center provides interpreters who will assist you in finding a private rental and will, by appointment, take you to see an off base house or arrange for an agent to pick you up or meet you at a predetermined location.

For eligible military members, Overseas Housing Allowances (OHA) is provided which is combination of Basic Housing Allowance and an amount set by the Per Diem Committee. There is a ceiling set for each rank based on with or without family members. OHA is provided to help offset the cost of rent in Japan. Military members receive a utility allowance to help offset the cost of utilities.

Civilian employees may be authorized Living Quarters Allowance (LQA) when adequate government quarters are not available. The utility allowance is part of the LQA.

A critical factor to settling here is the Navy's sponsorship program. A good sponsor can make the difference between a smooth transition and a painful ordeal. Write your new Command and request a sponsor be assigned. Make contact with that person early in planning your move. A sponsor's first hand knowledge will help you determine what to bring or what to put in storage.

### *Furnishing*

For use during your tour, the Yokosuka Housing Services Center will provide appliances to all eligible families such as a refrigerator, gas range (propane or city gas), dishwasher, clothes washer and dryer, air conditioner. There is no rental fee for the appliances; however, you must pay for the gas stove connection (approximate \$150 - \$300). For military personnel, MIHA Miscellaneous will help offset this cost. If problems with government appliances should occur contact the Yokosuka Housing Services Center Furniture Section at 243-6889. They will schedule a repairperson to visit your home or arrange for replacement. AFN dishes and decoders are also available for some off-base housing residents at no cost.

Furniture can also be provided on a temporary basis -- up to 90 days or until the member's household goods shipment arrives, whichever occurs earlier -- also at no cost. All furniture and furnishings will be delivered and picked up by Navy Family Housing. Take good care of Government property because you are financially responsible for loss or excessive damage. Furnishings and appliances are not issued for homes selected outside the Yokosuka Housing Services Center area of responsibility as designated by U.S. Forces, Japan.

Contractor personnel and local hired civilians are not eligible for government issued furnishings/appliances.

### *Japanese Houses*

Most newcomers are shocked by their first look at available rental houses. Expect to see small houses averaging 720 square feet or less for a two bedroom unit. They are built with unfamiliar materials like tatami (straw mat) floors, and unfamiliar appliances or no appliances

at all. Newer homes have only one or two tatami rooms; the rest have carpet, tile or hardwood floors, and some homes have no tatami.

The standard bedroom size is six tatami, about 9 ft. by 12 ft. A "large master bedroom" is eight tatami, or 12ft. by 12 ft. Houses often have narrow doors and halls, and narrower staircases (e.g., 27 inch wide doors). Therefore, queen-size box springs or king size mattresses often won't fit upstairs. Doorframes are often lower, about six feet from floor to top. Oversized couches or overstuffed chairs may not fit, since dining rooms are often just one end of a living room. Closets in bedrooms seldom have bars to hang clothes, and some are divided into upper and lower sections with no place to hang long dresses or coats. Storage inside the house or outside may be limited or non-existent, and there is usually no attic or basement and no garage.

Members with large families having a four or more bedroom requirement are advised that suitable accommodations in both on and off base housing are severely limited. Sponsors in this category should seriously consider preceding the family to Japan to find appropriate accommodations.

### *Streets & Parking*

Japanese residential streets are generally quite narrow, and large American cars can present a problem traveling the back streets. Overnight parking on city streets is forbidden and illegal parking in Japan is an expensive violation. Your first parking ticket will cost approximately \$150 making a parking space vital if you plan to own a car. Houses may or may not have a parking space. A few have covers but garages are virtually nonexistent. Rental listings available at the Housing Services Center will indicate whether a parking space is included or not. As a rule, apartment housing does not have a parking space, and even if there is a space, a separate fee may be assigned. If the rental does not come with a parking space check with your agent or owner to find the nearest parking lot and if you can lease a space monthly. Try to include this in the rental lease or it will not be reimbursed to you. Expect to pay \$100 to \$500 a month for a parking space.

### *Yards and Pets*

Yards and patios are often small or nonexistent, and there are almost no apartments allowing pets other than small birds and goldfish. Families with pets, especially cats and dogs, will have a very difficult time finding a suitable house; therefore, they should carefully consider not sending for their pets until they have obtained Government quarters. All dogs and cats must be registered with the U.S. Army Veterinary Activity, Japan upon arrival. If you have questions about bringing your pet write:

**U.S. Army Yokosuka Branch Veterinary Services  
PSC 473 Box 69  
FPO AP 96349-3000**

Veterinary service is available by contacting Yokosuka Veterinary Clinic (DSN 243-6820) or by e-mail: vetyoko@email.zama.amedd.army.mil. All charges for services will require cash payment and all routine veterinary services are available through the clinic.

### *Electrical Requirements*

Japan electricity is 110 volts at 50 cycles. This causes American appliances to run slower, since their motors don't receive enough current. If you have a large-screen American television set, you may wish to purchase a voltage regulator to boost the current to prevent shrinkage of picture size. Items such as digital clocks, tape decks, and record players will run slower on the 50 cycle current, and will lose 10 minutes on the hour so will be unreliable for time telling. Most stereo equipment sold through the Yokosuka Navy Exchange has changeover capability from 50 to 60 cycles.

### *Up-front Costs of a House*

While the housing picture may be different than stateside, many families live on the economy and enjoy it. Approximately three percent of those stationed here refuse Navy Family Housing. There are many pleasant and educational features to living in Japan, which make it extremely exciting.

To sign a contract and move into a private rental will normally cost the equivalent of four months' rent in advance. Move-in costs can be quite expensive and are described below. Private rentals range from \$1000 to \$2000 a month. All payments are made in yen, the currency in Japan, and there are no draft checking accounts in Japan for individuals.

**Monthly Rent.** The first month's rent is paid in advance and the landlord/agent records it in a rent book (provided by the Housing Services Center), which he signs, stamps, and returns to you. The booklet shows on which date of the month each successive rental payment is due and the amount of security deposit. Generally, rent can be paid to the house agent/owner directly by visiting the agent's office (yen only), opening an account at the Navy Exchange and pay in dollars or by check, or by an automatic transfer of funds from a Japanese bank account. A bank account is a convenient way to transfer rent directly to the owner's bank account on a certain date of every month. You can go directly to the bank to transfer the money, and some banks issue a convenience card to transfer rent directly to the house agent or owner's account. There is no handling fee when making payment at the Navy Exchange but you may be required to pay one when using the Japanese bank transfer system. The Navy Exchange cashier window can electronically transfer funds to your house agent's or owner's account, but be aware that processing time is approximately three business days. Please confirm how to pay the rent with the owner/agent when you are preparing to sign your lease.

**Security Deposit.** Almost all landlords require a security deposit, which is normally a sum equal to one month's rent. If you have a pet/s, you may be required to pay an additional sum equal to one month's rent. Upon termination of the rental contract, this amount is refunded minus any damages and/or outstanding bills. Payment of these charges will be deducted from the security deposit. Make certain that the amount of security deposit, date, etc., is entered in

your payment book. Remember, before moving in, carefully check the house for damages. If there are damages, the real estate agent should confirm and document them. This helps to avoid problems related to refunding the security deposit.

