

COMMANDER, U.S. SEVENTH FLEET



WELCOME ABOARD PACKAGE



USS BLUE RIDGE (LCC 19)

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COMMANDER, U.S. SEVENTH FLEET CHIEF OF STAFF

Dear Shipmate,

Congratulations on your assignment to Commander, U.S. SEVENTH Fleet (C7F) – the only afloat Fleet Staff command in the United States Navy permanently embarked on our command ship USS BLUE RIDGE (LCC 19) forward deployed to Yokosuka, Japan; located 45 miles southwest of Tokyo. Our mission is to provide operational control and planning of SEVENTH Fleet forces in the Western Pacific and Indian Oceans, while conducting sustained operations at sea. You will find a dynamic environment at C7F; professionally challenging and personally rewarding.



To support our unique mission, your experience, training, and devotion to duty will enable you to participate in several major joint service and multi-national exercises each year. We make numerous port visits to countries in the Western Pacific; with visits to Hong Kong, Philippines, Singapore, Korea, and Australia being among the most frequent.

Your tour in Japan is hosted by approximately 24,000 Department of Defense civilians, active duty members, and their families. You will be able to share in a rich history and a culturally diverse area leaving you an opportunity to travel and explore places such as Malaysia, Vietnam, Thailand, and Indonesia. I encourage you to step out and take advantage of all the possibilities Japan can offer.

If you are arriving with your family, they too will enjoy the same benefits while in Japan. We will make available information concerning resources and programs to make the orientation comfortable and your stay in Japan memorable. The command will be ready to assist with our Command Ombudsman (see letter enclosed), Command Family Readiness Group (FRG), Fleet and Family Service Center (FFSC) and the Morale Welfare and Recreations (MWR) office. Each service can provide attention to your particular needs and wants to include information, classes and/or activities.

Once again, on behalf of our commander, Vice Admiral Karl Thomas, "Welcome to the Staff and Yokosuka Japan. I look forward meeting and serving with you."

Enclosure (1)

COMMAND SPONSORSHIP

Congratulations on your orders to C7F! If you have not already been contacted by someone from the command, or know who your sponsor is, please contact the command sponsorship coordinator at c7f-sponsor@c7f.navy.mil so we can put you in touch with your sponsor. Your sponsor is your conduit to a successful transfer to C7F.

Some things to consider prior to detaching from your present command:

UPON RECEIPT OF ORDERS

- ☐ Make at least 10 copies of your Permanent Change of Station (PCS) orders, Dependent Entry Approval (DEA) Letter, and Power of Attorney (POA).
- ☐ Schedule medical appointments for Dental, Immunizations, and Overseas Screening. If accompanied, schedule appointments for dependents as well. *Complete Medical History (DD Form 2807-1) and Suitability Screening (NAVMED 1300/1) forms before making appointment for Overseas Screening.*
- ☐ Apply for No Fee Passport at local Personnel Support Detachment (PSD), as required in orders.
- ☐ If accompanied, obtain DEA Letter.
- ☐ Discuss and plan your move with your spouse and children.
- ☐ Contact sponsor assigned by command at next duty station using the e-mail located on your orders. If not provided, contact gaining command immediately with current email/phone for use during your move. *If accompanied, contact Yokosuka Enhanced Spouse Sponsorship (www.yessyokosuka.wordpress.com) and the School Liaison Officer (SLO) (SLOYokosuka@fe.navy.mil) for Youth Sponsorship Programs.*
- ☐ Visit Military Installations website for PCS information regarding next duty station and utilize the "Plan My Move" resources (www.militaryinstallations.dod.mil).
- ☐ Visit the Commander Fleet Activities Yokosuka (CFAY) website for PCS information about the duty station. (<https://cnrj.cnmc.navy.mil/Installations/CFAY-Yokosuka/>).
- ☐ Visit your local Fleet and Family Service Center (FFSC) to attend a Smooth Move Workshop and reserve Hospitality Kit.
- ☐ Visit your local military veterinary clinic to find out travel restrictions and specifics.
**You can also visit Yokosuka Branch Veterinary Services. Please be aware that all animal care services, on-base or off-base, are out of pocket and not reimbursed.*
- ☐ Complete your Transfer Information Sheet and determine your date of transfer early.
- ☐ Make financial plans and preparations. Begin tracking tax deductible expenses.
- ☐ Collect shot records and make copies. Hand carry at least one copy for each family member.
- ☐ Reserve room(s) at authorized hotel for last nights, such as local Navy Lodge (www.navy-lodge.com).
- ☐ Make arrangements for lodging in Yokosuka; check to see if sponsor has arranged reservations. Remember to include that you are on PCS orders when making a reservation. On-base hotels are below:
All rooms allow pets. Please call for availability.
(Yokosuka: DSN: 315-243-6708 In Japan: 046-816-6708 www.navy-lodge.com)
(Yokosuka: DSN: 315-243-7317 In Japan: 046-816-7317 www.ngis.dodlodging.net)
If no pet friendly room availability, NEX Kennel.
(Yokosuka: DSN: 315-243-4530 In Japan: 046-816-4530)

AT LEAST 3 MONTHS BEFORE MOVE

- ☐ Check Passport(s), Military ID card(s), State Driver's License(s) and expiration dates.
- ☐ Visit local military legal office for a POA, required by PPO and Housing Office if Sponsor is deployed.
- ☐ Contact your local PPO to schedule pack out. Bring a copy of your PCS orders. Visit www.move.mil to create account.
- ☐ Contact TRICARE Health Benefits Advisor for any changes at www.tricare.mil.
- ☐ If leaving government quarters, contact local Housing Office and file Intent-to-Vacate Quarters.