**House Agent's Fee.** Many realtors in this area are registered with the Japanese Government and are legally authorized to receive a fee equal to one month's rent paid by the tenant for their services in representing a landlord. This fee is payable even though the house was located/listed through the Housing Services Center. The majority of the rentals available will require an agent fee which the U.S. Government will provide to military members through a one-time, Move In Housing Allowance - Rent (MIHA). Your personnel office will assist you in acquiring this allowance.

**Bonus Fee.** Normally equal to one month's rent paid as a gratuity to the owner of the rental. This money is paid to the owner for allowing you to live in the rental, and is also refunded to the military member through MIHA.

Civilians are not authorized MIHA. Civilians are authorized to include the agent and owner fees on their reconciliation of Living Quarters Allowance (LQA) at the end of the first year. Reconciliation includes rent and all utilities (receipts required). If the total reconciliation amount does not exceed the annual authorized LQA, all or some portion of these fees can be recouped. Agent fees can also be claimed on the final travel voucher as miscellaneous but must designate agent fees and provide a receipt.

### *Government Furnishings*

For use during your tour, the Yokosuka Housing Services Center will provide appliances to all eligible families such as a refrigerator, gas range (propane or city gas), dishwasher, clothes washer and dryer, air conditioner. There is no rental fee for the appliances; however, you must pay for the gas stove connection (approximate \$150 - \$300). For military personnel, MIHA Miscellaneous will help offset this cost. If problems with government appliances should occur contact the Yokosuka Housing Services Center Furniture Section at 243-6889. They will schedule a repair person to visit your home or arrange for replacement. AFN dishes and decoders are also available for some off-base housing residents at no cost.

Furniture can also be provided on a temporary basis -- up to 90 days or until the member's household goods shipment arrives, whichever occurs earlier -- also at no cost. All furniture and furnishings will be delivered and picked up by Navy Family Housing. Take good care of Government property because you are financially responsible for loss or excessive damage. Furnishings and appliances are not issued for homes selected outside the Yokosuka Housing Services Center area of responsibility as designated by U.S. Forces, Japan.

Contractor personnel are not eligible for government issued furnishings/appliances.

## *Housing Services Center Services*

The Housing Services Center offers bilingual interpreters to assist families, singles, and unaccompanied personnel in their house hunting efforts. When you apply for off base housing, you may look through the listings of approved rental housing at the Housing Services Center. Interpreters will schedule appointments for you to visit any that interest you. The listings in the Housing Services Center are not exclusive; any American or Japanese family can reach agreement with the agent to rent the house prior to your seeing it.

Interpreters are available Monday through Friday; however, many real estate agents are closed on Tuesdays or Wednesdays. Interpreters are U.S. Civil Service employees and are bound by the Bedrock Standards of Conduct. They cannot accept tips, gifts, payment or favors from customers or real estate agents. We recommend that you begin your house hunting efforts as soon as possible after arrival to get a feel for what is available in the market even before the interpreter is available.

Once an appointment is made, you are requested to notify the Housing Services Center one working day in advance to cancel or reschedule. In the event of a cancellation, the Housing Services Center will attempt to locate a family that is available for an earlier appointment.

The final decision as to which family leases the house rests with the rental agent. If it appears that the owner or agent is making the decision on the basis of race, color, national origin, religion, age, sex or pay grade, notify the Housing Services Center immediately. This may occur when dealing with an agent not listed with the Housing Services Center. We will not approve leases for properties offered in a discriminatory manner, which may affect placement in houses, so be certain before bringing a complaint to the Housing Services Center.

If you cancel paperwork on a house for the purpose of selecting another unit, the agent/owner will lose rent and you will have damaged your credibility and reduced the credibility of the Housing Services Center, which ultimately impacts our ability to work with local agents. You may also forfeit future assistance from Housing and will have to conduct house hunting on your own. In addition, any money paid as a retainer for the property will not be returned. Please be certain that the house you select is the one you want before taking that initial step.

Failure to take advantage of the Interpreter Service or to show proof of a bona fide effort to find a house on your own will result in a negative endorsement on your request for TLA/TQSA extension. Turning down suitable housing in the community either through the house agent referral listing or the Interpreter Service will also result in a negative TLA endorsement.

## *House Hunting on your own*

Locating a suitable private rental in the Yokosuka area can be a somewhat frustrating experience due to the differences in language and custom. The Housing Services Center will assist you in your efforts to find an off base rental; however, you are responsible for finding the rental. The Housing Services Center's bilingual employees can assist by answering

questions and making phone calls. Addresses written in English or Japanese can be provided for taxi drivers to take you either to houses or to agents. Most agents are near train stations and we can also provide train directions.

There are approximately 400 agents located on the Miura Peninsula and 100 registered agents are shown in the "Location Map for House Agents" booklet provided by the Housing Services Center. You are not limited to using only these; however, we do recommend them since they are familiar with military leasing procedures. When you visit an agent, there will be many advertisements for rental houses posted on front windows which shows: type of housing, style, rental amount, floor plan, etc. If you explain your requirements (rent, size, facilities, area, pets, location, etc.), the agent will look for housing which meet those requirements.

In order to convey your requirements without any misunderstanding, use the bilingual "Customer Information" form provided by the Housing Services Center. The real estate agent will show you the floor plan and detailed sheet; check both. Even if you find something you like at the agency, DO NOT base your decision on that; ask the agent to see the house. There is no charge for this service.

Remember, you are competing for a house and first impressions are very important. Dress for business, no jeans or sweats. Be polite and attentive since there will be a language barrier. Noisy, unruly children could create concern in the agent's mind, so try to arrange for childcare.

There are various styles of housing ranging from Japanese, semi-western, and western style. No matter what the style, each house will fall into one of two categories: approved or non-approved. An approved private rental meets the minimum U.S. Forces, Japan safety, sanitation, and fair market rental rates, which have been established to safeguard the interests of U.S. Forces personnel. A non-approved private rental may or may not meet the minimum standards. Upon request, the Housing Services Center will inspect any unit not included on the approved list against the minimum standards for approval to identify what corrective measures need to be taken, so you can rent it.

### *Private Rental Lease*

All Navy family members are highly recommended to use the Navy Standard "Private Rental Lease, CFAY 11101/52 (Rev. 06-08)" to rent an approved, off base, rental house. Using any other lease agreement, such as Japanese standard forms or privately prepared forms is also allowed, however, please ensure you fully understand and agree to the conditions prior to signing it. The standard rental lease is a bilingual form, which is executed between you and your landlord. It includes a military clause, which states that you need only give ten days notice to terminate the lease and the landlord must give six months notice for termination of the lease. Many landlords require additional terms to the lease such as no pets or not wearing shoes inside the house, etc. Please do not make any verbal agreements. Additional agreements must be incorporated into the lease in writing to be binding, and must be approved by the Housing Services Center. Members are cautioned NOT to sign a lease containing amendments to the contract unless they are fully aware of the contents. In the event a contract is not

completely understood, the Housing Services Center staff will explain the lease to the member or his family.