AT LEAST 4-8 WEEKS BEFORE MOVE

- ☐ Start Command/Base Checkout Sheet.
- ☐ Arrange for transportation from airport. Reservations required.
Visit https://www.cnmc.navy.mil/regions/cnrj/installations/cfa_yokosuka/about/installation_guide/getting_here/narita_airport_shuttle_bus.html

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for Shuttle bus reservation. Narita Airport Shuttle Bus or Yokota Air Force Base AMC Terminal Shuttle Bus (pets not allowed).
(Yokosuka: DSN: 315-243-7777 International: 011-81-46-816-7777 cfay_bus@fe.navy.mil)
Family Assistance Support Team (FAST) for those with special needs or pets (in carrier)
(Yokosuka: DSN: 315-243-9309/9304/3531 International: 011-81-46-816-9309/9304/3531 FAST_CONNECT@fe.navy.mil)

- ☐ Explore the HEAT website for Yokosuka housing options. (www.cnic.navy.mil/heat)
- ☐ Reserve seats for **Area Orientation Brief/Inter-Cultural Relations (AOB/ICR) *MANDATORY***
(Yokosuka: DSN: 315-243-FFSC International: 011-81-46-816-FFSC FFSCInfo@fe.navy.mil)
Children are not allowed to attend training, so please make reservations with the appropriate center below. Reservations are not made automatically. Vouchers that cover childcare cost provided after class.
Child and Youth Programs Administration
(Yokosuka: DSN: 315-243-4079 International: 011-81-46-816-4079 www.navy.mwryokosuka.com)
MWR_CYP_waitlist@fe.navy.mil)
FFSC offers AOB/ICR Trainings for Elementary, Middle and High School students. Reserve early.
(Yokosuka: DSN: 315-243-FFSC International: 011-81-46-816-FFSC FFSCInfo@fe.navy.mil)
- ☐ Notify child's current school registrar regarding child's transfer.
- ☐ Obtain transcripts from current schools/colleges.
- ☐ Prepare the requisite documents and records to register your child for school in Yokosuka.
Online pre-registration (<https://registration.dodea.edu/>)
Information about area schools can also be found at www.dodea.edu and by contacting the School Liaison Officer (SLOYokosuka@fe.navy.mil)
- ☐ Change your address at your local Post Office or www.usps.gov.
- ☐ Request your letters of reference from employers and/or volunteer organizations.
- ☐ Inform long term storage and car storage (www.pcsmypov.com) with expected dates for return to states.

AT LEAST 1-2 WEEKS BEFORE MOVE

- ☐ Contact the utility companies to terminate services and pay final bill.
- ☐ Contact the phone and internet companies to terminate services and pay final bill.
Separate their equipment from your pack out items and turn it in to avoid additional costs.
- ☐ Contact cell phone service provider to cancel plan or discuss military suspension. Pay final bill.
- ☐ Check-out of medical and transfer your family member's medical records to U.S. Naval Hospital Yokosuka.
- ☐ Arrange for childcare and pet care for moving day.

ARRIVAL AT YOKOSUKA

- ☐ Check-in at your Command's Personnel Office to stamp orders and stop leave.
In port: Command Quarter Deck
Underway: TPU
- ☐ Visit Region Legal Service Office Legal Assistance to obtain a POA, required by PPO and Housing Office if Sponsor is deployed. Bring two valid forms of ID.
- ☐ Once checked into temporary lodging, visit Admin/TPU regarding Temporary Lodging Allowance (TLA).
- ☐ Contact Housing Office to schedule your Housing Welcome Brief (Don't schedule during AOB/ICR).
(Yokosuka: DSN: 315-243-9037 In Japan: 046-846-9037 www.cnic.navy.mil/heat)
- ☐ Contact PPO to inquire about the arrival of your household goods and/or your express shipment. Bring a copy of your PCS orders and DD Form 619.
(Yokosuka: DSN: 315-243-5426 In Japan: 046-816-5426 www.move.mil)
- ☐ Visit FFSC Yokosuka regarding the Loan Locker Program to reserve a Hospitality Kit, which allows you to borrow basic kitchen items for a limited time at no cost.
(Yokosuka: DSN: 315-243-FFSC In Japan: 046-816-FFSC)
- ☐ Check-in at U.S. Naval Hospital.
- ☐ Register for a P.O. Box and mailing address.
Accompanied Personnel: FISC Yokosuka Post Office
Unaccompanied Personnel (ship): FISC Yokosuka Post Office
- ☐ Register personal vehicles at Vehicle Registration Office
(Yokosuka: DSN: 315-243-5011 In Japan: 046-846-5011).
- ☐ Take Tourist and No-Fee Passports to NAVPTO Passport Office to get multiple re-entry stamp.
- ☐ Visit FFSC Yokosuka for information and referrals regarding available resources and services on Family Employment Readiness Program (FERP) including volunteering opportunities in the Yokosuka community.
Visit the FFSC Family Employment Facebook Page. (Yokosuka: DSN: 315-243-FFSC In Japan: 046-816-FFSC)
- ☐ Obtain a cellular telephone from local carrier: AU, DoCoMo, Softbank, etc. Determine needs before purchasing.
- ☐ Consider using the CNIC Base Shuttle.
Obtain a copy of the route map and schedule at www.cnic.navy.mil/yokosuka and look for the New Shuttle Bus schedule).

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OMBUDSMAN

Navy Family Ombudsman are valuable assets in facilitating communication between the Commanding Officer and family members, fostering a better understanding of the needs and viewpoints of the crew and their families. Commander, U.S. SEVENTH Fleet is fortunate to have an Ombudsman Team that provides information and assistance to all family members of the Staff.

The Ombudsman Team fulfill the following roles:

- Serve as the primary link/liaison between C7F families and the command.
- Serve as the primary communicator of information between the command and command families.
- Communicate regularly with families via e-mail, the C7F website, social media, and published newsletters.
- Provide information and outreach to command family members.
- Interact and cooperate with organizations and military offices.
- Assist with the C7F Command Sponsorship Program to help aid in a smooth transition of new families arriving onboard.
- Act as an advocate for family members, using knowledge of the command to help access the appropriate resource within the chain of command.
- Assist in forwarding requests and grievances through the command while exercising confidentiality.

The Ombudsman Team would like to extend a helping hand to you and your family when you need it. They also look forward to meeting you and getting to know more about you and your family at various command functions!

The C7F Ombudsman Team:

Davina Cambora-Packer / Cell: 080-1385-7302

Lacey Caswell / Cell: 080-1385-7301

Email: Ombudsman.c7f@gmail.com

Facebook: Ombudsman C7F Staff

U.S. SEVENTH Fleet on Facebook: <https://www.facebook.com/7thfleet>

Commander Fleet Activities Yokosuka: <https://www.facebook.com/cfayokosuka>

Yokosuka MWR: <https://www.facebook.com/yokosukamwrhappenings>

Fleet and Family Support Center: <https://www.facebook.com/pages/FFSC-Yokosuka-Japan/146358918737022>

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Pet Information

Public Health Command District – Japan: <https://www.usarj.army.mil/units/vet/>
Visit for availability, recommendations and checklists regarding pets in Japan.

Yokosuka Veterinary Treatment Facility: <https://www.facebook.com/yokosukavetclinic/>
VTF offers veterinary care by appointment only and assists with obtaining proper quarantine documents.

Japan Animal Quarantine Services: http://www.maff.go.jp/aqs/english/animal/im_index.html

Pet Importation & Requirements for Japan

Owners are responsible for the shipment of pets arriving, departing, and within Japan. This includes all matters associated with travel arrangements, shipping requirements, and costs for their pets.

Japanese Animal Quarantine Service regulations require that all animals entering Japan be examined to determine if they are free from communicable diseases. Animals found to be free from communicable diseases meeting entrance requirements may be released to the owner's custody, subject to the restrictions discussed below.

As of 6 June 2005, Japan began enforcing a new quarantine program for import and export of animals and pets. Active duty Service Members, members of the civilian component and their respective dependents enter Japan under the U.S.-Japan Status of Forces Agreement (SOFA). The SOFA sets forth rights and responsibilities applicable to U.S. Forces individuals who enter Japan. The U.S. Forces, Japan (USFJ) thus negotiated with the Government of Japan (GOJ) to resolve how this new pet quarantine program would affect SOFA status personnel. This memorandum provides guidelines and recommendations for SOFA status personnel assigned to Japan who will be transporting personal pets into Japan.

There will be some differences between how the new Japanese pet quarantine program will be applied to SOFA status members and how it will apply to others. Due to these differences, the information on the new pet quarantine program published by the GOJ, the U.S. State Department, the USDA, and the USFJ may differ. To minimize any inconvenience which might otherwise be experienced, we recommend the following guidelines listed below. Do not hesitate to contact the installation veterinarians in Japan if necessary. All contact information may be found on the Public Health Command District – Japan website <http://www.usarj.army.mil/units/vet/>.

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

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

USFJ has been able to champion "Home Quarantine" as a concession for U.S. SOFA personnel. This quarantine allows Service Members to maintain their pets in their own custody within their assigned on-base quarters during the assessed quarantine period. Personnel who are most affected are SOFA members who are required to live in off-base housing. If a quarantine period is assessed, military members who live off-base will be required to pay for quarantine boarding expenses for their pets in on-base kenneling facilities or incur the significant expense of quarantining their pet at the Airport Animal Quarantine Station facility.

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

1. Japanese Animal Quarantine Service regulations require that all animals entering Japan be examined to be free from communicable diseases. Owners must report to the Veterinary Treatment Facility within 72 hours of arrival and bring documentations to register without bringing the pet. Animals that are found to be disease free will be released to the owner's custody, subject to the following restrictions:

a. Three copies of the rabies vaccination certificate (DD 208, the original and two copies) must accompany the animal during transit. The rabies vaccination must have been administered more than 30 days but less than 365 days prior to the animal's entry into Japan.

b. An animal that is less than 90 days old does not require a rabies vaccination, but will be placed in a Japanese or U.S. Forces quarantine facility. Upon reaching 90 days of age, the animal will be given a rabies vaccination and kept in a quarantine facility for a period of 30 days. After 30 days, the animal will be released to the owner for a required "home quarantine." (Note: Quarantine in Japanese facilities will be at the owner's expense.) Please refer to the website above or at the end of this section, for the latest information of pet quarantine periods.

c. Three copies of the health certificate (DD 2209, the original and two copies) must also accompany the animal during transit. The veterinarian who examines your pet issues this certificate, which must be dated within 10 days before the animal's arrival into Japan.

d. Important! If the rabies vaccination and/or the health certificates are obtained from an off-base or civilian veterinarian, you must take the original rabies certificate/health certificate to a Field Office of the U.S. Department of Agriculture (USDA). A USDA veterinarian must sign both certificates and place the USDA stamp on the back of each copy. The signature without the stamp is not valid for entry into Japan. Failure to have certificates stamped will result in quarantine until the stamp is obtained via U.S. Mail. GOJ authorities will not recognize an individual (state) department of agriculture stamp. The stamp must be USDA!

2. Companion animals arriving in Japan aboard commercial aircraft:

a. Companion animals that enter at a Japanese airport are to be picked up at the airport and processed through the Japanese Animal Quarantine Service at the airport.

b. Before the animal can be processed by the Animal Quarantine Service personnel, the owner or authorized representative (via Special POA) must fill out a Form 380EJ "Customs Free Import and Export of Cargo" or "Customs Declaration of Personal Property". This form is available at the Customs Check Point upon entry.

c. Upon arrival at the Animal Quarantine Counter the Japanese personnel will initiate a Pet Quarantine and Examination Certificate (Form MDJ-270). Pet owners or their authorized representative (via Special POA) must be able to provide the following information:

- Military address (duty station)
- Rank/Rate
- Duty phone

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- Temporary address

d. You will be required to sign this form stating you will present your pet for quarantine examination following the required period of "Home Quarantine" at a U.S. Forces Veterinary Office. Failure to present the animal for quarantine release may result in a fine of up to 50,000 Japanese yen (at 115 yen to the U.S. dollar, this is approximately \$435.00).

e. Japanese Animal Quarantine Service Officials are on duty whenever flights are scheduled to arrive.

f. Additional information may be obtained upon arrival from the Yokosuka Veterinary Clinic, 243-6820.

3. Pets are NOT allowed aboard the scheduled Navy shuttle buses. If you are arriving with your pet(s), you will need to arrange, perhaps with the assistance of your sponsor, alternate transportation to the base. For more information, email cfay_bus@fe.navy.mil or contact the Family Assistance Support Team at (DSN) 243-3531 to arrange transportation.

4. Most military families will reside at Temporary Lodging (Navy Lodge) for periods of up to 60 days while seeking housing on or off base. All rooms at the Navy Lodge are pet friendly. All kennel boarding fees, including the official assigned quarantine period, are the owner's responsibility.

NOTE: *Mandatory pet quarantine fees* incurred by U.S. Service Members in connection with the mandatory quarantine of a household pet are reimbursable, not to exceed \$550 per PCS move for pets in, or entering into, quarantine on and after 28 December 2001.

You can make reservations at the Navy Exchange Kennel by calling (DSN) 243-4530. From the U.S. call 011-81-46-816-4530.

The hours at the kennel are Monday-Friday 0900-1500, Saturday 1000-1100, closed on Sundays. Japanese veterinarians also board animals, but the cost is high.

5. Military veterinary general and surgical care is available on a limited basis by appointment only. Surgical services are primarily for the control of animal population (spay/neuter), but other services may be available.

NOTE: Per COMFLEACTINST 6200.1S, cats and dogs at Yokosuka require microchip implants.

6. Military veterinarians do not provide emergency care. You will be referred to an off-base veterinarian. Language barriers may present difficulties. The cost is also quite expensive. The information in this section is always subject to change.