## Other Housing Information

### *Temporary Absence from your home*

If you are planning to be absent from your home for more than a week, contact the Housing Services Center or your rental agency. Please make arrangements to have mail, newspapers, etc., stopped prior to leaving. It is important to make arrangements to leave money with a friend or have the landlord/agent pay utility bills while you're away, if not, utility companies will disconnect services for non-payment and a reconnection charge will be assessed.

### *English Newspaper Delivery Service*

There are two Japanese daily newspapers written in English: Daily Yomiuri and Japan Times. Both can be delivered to your home. Subscriptions costs range from \$20 to \$40 a month, and a carrier will visit your home monthly for cash payment. The Armed Forces Newspaper, "Stars & Stripes," can be purchased on base, and delivery service is available to on base residences. USA Today can also be purchased on base. The Yokosuka Base Library has many stateside daily newspapers for you to view, such as the Wall Street Journal, Los Angeles Times, and others.

### *Wireless Devices*

Please check all cordless/wireless electronic devices including (but not limited to) Cordless telephones, Baby Monitors, Wireless CCTV cameras, Wireless Stereo Headphones, etc to see if they are manufactured for use in Japan. Cordless/wireless devices approved for use in Japan will have a Japanese label affixed that includes the "NTT" certification. Items not labeled with the "NTT" certification are not approved for use in Japan and are very likely to cause Radio Frequency Interference with Japanese emergency response units, Japanese cellular telephone service, and other RF communications systems. Items manufactured for use in USA will have a Federal Communications Commission (FCC) label with a FCC ID number. With the exception of those devices used for wireless PC networks, cordless/wireless electronics that have a FCC label ARE NOT approved for use within Japan and should not be brought over.

### *Theft*

The crime rate in Japan is very low. However, if an incident of crime should occur report it immediately to CFAY Security and if living off base, CFAY Security will contact the local Japanese police department.

### *Weapons and Ammunition*

U.S. Forces, Japan (USFJ) personnel living in Japan whether residing on/off base may not retain weapons or ammunition. All privately-owned firearms and ammunition will be stored in the FLEACT Armory or onboard the ship where the individual is assigned and will remain there until member transfers privately owned pistols and revolvers of every description are prohibited from transfer, temporarily or permanently to the possession or ownership of

Japanese nationals and personnel living in Japan who are not SOFA-sponsored. Sale, trade or gift of weapons between members and their family members is prohibited. Weapons cannot be shipped or mailed to the U.S. by individuals other than the owner. (Reference COMFLEACTINST 5510.2 (Series))

Sporting guns and ammunition are allowed in Japan. However, hunting and target facilities are very limited, and the laws of Japan are quite restrictive. Rifles and shotguns may be kept in either your private rental or Government quarters. To keep guns and ammunition in private rental housing, you must have a Japanese hunting license and have the weapons registered with the Japanese police. Under no circumstances are pistols to be stored or retained in your possession while in Japan. They must be stored in your respective Command's armory.

To return guns and ammunition to the states, a Form 1252 must be signed by your Commanding Officer stating that the guns were brought to Japan or purchased from the Navy Exchange. Air rifles and CO2 guns are treated the same as sporting guns in Japan and are subject to the same licensing and prohibitions. All privately owned firearms, including air rifles and authorized war trophies, must be registered with the U.S. Fleet Activities, Yokosuka Registration Office, or the Security Department, CFAY Yokohama Detachment. Further details concerning weapons and ammunition in Japan are defined in COMFLEACT Yokosuka Instruction 5510 series.

### *Renter's Insurance*

Personnel living off base or on base can purchase Renter's Insurance from off base companies. Renter's insurance coverage can include fire, earthquake damage, breakage, or theft. Because Yokosuka area is considered an earthquake prone area, renter's insurance will only cover 30 percent of total damages.

Purchasing insurance is not a requirement for all rental properties off base, nor can it be required. However, agents/owners can require it as a condition of agreeing to a lease. If the agents/owners make insurance a condition of renting the property, the sponsor has the right to not rent that property if s/he does not want to pay for insurance. It's a personal decision for the sponsor and/or family.

We have several properties that the owner/agent requires insurance purchase, but most of the rental properties that we list are optional for insurance. Although, it is highly recommended that renters have renter's insurance for their own protection.

As for a refund, that also depends on the insurance company that the owner or the agents use. Some companies will prorate the amount and some will not. When a sponsor asked about changing to companies that prorate the amount, we were advised that the owners have been using the same company for many years and would not like to change. Again, this is negotiable between the sponsor and agents/owners. If customers find a rental unit where the insurance is optional, then they can use any insurance company they elect.

### *Vehicle Insurance*

U.S. liability insurance is required to drive a vehicle in Japan. You can purchase car insurance off base or through NEX CIGNA insurance. Japan also requires JCI (Japanese Compulsory Insurance), which is good for two years. JCI basically covers personal injuries in an accident.

### *Natural and Negligence Disasters*

Japan experiences typhoons, earthquakes, and volcanic eruptions. The predominant events experienced in the Yokosuka area are typhoons and earthquakes. But, Japan's second most disastrous experience is from fire. The massive construction of wooden homes fuel fires from any source, natural or otherwise.

Fire No matter where you live in Japan, the telephone number for the Japanese Fire Department is 119. The Japanese word for fire is "Kaji-desu." Learn how to say your residence address in Japanese. In the event of a fire, you will be glad you learned it. When reporting a fire by telephone, state "Kaji-desu, Kaji-desu" followed by your address. Immediately alert your neighbors by shouting "Kaji-desu" as you may be responsible for any fire damage to their homes if negligence is found. Apartment or mansion occupants are recommended to check with their agent on fire insurance coverage. All fires should be reported to the CFAY Fire Department for investigation, since all fires will be investigated by Japanese fire officials. Heavy penalties may be imposed where gross negligence can be proven. In addition to liability, a negligent tenant would be liable to a civil suit for any damages resulting from personal negligence. Occupants are strongly encouraged to exercise caution and consistent good sense in the prevention of circumstances that may culminate in loss of property, injury or death from fire. Also, rental and fire insurance coverage is available at relatively low cost on and off base.

Earthquakes In 1995, Japan experienced an extremely strong earthquake in the Kobe area that caused massive structural damage. However, Japan usually experiences earthquakes that cause only minor damage to buildings. Most of these "quakes" are small and merely rattle windows.

### **Private rental housing should be equipped with the following:**

A flashlight and replacement batteries.

A transistor radio (for bulletins from the Far East Network).

Heat sources, such as canned heat; light sources such as candles or kerosene lanterns; matches.

Stores of food that require neither refrigeration nor cooking.

Water containers, canned potable water, etc.

A first aid kit.

At the first sign of an earthquake open a door to allow an escape route. Stand under a reinforced structure such as a doorway or seek shelter under a sturdy piece of furniture such as a kitchen table. Don't panic and run out of the building, most injuries occur from falling debris. If you are driving, try to get out of traffic and move to the shoulder and wait out the tumble. Listen to FEN radio for information.

Typhoons are cyclonic type storms with high winds moving faster than 80 miles per hour, accompanied by rain. Typhoons may occur in the Western Pacific during any month of the year but most frequently during the late summer, September in particular. During the winter, Japan sometimes experiences extra tropical storms having winds of typhoon strength; minor storms occur almost every week. The strong winds may cause damage by blowing down trees, fences, TV antennas, etc. Loose objects being blown by the wind and driving rain entering cracks around windows and doors also cause property damage. In some areas, there may be flooding or landslides. Wave damage is possible in coastal areas. To avoid needless damage to your property and to government property know the four conditions of readiness declared by military authorities and the recommendations that follow.

#### ***When "Condition 4" is Declared***

Destructive winds possible adequate within 72 Hrs

Check to see that you have a three-day supply of non-perishable foodstuffs set aside in case of an emergency. Ensure you have an supply of emergency cooking fuel.

Inspect first aid kit to ensure all items have been assembled.

Check your supply of candles, matches, lanterns, flashlights, batteries, etc., to ensure adequate lighting. Ensure your portable radio is in proper working order.

#### ***When "Condition 3" is Declared***

Destructive winds possible and within 48 Hrs

Ensure that the suggested actions for Condition 4 are complete.

Pick up and place inside items such as toys, cardboard containers, and other small loose foreign matter around your home. These things can become airborne and do damage. If the item is too large to put inside, tie it down next to a tree or stationary object that will can't be blown down.

Keep your radio tuned to the Far East Network (AM 810 Khz) for typhoon announcements.

#### ***When "Condition 2" is Declared***

Destructive winds anticipated within 24 Hrs

Ensure that the suggested actions for Condition 3 are complete.

Set your freezer to the coldest temperature to minimize spoilage if electric power is cut off.

Clean and disinfect your bathtub. Then fill it and other containers with water.

Do not use the telephone except in case of an emergency, since many official calls have to be made by the Navy and local authorities. Most homes on the local economy are built to withstand all but the most violent typhoons. However, depending on the location and condition of their residence, some families of DOD sponsored personnel may elect to move to an emergency shelter on base during the passage of a typhoon. Personnel living in off base private rentals that they consider unsafe should go to the nearest on base typhoon shelter (The Gymnasium in Yokosuka, Community Center Administrative Office in Yokohama.) Personnel seeking typhoon shelter should bring with them enough food for themselves and their families for their short stay at the typhoon shelter.

### ***When "Condition 1" is Declared***

Destructive winds anticipated within 12 Hrs

Ensure that the suggested actions for Condition 2 are complete.

Gather buckets, towels, rags, and mops to absorb rainwater that may be blown into your quarters by the wind.

Close windows securely. Close window shutters, if available. During the actual typhoon, partially open a few windows on the side of the house away from the wind. This will prevent a vacuum inside of the house.

If water leaks in around doors or windows, roll up rugs and place on beds or tables to avoid water damage.

Turn off gas and oil supplies at their source in off base houses.

Stay in your shelter. Do not attempt to go outdoors unless you are directed to do so by local authorities. There is danger of being hit by flying objects. If the storm becomes too severe, move your family into the bathroom. Usually the bathroom has the most heavily reinforced walls and the least window area.

At the center of a typhoon is an area of calm called the "eye." Often the passing of the eye is mistaken as the end of the storm. However, immediately following the eye, the typhoon is at its strongest velocity. Be careful not to mistake the eye as the end of the storm. Stay inside!

### ***When "ALL CLEAR" is Declared (Listen to FEN to be sure)***

Resume Normal and Activity

Pick up items that might have been blown near the house. This precludes having them there if the typhoon should reverse course return.

If the typhoon was severe, the water supply may be contaminated. Therefore, use your reserve water supply. If you must use tap water, boil for at least 10 minutes or use water purification tablets.

### ***Pre-Arrival Info***

There are two new helpful resource tools that can help you successfully plan your move. "Plan My Move" and "Military Installations" contain information on everything related to making a PCS move to Yokosuka, Japan. They can be found at <http://www.militaryhomefront.dod.mil/moving>. Most of this information changes so often that we cannot keep up with all of it in a paper Welcome Aboard Package.

### ***CALLING YOKOSUKA FROM THE STATES:***

CAUTION: Some of the international/commercial phone contact information still showing in our various web pages has been changed. Here are the changes. For international commercial calls to Yokosuka:

If the local DSN prefix is 243-XXXX, call 011-81-46-816-XXXX (where XXXX is the last four of the DSN 7-digit number).

If the local DSN prefix is 241-XXXX, call 011-81-46-896-XXXX (where XXXX is the last four of the DSN 7-digit number).

### ***NAVY LODGE INFORMATION:***

The Navy Lodge at Yokosuka can be contacted for reservations by e-mail and by phone. You can use any of these numbers or e-mail addresses to contact the Navy Lodge for reservations. The stateside 1-800 number for Navy Lodge reservations does not allow reservations to be made at overseas facilities. Be sure to keep the Navy Lodge UPDATED on your scheduled arrival date. If you arrive on an earlier date, it is likely the Navy Lodge may not have a room available for you. If you arrive at a later date, your room reservation will have expired. This is a serious issue, and every week several people/families wind up having to seek temporary lodging elsewhere. (Note: 81 is the commercial country code for Japan. 315 is the DSN Pacific area prefix.)

Commercial: 011-81-46-816-6708

Commercial: 011-81-46-827-0080

DSN: 315-243-6708

FAX Numbers:

\* Commercial: 011-81-46-896-2381

\* DSN: 315-241-2381

E-mail: [navylodge-yokosukares@nexnet.navy.mil](mailto:navylodge-yokosukares@nexnet.navy.mil)

[navy\\_lodge-yokosuka@nexnet.navy.mil](mailto:navy_lodge-yokosuka@nexnet.navy.mil)

## ***JUST FOR KIDS!!***

Here's a website that you might enjoy exploring with your children called "Kids Web Japan". It is child-safe and contains more information than you can imagine about life in Japan off base. The information in this site is great for "big kids" too. It's really worth a visit!

<http://web-jpn.org/kidsweb/index.html>

Here are the web sites for all of the schools on our main base.

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

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

\*Pen Pals! Read the Principal's Welcome for details!\*

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

## Pet Policy

It is important for anyone thinking of bringing a pet to Japan to review the information on the Japanese government website below. The Japanese Animal Quarantine Service (AQS) has radically revised its procedures for importing pets. These rules apply specifically to dogs and cats. Other rules apply for more exotic pets.