What to do at the airport

Yokota Air Force Base (arriving via Air Mobility Command (AMC) flight)

AMC flights from the U.S. arrive often in Yokota Air Force Base. Navy buses are assigned to transport passengers to Commander, Fleet Activities Yokosuka (CFAY).

Scheduled AMC flights typically arrive at Yokota AFB on or around 0700, with the actual time always subject to change. Navy buses usually depart Yokota AFB for CFAY about two hours after flight arrival and will be adjusted according to the actual arrival time if different than scheduled. Priority will be given first to services (and families) traveling on PCS orders. The bus ride averages between 2-3 hours, but may vary due to traffic. At the present time there is no Navy Liaison Office in the Yokota AFB AMC passenger terminal. The Army/Air Force Liaison or the Terminal Information Counter can provide information and assistance.

Narita International (via commercial airlines)

These directions are based on arrival at Terminal One. This is the terminal from which Yokosuka-bound buses depart. If you arrive at Terminal Two, take the free Airport Shuttle Bus to Terminal One from either bus stop 8 or 18 outside the terminal. For information regarding lost luggage, please read Lost Luggage section below.

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

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

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

This mark is then over-stamped with the immigration officer's date stamp. With your stamped paperwork, proceed through the gate and down the stairs to the baggage claim area. Pick up your luggage and proceed to one of the long counters marked "Non-Resident" for Customs inspection.

Lost Luggage

If you cannot find your luggage in the baggage claim area, immediately contact one of the Baggage Claim Customer Service Representatives. Generally, at least one of the Representatives on duty will speak English. Provide your flight information and your baggage claim ticket stubs. Use the following as a local address for delivery of your luggage to the base at no charge to you:

238-0001
Kanagawa-ken Yokosuka-shi Honcho 1-Banchi
Yokosuka US Navy Base (in Japanese: BEI Kaigun Yokosuka Kichi)
Phone number: 046-819-1110 (Base Operator)

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

- Navy Lodge (base phone 243-6708; local 046-816-6708)
- NGIS (base phone 243-5685; local 046-816-5685)
- USS <name of your ship> (*only if you know your ship is in port)

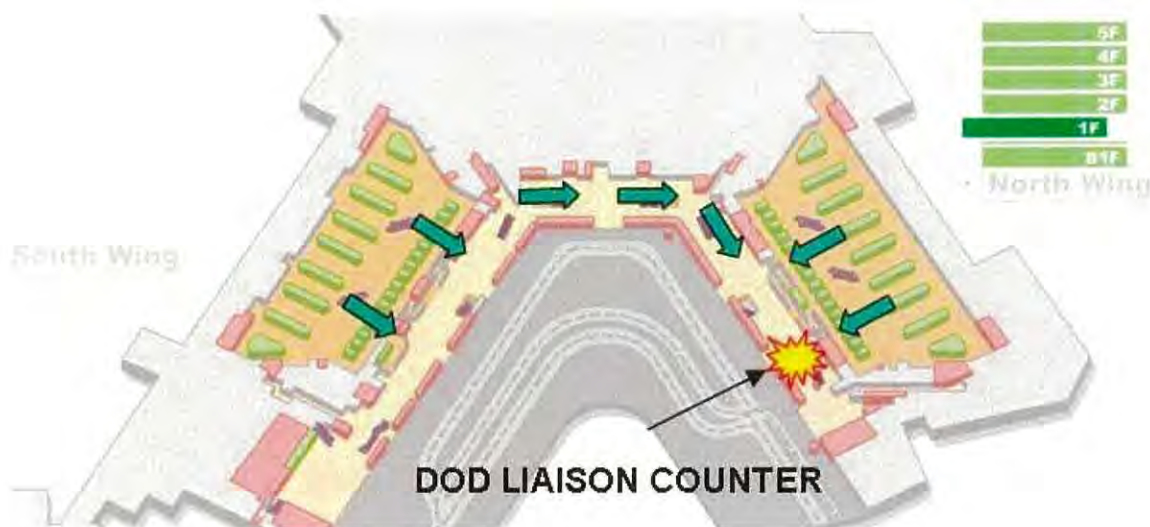
After providing the required information to the Customer Service Representative, you will be given a receipt or card with contact phone numbers. The receipt/card will have instructions for you to call to check on your luggage after a specified time. When found, your luggage should arrive at the place you designated within a day or two.

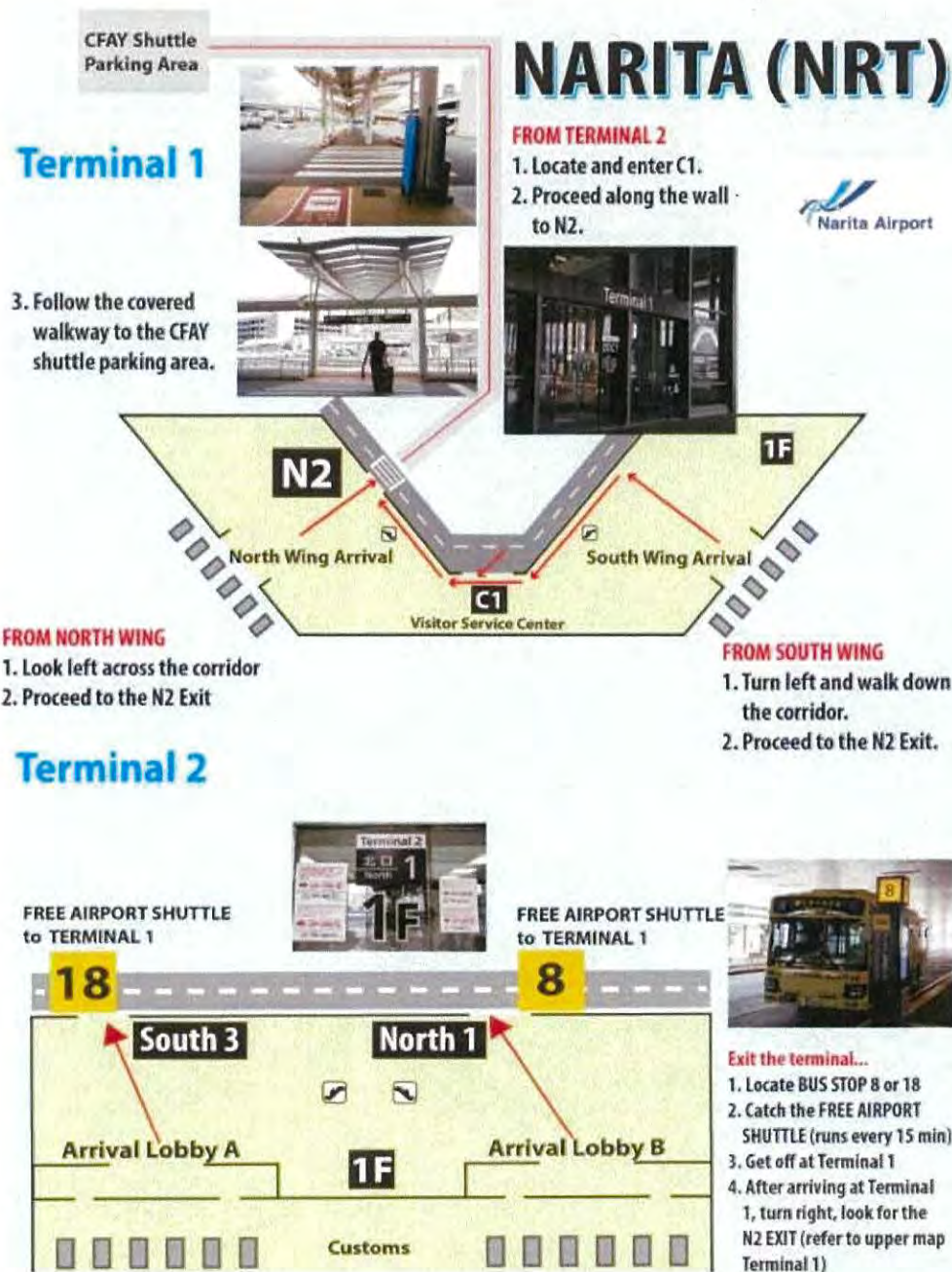
After completing Japanese Immigration and Customs formalities, exit into the arrival lobby.