The full procedures is outlined at the [AQS website](http://www.maff.go.jp/aqs/english/animal/im_index.html) at [http://www.maff.go.jp/aqs/english/animal/im\\_index.html](http://www.maff.go.jp/aqs/english/animal/im_index.html).

Also, check the [Army Vet website](http://www.usarj.army.mil/organization/vet/) at <http://www.usarj.army.mil/organization/vet/>

### *Important Information for Pet owners*

Bringing a pet dog with you when you transfer to Yokosuka will seriously interfere and/or impede finding a place to live, both on and off base. This is because pets are not taken into consideration when making on-base housing assignments, and most of the off base housing allows dogs “by exception” only. The majority of local community housing landlords do not allow pets. So to expedite finding a place to live in Yokosuka, you should plan to bring your pet dog ONLY AFTER you have arrived and secured suitable housing that allows pets. Consider the following:

Assignment to military family housing is made based only on eligibility date of member, family composition, and availability date of the housing unit. It does not consider the geographical location desired or whether or not you have pets. Therefore, your first offer could be for a high-rise or midrise unit in Ikego or Yokosuka, neither of which allows pet dogs. Since 60% of our MFH inventory is comprised of high-rise and midrise units, this situation will more than likely occur.

The only MFH allowing pet dog(s) are “townhouses”. These are units that are connected with each other similar to duplexes, or stand-alone. Stand-alone units are Flag Officer Quarters and most of the Senior Officer (O-6) quarters at Yokosuka or located only at Negishi Heights, and connected units are located on all three housing areas of Yokosuka Main Base, Ikego, and Negishi Heights. In these units, a combination of two pets (two dogs, one dog plus one cat, two cats) is authorized (Exception: A combination of three pets is authorized for Negishi Heights). The number of pets per household must not be exceeded under any conditions. However, as previously explained, all families are eligible for these units and the pet owner must compete for them accordingly. The only alternative for the pet owner that turns down military family housing is to move off base.

Lodging facilities including Navy Lodge do not allow pets in their rooms. Guests with pets will be required to seek a pet boarding facility. Pet boarding fees are high in Japan and can prove expensive.

Several major airlines have also revised their pet policies on transporting pets to overseas

locations. The majority of our families who PCS transfer during the peak season are unable to fly out with their pets due to these airline restrictions.

Based upon these challenging conditions, it is strongly recommended that you leave your pet dog(s) in the States until you locate suitable housing. For more information, please see our other web pages at Pet Policy and Bringing pets?

#### COMNAVFORJAPANINST 11101.12 (Series)

Families with dogs may not be assigned to high-rise apartment towers. Small pets (e.g., no more than two cats (spayed or neutered), fish, gerbils, birds) may be allowed in high-rise units. All pets must be registered with the Base Veterinary Services, have proper inoculations, and be micro-chipped for identification. Documentation certifying registration and inoculations must be submitted to the Housing Services Center (HSC) prior to offer of assignment of Military Family Housing (MFH). Pet cats in high-rise units must be spayed or neutered. Related documentation is to be presented at the HSC prior to offer of assignment of MFH. No more than 2 pets (i.e., two cats, two dogs or one dog and one cat) are permitted in MFH.

(Exception: A combination of three pets is authorized for Negishi Heights)

NOTE: If you are two bedroom eligible and have a dog, your only option for MFH is Negishi.

#### Reasons why no dog is allowed in high-rise units

We have examined our pet policy regarding dogs in high-rises on several occasions. There are many reasons why dogs are not allowed in high-rise apartments:

- a. The only available exits are in a common area (first floor), which may result in dogs attacking each other as well as residents.
- b. With one (all junior enlisted two bedroom high-rise) or two elevators available, all dog owning residents would be required to share the elevator with other owners and their pets as well as non-pet owning residents.
- c. Utilizing the elevators and stairs as an exit may result in sanitation problems with potential accidents by the dogs in the common elevators, stairwells and/or hallways with no assurances that owners would clean up after their pet(s).
- d. Some residents may choose to utilize the balconies of the units as an alternative to walking their dogs, which would create a severe sanitation problem.
- e. Not all high-rise units have first floor apartments for consideration and all mentioned items here apply to these units as well, less elevators and stairs. Additionally, a high-rise option would not benefit any 1 or 2 bedroom residents as none of the two bedroom high-rises have ground floor apartments.

f. The barking of a dog when another resident is passing by the unit would create noise complaints especially in busy entry/exit ways and elevator areas. Additionally, due to the nature of the high-rise structure, the barking of a dog will reverberate throughout the building that will also create noise complaints.

g. This policy is not a local policy but a region policy for all Navy Housing in Japan. This policy, as all policies are for the enhancement and consistency to our waiting applicants and our residents as they also transfer between family housing activities within Japan. As the policies are the same, you are informed and you then know what to expect and how to plan for your Japan duty station. This policy is also the same for the other services in Japan, therefore, should you receive orders to Misawa, Iwakuni, Yokota, etc., this policy is also in place.

It is the Office of Secretary of Defense (OSD) policy that relies on the local community first for housing. Moving into On-base housing is not mandatory and is rather contingent on your choice. Accordingly, please be advised that if on-base housing does not meet your needs, you are not required to live in MFH.

Dear Residents:

The close confines of living areas both on and off base generally dictate that animals be constantly supervised if they are to live in harmony with their environment. Responsible animal owners recognize this need and see to it that their animals are cared for and kept humanely. Unfortunately, many animal owners neither understand nor want to assume the responsibility of animal ownership. We find animals roaming the streets, creating traffic hazards, trespassing on private property, and in general violating what humans know to be property rights.

Pet owners are once again reminded that harboring a pet at Fleet Activities Yokosuka is a privilege, not a right.

In recent weeks, the number of complaints requiring investigation relating to cases of pet abuse/neglect has increased tremendously. Pet owners who abuse or neglect their animals run the risk of having their pet privilege revoked.

Many residents have voiced complaints and are frustrated about the actions of others who do not care properly for their pets. All pet owners should be aware of Commander, Fleet Activities Instruction (COMFLEACTINST) 6200.1 (Series), Immunizations, Registration, Housing, and Control of Pets. This directive sets forth the policy and procedures to follow by all personnel who harbor pets and establishes rules for physical control of pets.

Anyone who notes that a neighbors' pet has become a nuisance, a danger or vicious to the community or you can detect abuse/neglect, please contact you base security department. Base security personnel can take immediate corrective action by impounding the animal or issuing a violation notice to the owner for any infraction of the above policy. Once an owner receives three notices, that owner can lose their privileges in keeping a pet on base.

## *Information on importing pets to Japan*

Are you bringing, or planning to bring, pets to Japan? Here is some important information you need to know beforehand.

1. Pets cannot ride on the official Navy buses to Yokosuka, not even in the baggage compartment. Contact your Sponsor for an assist, or contact the Bus Transportation Liaison at cfaybus@cfay.navy.mil OR by phone at 011-81-46-816-7777 (international) 315-243-7777 (DSN from the US). The bus liaison needs several days, and a copy of your orders, to facilitate a transportation assist for pets.