- **South Wing** Arrivals of Terminal One (Unites Airlines or other Star Alliance carrier): follow directional signs through the Central Wing and into the North Wing. The Official DoD Transportation Liaison Desk is at the far end of the North Wing next to a coffee/snack stand.

- **North Wing** Arrivals of Terminal One: The Official DoD Transportation Liaison Desk is almost directly across from the LEFT-most exit into the arrival lobby.

- If you have arrived at **Terminal Two**, take the free Airport Shuttle Bus to Terminal One from bus stops number 8 or 18 in front of the terminal. Enter Terminal One and follow the directions above to the DoD Transportation Liaison Desk in the North Wing.





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Reservations are required - visit https://www.cnmc.navy.mil/regions/cnrj/installations/cfa_yokosuka/about/installation_guide/getting_here/narita_airport_shuttle_bus.html or email cfay_bus@fe.navy.mil. However, if there were no reservations listed on the driver's manifest, seats would be given on a first-come-first-serve basis. Passenger need to provide two types of photo ID, one of which **MUST** be a Military ID card.

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

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Things to do upon arrival

While the idea of moving to a new location can be overwhelming, this Welcome Aboard Package contains a wealth of information to help your relocation. This package is designed to answer many of your questions to ensure a smooth transition to your new Duty Station. Using all of your resources can reduce culture shock, stress, and keep your morale high during the first few weeks of your arrival and throughout your time in Japan.

Confirm reservation for the Area Orientation Brief/Intercultural Relations (AOB/ICR)

This three day training is **mandatory** for all SOFA sponsored personnel (military Service Members, civilian employees, and adult family members) within 30 days of reporting to Yokosuka in accordance with COMNOFRJAPANINST 1740.5, even if you previously served in Japan. It is designed to reduce the stress and frustration of moving to Yokosuka by ensuring newly reporting personnel are introduced to current CFAY policies, programs, services, responsibilities, and facilities. Additionally, certified attendance is required for anyone who intends to obtain a U.S. Forces Japan driver's license during their stay.

Reservations are required and suggested at least four weeks prior to arrival in the Yokosuka area. Your sponsor can make reservations, or you can register yourself. Emails can be sent with subject line "AOB/ICR" to FFSCInfo@fe.navy.mil. Include the Service Members name, the name of gaining command, and your expected date of arrival.

Child care reservations must be made prior to attending AOB/ICR and as far in advance as possible. For information on childcare, please go to www.navy.mil/yokosuka.com. Age limits and contact number for each of the centers are outlined in Childcare Information sheet after the schedule is described. Useful documents regarding childcare can be found at <https://elibrary.cnmc-n9portal.net/document-library/>.

Military and civilians are required to attend every brief. If you miss any portion of AOB/ICR you will be required to reschedule the entire AM/PM session for the portion that you missed. This includes housing and medical/dental appointments.

After completing AOB/ICR, the Traffic Safety Local Hazard Briefing, and pass a written exam, personnel that fall under the following conditions will be waived from taking a road test in order to obtain USFJ Form 4EJ (Driver's License).

- All former USFJ 4EJ holders that have departed Japan less than five years ago.
 - Must present an expired USFJ Form 4EJ as proof.
 - Or must present proof in writing from the issuing authority (other than CFAY) that shows you departed Japan less than five years ago.

****NOTE**** No USFJ 4EJ with on-base only limitation and/or OF-346 will not be eligible. If proof or record cannot be confirmed before the Traffic Safety Local Hazard briefing, a road test will be required to complete the USFJ 4EJ issuing process.

Apply for Housing

Effective 24 September 2021, all newly arrived families are required to reside on base without the option to live off base without approval from the base Commander.

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Direct Assignment to Military Family Housing (MFH) allows for newly reporting families to move in to MFH upon arrival from the airport. Families will complete the COVID-19 Restriction of Movement period in their new residence.

Government Housing

For most up to date information and floor plans, please visit: <https://ffr.cnic.navy.mil/Navy-Housing/Housing-By-Region/Japan/CFA-Yokosuka/>.

Military Family Housing (MFH) in Yokosuka and Ikego consists of 2,526 units. MFH includes town houses and high-rise apartments. MFH units are furnished with household appliances (i.e., refrigerator, electric stove, microwave oven, washer, dryer, and dishwasher). Accordingly, it is suggested you do not bring your own appliances with your household goods.

Dogs are only permitted in single-family/townhouses, and on the 1st through 3rd floor of all high-rise towers. Dogs are **NOT** permitted in tower elevators for any reason or on any other floor above the 2nd. Cats are permitted in all units. Members are permitted to have no more than two pets in their assigned unit. All pets must be registered with the Yokosuka Veterinary Services Office, have up-to-date vaccinations, and be micro-chipped for identification at all times. Pet cats must be spayed or neutered. Documentation certifying registration, vaccinations, spay/neuter will be submitted to the Housing Office upon assignment. Failure to submit the required documentation may result in loss of pet privileges in MFH.