2. Pets cannot stay at the Navy Lodge (this applies to all Navy Lodges worldwide.) Contact the NEX Kennel for a reservation for pet boarding. The number is 011-81-46-816-4530 (from the US). The NEX Kennel is open 0900-1500, Monday-Friday. (Yes, someone is there on the weekend to care for the pets.) ALSO contact the Navy Lodge to let them know about your arrival with a pet. If you will arrive after the NEX Kennel is closed, the Navy Lodge can direct you to temporary alternate pet shelter.

3. Pet Import Regulations and Restrictions have changed for SOFA personnel (that's us), effective 06 June 2005. The ONLY OFFICIAL pet import information pertinent to SOFA personnel is provided online by US Army Japan District Veterinary Command at: [www.usarj.army.mil/organization/vet/index.htm](http://www.usarj.army.mil/organization/vet/index.htm).

Click the top link titled "Pet Import." This web site has been updated with the latest changes to US/Japan SOFA pet import requirements. DO NOT refer directly to the Japan Animal Quarantine Service web site. The information is current, of course, but it does not completely apply to SOFA personnel. More information is also available at: <http://www.misawajapan.com/petsin.htm>.

## *Pet Care*

We welcome you to the Yokosuka Branch Veterinary Services. We are a dedicated group of military and civilian veterinary professionals committed to providing quality and affordable veterinary care to the Military Working Dogs (MWDs), family pets, and Pets Are Worth Saving (PAWS) adoption candidates on Yokosuka Naval Base.

You may think that our hospital is just for dogs and cats. However, you'll be surprised to learn that we also provide care for birds, reptiles and pocket pets such as rabbits, chinchillas, ferrets, hamsters, gerbils, and guinea pigs, not to mention an occasional coy.

We offer a variety of services for your furry, feathery, and scaly friends:

- Anesthesia
- Dental Services
- Dermatology

- Emergency and Critical Care Medicine
- General Medicine
- Immunizations
- Laboratory Services
- Ophthalmology
- Pharmacy (including Prescription Diets)
- Radiology
- Surgery
- [Pet Importation Requirements](#) (pdf download)

We wish you a successful tour and commend you for your compassion towards animals and commitment to their health.

### ***Pet Health***

Please contact the Yokosuka Branch Veterinary Services at 243-6820 and schedule an appointment if your pet displays any of the following clinical signs:

- is inactive and/or depressed.
- has discharge from the nose or eyes.
- has soft, bloody, or watery bowel movement.
- drinks more than normal amounts of water.
- urinates greater volumes or urinates more times per day than usual.
- has fleas, ticks, or mites.
- walks with stiffness, pain, or difficulty.
- has odor from the ears or excessive earwax.
- has a tooth with plaque or discoloration, reddened gums, or bad breath.
- has lumps (anywhere).
- eats less than normal.
- has been gaining excessive weight.
- has been losing excessive weight.
- breathes with difficulty or has a cough.
- limps.
- has a dull or scaly hair coat.
- has sores on its skin or oily skin.
- scratches itself excessively.

Visit [VeterinaryPartner.com](http://VeterinaryPartner.com) for quick answers for your pet's health.

### **Information**

#### ***Emergency Visits***

You may bring your pet in for an emergency, non-appointment visit at any time during

regular business hours. Pets with life-threatening problems take priority over more stable patients and are examined first. If your pet has an emergency after regular business hours, call the appointment number and you will be given the Veterinary Corps Officer duty phone number. If the Veterinary Corps Officer is not available, please consult the list of off-base veterinarians given to you at your registration appointment. This list is intended to give you options but is not an official endorsement by the Department of Defense or the US Army Veterinary Corps.

### ***Waiting Room Procedures***

We would like you to arrive 15 minutes before your scheduled appointment. Ensure that your pets are either on a leash or within a sturdy carrier. We make every effort to see clients promptly, but the arrival of critically ill patients or unexpected emergencies may disrupt scheduled appointments.

### ***Payment Policies***

For outpatient visits, payment is expected at the time that services are given. Should your pet need hospitalization, your payment is due at the end of your pet's visit or when your pet is discharged from the hospital. Cash, personal checks, and major credit cards with proper identification (Military ID) are accepted.

### ***Hospitalization***

When admitting your pet for hospitalization, please be advised that the admission procedure will take at least 15 minutes and sometimes longer, so it is important that you plan accordingly. Pets having anesthesia or surgery must not have food or water for 12 hours before you bring him or her to the hospital. Check-in for anesthesia, surgeries or dentals or other diagnostics is 0800 to 0830.

### ***Referrals***

The Yokosuka Branch Veterinary Services can provide you with a list of Japanese veterinarians and teaching hospitals should your pet's medical condition exceed our capability.

### ***Communicating with your Veterinarian***

If you have a question or concern and would like to speak to your pet's veterinarian, please call our appointment line and leave a message. The Veterinarian will try to call you back as soon as possible.

**E-mail Us:** [nhyokosuka-vetclinic@med.navy.mil](mailto:nhyokosuka-vetclinic@med.navy.mil)

Telephone: Local DSN 243-6820 / International 011-81-46-816-6820

Fax: Local DSN 243-3988 / International 011-81-46-816-3988

Location: The Yokosuka Branch Veterinary Services is located in Building #H1230, behind the CFAY Fire Station.

Hours of Operation: Monday - Thursday: 0730 - 1530 (Closed 1100 - 1200 for lunch) /  
Friday: 0730 - 12:00

We are closed the last Friday of every month for inventory and building maintenance, as well as US federal holidays.

## Vehicle and Drivers License Information

### ATTENTION

If you transfer activity/command within the Yokosuka area of responsibility, or your status changed, you must update your license information to reflect your changes. You can update your information by bringing a copy of your new orders or letter of employment to the CFAY Drivers License Office.

#### *Shipment - Privately Owned Vehicles (POV)*

Shipment at government expense of privately owned vehicles is authorized for personnel assigned to Japan. However, the Government of Japan has established stringent emission control standards for automobiles and trucks manufactured in recent years. An embargo is in existence for shipment of privately owned vehicles manufactured after 31 March 1976. For this reason, prior approval for shipment of POV must be obtained from the Commander, USARJ (APAJ-GD-TSD). In applying for approval, you must supply the make and model of the POV and the date (year and month) it was manufactured.

Large American cars are discouraged for use in Japan. Although roads are improving, there are still many roads and most streets in urban areas, which are narrow and almost impossible to negotiate with a large car. There are usually a great many used, older model Japanese cars available at very reasonable prices (\$700 - \$1000). They are suited to road conditions and repair parts are readily available. Registration, licensing fees and insurance rates are cheaper for Japanese made cars than for the larger American cars.

Persons who obtain approval to ship an American car can expect to spend approximately \$1,000.00 minimum to properly register the vehicle and obtain compulsory Japanese and US Insurance. In addition, there will likely be other costs to modify the car to meet Japanese inspection requirements. Proof of the date of manufacture (month and year) is required by the Japanese government in order to register an American vehicle. Procuring replacement parts for US manufactured vehicles is time-consuming and expensive, as the Army and Air Force Exchange System do not stock such parts.

#### *Shipment - Motorcycles*

The embargo on vehicles does not prohibit shipment of motorcycles manufactured after 31 March 1976. In order to ship a motorcycle, you must obtain written authorization prior to shipment. Some minor emission control modifications may be required after entry into Japan depending upon the make and model of the motorcycle.

[Please click here for more information.](#)

#### *Vehicle/Motorcycle Registration*

VRO is located in bldg. J-196 on the 1st floor. Hours of operation are 0800 - 1600 Monday through Friday, with the exception of Wednesdays from 0800-1200. You can receive more information by dialing 243-5011.

Services provided by VRO include:

- Vehicle/Bicycle Registration/De-Registration
- Contractor/MLC/JMSDF Vehicle Registration/De-Registration
- Land Transportation Office Information
- Title Transfer
- Road Tax Decal
- Remember to update the VRO office when you update your insurance and license!

Also, you must sell or "junk" your vehicle or motorcycle prior to leaving Japan or you will be held responsible for your abandoned vehicle! [Click here for more information and policies & instructions on driving in Japan.](#)

### *Driving Privilege and License*

To drive any vehicle (private or government owned) in Japan, you as a SOFA sponsored member, must be properly licensed with a U.S. Forces, Japan operator's permit (**USFJ Form 4EJ**). Specific qualification and testing requirements must be satisfied before installation commanders may issue these licenses.

One of the requirements is that applicants must present one of below driving credentials and remain them valid:

- A valid (current) driver's license issued by any state or territory of the US or by the District of Columbia
- An international driver's permit (IDP)
- A valid Government of Japan driver's license
- A written proof that they have successfully completed a certified formal driving course
- A valid (current) driver's license issued by the country specified in USFJ Instruction 31-205

A pre-requisite to obtaining a Drivers License at CFAY is proof of attendance at the Area Orientation Brief and Inter-cultural Relations Class (AOB/ICR). This class is offered from Monday through Friday on every week that does not contain a federal holiday. The Local Hazard Course immediately follows the Friday morning AOB/ICR wrap-up. This class facilitated by the CFAY Safety Department will familiarize new arrivals with Japanese driving laws, signs and customs followed by a written examination.

\* Pre-registration is required for AOB/ICR.

After completion of Local Hazard Course and successfully passed a written examination, you

may schedule your a road test appointment. For appointment, call DSN 243-5647. Study materials are available on-line. If you prefer to have a booklet version of driving manual, please visit CFAY Driver's License Office at Bldg. #J-196 1st floor.

### **Study Material Downloads**

[CFAY Driving Instruction Manual 2008](#) (PDF)

[Japanese Road Sign and Street Markings Charts](#) (PDF)

[Navy Driver's Handbook](#) (PDF)

### ***Expiration and Renewal***

USFJ Form 4EJ will be issued for a period not to exceed 4 years duration based on each individual's need and eligibility for a license, generally to cover a person's initial tour of duty. You can renew your USFJ Form 4EJ **90 days prior** to the expiration date. It is licensee's responsibility to initiate renewal action on own license. A license that has expired may not be renewed. In order to renew and extend your license, proof of your SOFA sponsorship and tour extension, i.e. new order or letter of employment/extension and following valid credential:

- A valid (current) driver's license issued by any state or territory of the US or by the District of Columbia
- An international driver's permit (IDP)
- A valid Government of Japan driver's license
- A written proof that they have successfully completed a certified formal driving course
- A valid (current) driver's license issued by the country specified in USFJ Instruction 31-205

### ***Motorcycle Safety Information***

Fleet Activities Yokosuka Safety department offers both Motorcycle Safety Foundation (MSF) Basic, Experienced and Military Sport Rider Courses. These courses are mandatory in order to become properly licensed while riding in Japan. Rider Coaches are volunteers for the community and offer their knowledge of riding and the special conditions that are encountered while in Japan. Call 243-2370 for more information on motorcycle training.

<<<[MSF Courses On-Line Registration](#)>>>

For Vehicle Registration Information, please contact CFAY Vehicle Registration Office at DSN 243-5011.

### ***Related Links***

- [Appropriate Footwear for Driving](#)

# Trains in Japan

## A. *Train Map*

- [http://www.jreast.co.jp/e/info/map\\_a4ol.pdf](http://www.jreast.co.jp/e/info/map_a4ol.pdf)
- [http://www.keikyu-ensen.com/train/pdf/ros\\_vertical\\_map.pdf#zoom=125](http://www.keikyu-ensen.com/train/pdf/ros_vertical_map.pdf#zoom=125)
- <http://www.kanagawa-kankou.or.jp/english/access/railmap.pdf>
- For specific train stations, please visit <http://www.att-japan.net/tinyd3+index.htm>

## B. Train Information

The railway system in Japan has a high reputation for punctuality and safety. Most stations display station names in both Japanese and alphabet lettering on platform signboards. The name of the station is in large letters in the center of the sign; names of adjacent stations appear below or to either side. Most if not all trains stop operating around midnight.

### *Railway companies*

- **Japan Railways (JR)**

Japan's leading railway company, Japan Railways (JR), has an elaborate and well-established system of trains throughout the country.

- **The Shinkansen (bullet train)** is the world famous super express train, which fascinates Japanese and foreign visitors alike with its high speed and comfort. It is operated from Tokyo to major cities at intervals of approximately 15 minutes.
- **Other Railways**

In addition to the JR Group, many other smaller railway companies operate train services on heavily travelled, mainly urban and suburban routes. These lines very often link the center of a city and the residential areas at its outskirts. These rail lines are usually only convenient for commuters, but on occasions may offer speedier, more economical and more convenient routes than JR from nearby urban centers to popular spots such as Nikko, Hakone and so forth.