Ikego Hills

Ikego Hills is set in a forested area in the seaside resort town of Zushi. Ikego has Club Takemiya (all hands club), camp grounds, Mini Navy Exchange, pool, Child Development Center, Elementary School (grades K-5) and other recreational areas. Home-to-work shuttle buses (no fee) run from Ikego to Yokosuka in the morning and return in the evening, and following extra-curricular events at the high school. Ikego can be reached in 20 minutes in moderate traffic by surface roads.

Off-Base Housing

Moving in to off-base housing can be costly, therefore, planning and budgeting ahead of time is key when moving into the Japanese Community. Initial housing expenses may range from \$5,000 to \$10,000. Military personnel may request Advanced Housing Allowance through their command. Advance Housing Allowance is authorized to cover the entire move-in cost, which may include:

- First month's rent
- Security deposit
- Agent fee
- Owner fee

Electrical power in Japan is 30-50 amps at 100 volts/50 cycles. On-base housing is also 100 volt/50 cycle power. Most off-base Japanese houses do not have the space and or power requirements for American dryers. Space restrictions preclude the installation of an American-style washer/dryer and a large refrigerator or freezer. Because of the difference in the power provided, many American products will run slower due to low power supplied.

Most American electrical products are equipped with a standard three pronged plug, however most Japanese homes only provide two prong plugs and will require adapters. CFAY Housing can provide appliances for off-base rental quarters, if not already installed.

Enclosure (1)

The Rental Partnership Program (RPP)

RPP is designed to assist military and civilian personnel in finding affordable, secure, quality off-base housing. This program is available to anyone eligible to for OHA or Living Quarter Allowance (LQA). If you are interested in RPP, please contact the CFAY Housing Services Center.

Loaner Furniture

Government loaner furniture such as beds, dressers, dining tables, chairs, etc, are available for use while awaiting arrival of your household goods. This service is only for 90 days and is available to residents who have inbound and outbound Household Good shipments.

Please contact the CFAY Housing Services Center for any housing questions or needs at Yokosuka.housing@fe.navy.mil.

General School Information

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

- All previous school records, report cards, transcripts and other academic records;
- A transcribed shot/immunization/vaccination health record;
- Copy of Sponsor's PCS orders;
- Copy of DEA Letter;
- Copy of students passport or birth certificate;
- Local telephone number, mailing address and email address;
- Local emergency contact information;
- U.S. Emergency contact information;

Electronic DoDEA Student Registration Form

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

Sullivans Elementary School K–5th grade

DSN: 243-7336 / 7337 / 7329

<http://www.dodea.edu/SullivansES/>

Ikego Elementary School K–5th grade

DSN: 246-8320

<http://www.dodea.edu/IkegoES/>

Yokosuka Middle School 6th – 8th grade

DSN: 243-5165

<http://www.dodea.edu/YokosukaMS/>

Kinnick High School

DSN: 243-7392

<http://www.dodea.edu/KinnickHS/>

Enclosure (1)

Child Care In Japan

The Navy's Child Care Centers have won awards for their merit. They are well run and provide excellent care. All the centers are accredited through the National Association for the Education of the Young Child.

Child Development Center (CDC) Yokosuka and Ikego

For ages six weeks through Pre-K. Provides quality child care with scheduled developmental activities, free play, storytelling, music and art in a safe and secure environment. Provides two meals and one snack, two outdoor exercise periods, and rest/nap time in addition to regularly scheduled developmental activities throughout the day.

Child Development Home Program (CDH)

Provided by select military family members in base housing. CDH providers attend proper training and have their homes inspected for safety, sanitation, and quality programming. In addition to regular fulltime care, CDH providers can often meet the special needs of late hours, part time, hourly, weekend or last minute care.

School Age Care (SAC)

Yokosuka and Ikego SAC Centers offer a recreational program for children of working parents, from K-6th grade.

Pre-Schools

Off-base Preschools are called Kindergartens

Seika Kindergarten (will accept as early as 2 years old)

This pre-school is a 5-10 minute drive from Yokosuka. It does provide a bus (Choo-Choo train) for pick-up/drop-off for children on Yokosuka base. There is an English speaking person (Yuhko Sugai) available on Monday, Wednesday, and Friday to answer questions. Communication from the school is in English. Phone: 046-822-0018

Mikasa Kindergarten (will accept 3 years old and above)

This pre-school is located right outside Womble Gate. You must have a Japanese sponsor to enroll, so the school can contact them in the event of an emergency and for communication purposes. Communication from the school is only in Japanese.

Mikuni Kindergarten (3 years old and above)

This preschool is a 10 minute drive from base, close to Hayama. It does provide bus transportation for pick-up and drop-off to base.

Kamakura Yochien (3 years old and above).

This pre-school is in a good location for people who live in the Kamakura or Ikego areas. It has bus service for those living off-base, but it does not pick up on Ikego base. You would need to have a Japanese friend help you with registration and the occasional meeting. The school has after school care until 1630. Phone: 046-725-2391.

U.S. Naval Hospital Yokosuka Japan

Provide your dependents medical and dental records to U.S. Naval Hospital Yokosuka upon arrival. The Active Duty Service Member will need to accompany dependents when you check-in at the quarterdeck. The quarterdeck is located in the lobby of the hospital. Dental is located on the 2nd deck.

Enclosure (1)

Contact Information – 24 hours

DSN: 243-7144

Off Base: 046-816-7144

US: 011-81-46-816-7144

Central Appointments

For all eligible patients in the Yokosuka area

Cancel Appointments:

DSN: 243-5352 Off Base: 046-816-5352

Tricare Online Portal:

www.tricareonline.com

Ambulance

On Base: 911 Off Base: 119

Banking in Japan

Navy Federal: Located on Clemet Street across from Kasano Park/McDonalds. (ATM will issue dollars only) Phone: 888-842-6328

Community Bank: Located in the PSD Building. (ATMs will issue Yen or U.S. Dollars)
Phone: 243-4585

ATM Locations On Base

- Navy Federal ATM – Outside of Navy Federal
- Navy Federal ATM – Outside of Commissary
- Community Bank ATM – Outside PSD building facing McDonalds
- Community Bank ATM – Autoport
- Community Bank ATM – Located right outside of the main gate
- Community Bank ATM – Drive through ATM next to the SRF parking garage
- Community Bank and Navy Federal – Waterside, across from Fleet Rec between the docks.

Getting yen Off Base

- Post Offices can do money exchange
- You can open up a Japanese bank account

Vehicle Buying/Registering

****In Japan, we drive on the LEFT side of the road****

You cannot buy a car until you get a Driver's License.

You will need a copy of your orders and a copy of your Dependent Entry Approval message when taking your driving portion of the licensing test. A valid American Driver's License is required prior to attaining a Japanese license.

****For any questions about the following process, contact the Vehicle Registration Office (VRO) at DSN 243-5011****

Enclosure (1)

Buying a Car

When purchasing a car, please take into consideration when living and touring off-base many of the streets are very narrow. You need to decide if a small car or large car would best fit your particular living situation.

Before buying a car talk to VRO and learn about Japanese Comprehensive Insurance (JCI), an annual safety inspection/mandatory insurance, and obtaining additional insurance and the road tax that is due yearly. You get a better deal the farther away the expiration date is for the JCI, due to paying money up front.

You can buy from the "MWR Lot" located next to commissary. The sellers on this lot can be a good source of information on the registration process. Bulletin boards located downstairs in the towers are a popular place to find cars for sale. There are also used car dealerships located off-base.

Registering a Car

Note Cars must be registered in the sponsor's name. If anyone other than the sponsor (even a spouse) is arranging the registration, a POA is needed. One can be obtained at the PSD Legal Office.
Phone: 243-8901

After obtaining a valid Japanese driver's license (USFJ Form 4), find a car you like and take the car and the current owner with you to registration. E-4 and below require approval from the Commanding Officer and CFAY Security Officer to own a car and are only authorized one vehicle.

Parking certificates are required. They are attained at different locations, depending on where you live.

Obtain liability insurance located in VRO.

Once you are registered with VRO, you will have to take the title to Yokohama for filing. There are LTO runners who will take care of this for you for a nominal fee.

Telephone and TV Service

Cell Phone Service Providers

SoftBank – Located at the NEX and offers prepaid service

AU – Located off base in the Mikasa walkthrough mall

DoCoMo – Located off base

Note Your American cell phone will still work in Japan (limited).

Regular Telephone Service

On Base: Yokosuka Telephone Customer Service: 243-4600

Off Base: Housing Welcome Center website: <https://ffr.cnmc.navy.mil/Navy-Housing/Housing-By-Region/Japan/CFA-Yokosuka/>.

Note Cordless American Telephones Prohibited in Japan. American FCC labeled cordless telephones, walkie-talkies, baby monitors and many other wireless electronic devices are prohibited in Japan because of interference. Wireless PC network equipment is not a problem.

Television Service

On Base: Americable: 241-2288

Off Base: Residents may borrow a satellite dish, which allows them to watch Armed Forces Network (AFN) television programming. There is no monthly fee for service, but you must get permission from your landlord to install the equipment, buy an installation kit, and pay someone to do the installation (and removal) of the satellite dish.

Another option for television service off base is to get Japanese cable television. For example, JCOM offers a bundle of services including Internet, television, and telephone - you can choose one, two or all three services. JCOM cable includes a variety of English-language stations such as CNN, Disney, Discovery, National Geographic, and the Mystery Channel. American television sets do function with the JCOM cable service.

Minimum Contract Length

When subscribing for Internet, television, or telephone service, check the minimum contract length allowed in case you are planning to move on base when housing becomes available. For example, JCOM's minimum contract is six months.

Using the Internet in Japan

For those living in temporary quarters or moving into off-base residences, Internet access is an important issue. Some Internet aspects are worth mentioning.

Public Computers with Internet Access

There are a few locations on the Yokosuka Naval Base where one has access to computers which are connected to the Internet, such as the Base Library. The Navy Lodge and BOQ also have small Internet computer rooms and connections available for laptops.

Free High-Speed Wireless Internet

There are several places in and around CFAY with free access to high-speed wireless Internet service. These locations include: Club Alliance, CPO Club, Cove Bar, Spectrum Liberty Center, the 3rd floor of the Fleet Recreation Center, Yokosuka Library, Yokosuka Bowling Center, Green Beach Pool Deck, Ikego Pool Deck, Ikego Club Takemiya, Kosano Park, Green Bay Marina, ITT/Starbucks Outdoor Area, and the Food Court across from the Benny Decker Theater.

Internet Service for Base Housing

If you live on base, you can use Americable for cable TV and Internet access (Phone: 241-2288). If you sign up for Direct Assignment to Housing, you can contact Americable prior to your arrival and purchase your plan. Once paid for, your sponsor can pick up the equipment and drop it off at your residence to be ready for use upon arrival.

Internet Service for Off Base Housing

There are two major Internet Service Providers for off-base: JCOM and NTT East. Each offers many bundled services: Internet, television, and telephone and different Internet speeds. Your rental agent may be of help to you. Each company has English web pages. The chosen company will send an English-speaking representative to your home to write the contract and arrange installation at appointment time. The prices seem comparable to the United States. For information see (<http://www.jcom.co.jp/english.html>).

Note NTT offers connection to the Internet via fiber optics, which sounds tempting, but some people find the website hard to understand. JCOM's telephone service is not a traditional land line. (See the section "Telephone and Television Service" to learn about getting telephone service in Japan). With JCOM you get a telephone number and can use a standard American telephone set via the internet. You would need to research to determine if it is economical for making international calls.

Japanese Internet Search Engines

Internet tip: Consider using a Japanese search engine when searching for information about the arts, antique markets, special events, shopping, travel, etc. Several popular Japanese search engines are: (<http://www.yahoo.jp>), (<http://www.google.jp>), and (<http://www.excite.jp>). Even though the search pages are in Japanese, type English words in the search argument, and often enough, the search will yield better results than using American search engines. Many Japanese web sites have a smattering of useful English information to see the name, location and event date of whatever you are looking for. Try it for yourself.

Shopping and Eating on Base

Autoport Gas and Garden Center (Located next to Navy Lodge)

Hours: 0630-2200 (Daily)

Car Service Center, Gas Station, Garden Center, Convenience Store, Video Rental

Commissary (Located next to Navy Exchange)

Hours: Monday – Friday: 0900-2000

Saturday and Sunday: 0900-1900

Navy Exchange (NEX)

Hours: 0900-2100

Beauty Shop

Hours: Monday – Friday 0900-1900

Saturday and Sunday: 0900-1800

Barber Shop

Hours: Monday – Saturday: 0900-1900

Sunday: 1000-1800

NEX Children's Store is located in front of the NEX on the 2nd floor. This store sells children's clothing and equipment from newborn to teens.