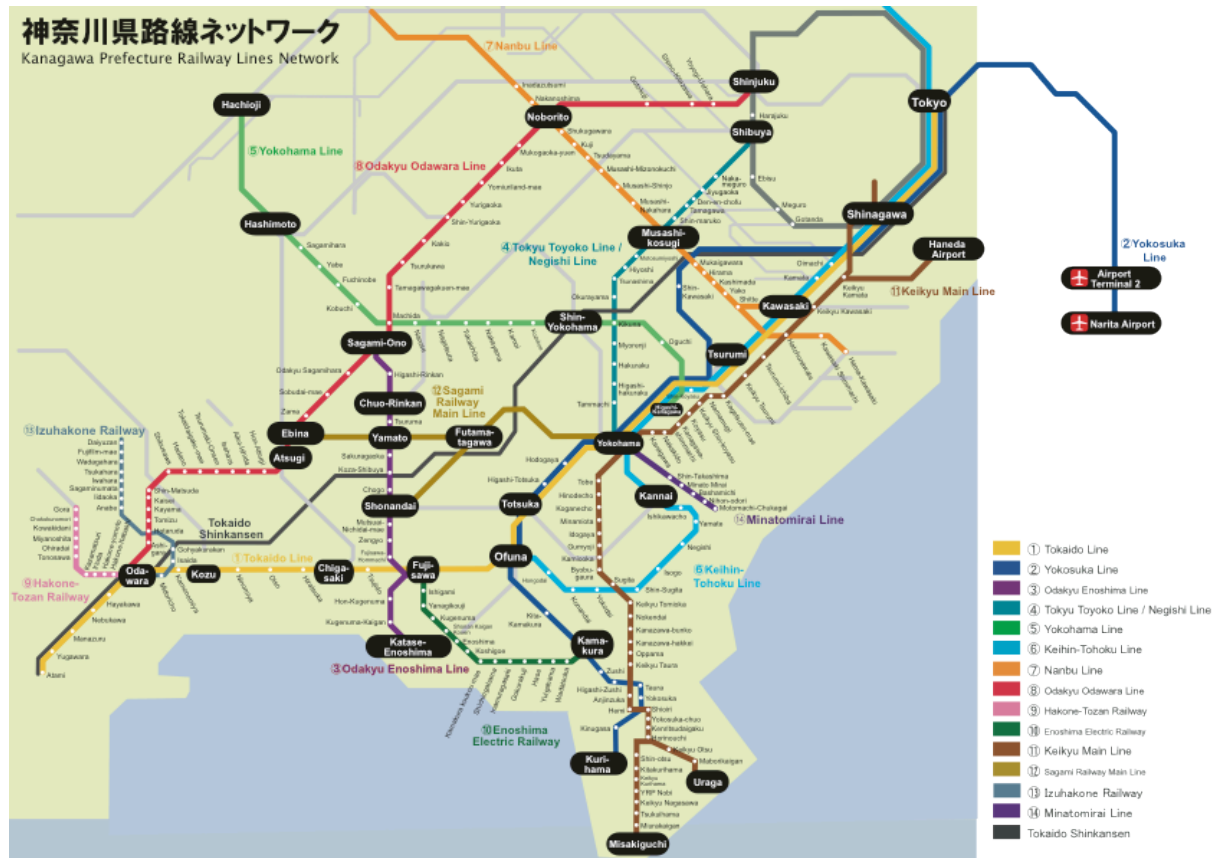
- Local railway in Yokosuka is KEIKYU Line (Keihin Kyuko Line).
- Local JR train in Yokosuka is JR YOKOSUKA

- *Subway*

Subway lines are available in all major cities, and provide prompt, efficient transportation. In Tokyo, JR rates start from 130 Japanese yen, subway fares at 160 Japanese yen for Tokyo Metro and Toei (Metropolitan) lines, and both increase with the distance traveled. Almost all station has vending machines for tickets and automatic ticket-checking machines at their entrance/exit gates.

### Additional resources

- <http://www.into.go.jp/eng/arrange/transportation/railway/trains.html>
- [http://www.digi-promotion.com/getting\\_around\\_japan.html](http://www.digi-promotion.com/getting_around_japan.html)



### C. Train Fares

The train fare varies depending on the distance you travel as well as the type of train you wish to catch: Local train, Shinkansen(Bullet train), Reserved seat, Green Car (first class) etc., for each of which an extra charge is required.

Tickets for short distances are available from ticket vending machines that are installed at each train station whereas tickets for long distances and reservations are dealt with at the ticket offices at major stations or major travel bureaus.

Tip: If there is no fare chart in English, buy the cheapest ticket indicated on the vending machine and pay the difference due at the fare adjustment machine or ticket window at your destination station before you go through the exit wicket.

### **PASMO/SUICA (Prepaid Train Cards)**

PASMO/SUICA are prepaid rechargeable cards making it a convenient way to travel on virtually all trains, subways, and buses in the Greater Tokyo region. It eliminates the need to buy train tickets and figure out train fares. In addition, these cards can be used as electronic money when making purchases at certain convenient stores, kiosks, restaurants, and vending machines.

**Suica** is the rechargeable prepaid IC card of JR East, valid on virtually all trains, subways and buses in the Greater Tokyo, Sendai and Niigata regions. In addition, Suica can be used on JR trains in the Osaka, Okayama and Hiroshima, Nagoya, Shizuoka and Sapporo regions.

**PASMO** is the rechargeable IC card of Tokyo's private railway and subway companies. It is valid on virtually all trains, including JR, subways and buses in the Greater Tokyo, Sendai and Niigata regions.

Additional resources for fare search site:

- <http://www.jorudan.co.jp/english/norikae/e-norikayin.html>
- <http://www.hyperdia.com/en/>

### **BASIC USE**

**How to use Suica/PASMO?** When passing the ticket gates, hold the card close to the card reader (rather than inserting it into the ticket slot). The applicable fare will be automatically deducted when you exit through the ticket gate at your destination station. Multiple travelers cannot share a card at the same time.

**Where to get Suica/PASMO?** Suica/PASMO cards can be purchased at vending machines and ticket counters at JR railway stations (Suica) and other railway companies (PASMO) in the Greater Tokyo region. The initial cost consists of a re-fundable deposit of 500 Yen.

**How to recharge Suica/PASMO?** Suica/PASMO cards can be recharged at vending machines in railway stations of Japan Railways and other railway companies in the Greater Tokyo region. The maximum amount to be charged onto a card is 20,000 Yen.

**How to check the current balance?**

The current credit balance is shown on a small display whenever you pass a ticket gate. Furthermore, it can be checked at vending machines together with a usage history. Is there an expiry date? Cards become invalid if they are not used for ten years.

## ***SURVIVAL TRAIN PHRASES***

### **English**

I'd like to buy a ticket for \_\_\_\_\_.

What time is the last train?

Does this train go to \_\_\_\_\_?

### **Japanese**

\_\_\_\_\_ made kippu wo kudasai.

\_\_\_\_\_まで切符を下さい。

Saishu densha wa nanji desu ka?

最終電車は何時ですか？

Kono densha was \_\_\_\_\_ e ikimasu ka?

# Japan Lifestyle

## *Life and Adventure in Japan*

FFSC offers classes to help military and their family members in adapting to Japan culture, etiquettes, customs and manners.

## *Your Japanese Home*

FFSC offer this class to assist military and their family members on how to live off base. This will help you use and maintain household items unique in Japan such as Tatami mats, disposable humidifier, AC units off base, and others with ease and comfort. FFSC Intercultural Relations Coordinator will guide you in a tour in local stores to find household items frequently used in Japanese home.

## *Enjoying Japanese Food*

FFSC provides this class to introduce military and their family Japanese diet, and the unique ingredients in Japanese dishes. FFSC Intercultural Relations Coordinator will accompany you in a tour to explore the food and where to find them at Japanese groceries.

- [Eating in Japan](#)
- [Restaurant and Shopping Guide](#)