NEX Home Accents is located in front of the NEX on the 1st floor. This store sells kitchen items, household decorations, Japanese items, crystal and other nice things.

NEX Furniture Store is located next to Starbucks and offers rugs & furniture for every room in your house.

NEX Depot is located next to the Autoport and has cooking supplies in bulk, office supplies, outdoor sheds and some electronics and tools.

Fleet Rec is located across from the ships. A smaller NEX with mainly athletic equipment/clothing, and uniform shop. Hours: 0900 – 1900 daily.

Fleet Rec Barber shop is located on the 1st floor. Hours: 1000-1700 daily.

Laundromat (Between Commissary and NEX)

Hours: Monday – Friday 0700-1730

Saturday–Sunday: 0900-1700.

Food:

Chili's (Next to the Navy Lodge)

McDonald's (Across from Navy Federal Credit Union) Outdoor play area and drive-thru available.

Taco Bell (Across from NEX) Drive-thru available.

Pizza Hut (Next to Pier 6) For delivery after 1600 call 243-food.

Starbucks (Across from NEX, next to ITT)

Main Street USA Food Court (Across from Benny Decker Theater)

Popeye's Chicken

Cinnabon

Panda Express

Taste of Asia

Subway

NEX Food Court (In the NEX)

Anthony's Pizza

Dunkin Donuts

Baskin-Robbins

American Eatery

Fleet Recreation Center (Open 24 hours)

Cinnamon St. Bakery and Coffee Co.

Mean Gene's Burgers

Smash Hit Subs

Hot Stuff Pizza

Bowling Alley (Between Main Street USA and McDonald's)

Mean Gene's Burgers and Pizza

Club Alliance (Next to the Main Gate)

Italian Garden

Sharky's

C-Street Grill

Nearby Shopping and Food Off Base

***Most are within easy walking distance from the gates except for the few listed at the bottom.
Get out there and explore for yourself this area has so much to offer! ***

100 Yen store “Daiso” These “dollar store” equivalents are a good place to buy Knick-knacks for setting up your new home in Japan –They have it all! There are two of these stores located across from the base. Walk the crosswalk over Route 16 and walk down the side street in front of Aeon with a “Mikasa” store on your left and an Italian Pizza restaurant on your right. In the rear of the office building with the pizza restaurant, go through a narrow hallway leading to an escalator/staircase. Take it to the second floor, Daiso store will be on your right. Also, across from MORES city Mall is another 100 yen store on the 4th Floor.

Blue Street There are multiple shops and restaurants down “Blue Street.” Look up, because many buildings have shopping on several floors.

More’s City is a high-rise shopping mall behind Yokosuka Chuo train station, on Blue Street, with a lot of restaurants throughout several floors.

Homes, Livin, and Ave are large stores specializing in clothing, home goods, hardware, etc. They are a short drive south of the Yokosuka base along Route 16. D2 is another store similar to Homes (or our “Home Depot”) and is located along Route 134. Livin Store is Wal-Mart of Japan, 2nd Floor of Livin has restaurants and play area for kids.

Amerity Homes is a furniture store importing Broyhill, Riverside, and other American made furniture. Their showroom is on Hwy 26 in Hayama, about a 20 minute drive from the front gate. Take a right hand turn out of the main gate and get in the left lane. Then take a left at Shioiri Station, follow the road through several intersections and up and down a large hill for about 4 kilometers. When you reach a flat stretch-start looking for a yellow building (looks like a house) on your right. There are a few parking spaces. The proprietor does not speak English, so come with Japanese friend or look up what you need to say ahead of time. He has a catalogue, and can show selections online.

Fun Things to Do with Children on and off Base

On the Base:

1. Visit one of the many playgrounds on base. They are everywhere! There is a terrific covered playground for smaller children on the Seaside, locally called Sea Wall Park, near the football fields and Purdy Fitness Center.
2. Check out the base library (<http://www.navymwryokosuka.com/programs/855b3566-529e-454b-88b9-2ecfc832b7e6>). It is open from 1030 to 1930 and is located in the CRC. All you need is your ID card to check out books, DVDs, CDs, and more.
3. Grab lunch at McDonald’s and burn some energy at the Kosano Park.
4. If you are looking for indoor fun, check out the bowling alley. They have automatic bowling bumpers for little ones. Check out the website at: <http://www.navymwryokosuka.com/programs/caeb58b4-9e2f-43fc-a1a2-497f5ce80deb>. Phone: 243-5158.
5. Movies, movies, movies! Want to get out of the lodge? Check out the movie schedule at <http://www.navymwryokosuka.com/programs/93c529b4-9725-4a78-a219-3ac152735106>. The Benny Decker Theater offers kid-friendly fare and the price is right.

Enclosure (1)

6. The Purdy Fitness Center may have programs for you and your children. Check out their website at <http://www.navymwryokosuka.com/programs/53472838-00e7-4fa2-8191-920f88ef29fb>. Phone: 243-5398.

7. If it is **YOU** that needs to burn off some energy, drop the kids off for the Child Watch program at Purdy Fitness Center while you work out! They can meet some new friends and you can get reacquainted with a sense of calm! Hours are Monday, Wednesday, and Friday, from 0900-1215. Call 243-5398 to make a reservation. The cost is \$3 per 1.5 hours. Unfortunately, the program is not available during any school breaks, including summer.

8. Start learning about Japanese culture. Sign up for music or Japanese dancing. Classes range in age from 3 to Adult. Stop by the Community Center for the latest schedule or go to: <http://www.navymwryokosuka.com/programs/e9485470-689a-49f4-b9d9-61ef0f7c7964>. They also offer ballet, hip-hop, tap dance, Latin dance, classical guitar, violin, and taiko drum classes! For moms and dads, this is a great place to start practicing your Japanese.

Off base:

1. Check out Mikasa Park. It is very easy to get to, take a left out of Womble gate and walk for about ¼ of a mile. The sidewalk leads right into the gate. Mikasa Park has a small play area for children, the Mikasa ship which is open for tours and the Light Sound Water Park with a musical fountain show every couple of hours.

2. Sign up for an MWR organized day trip through the ITT office. Try an onsen bath, take a sightseeing tour of Tokyo, or visit Tokyo Disney. Some trips are more kid-friendly than others so be sure to ask the folks at ITT if you are not sure whether it would be appropriate for your children. The complete listing of trips can be found at: <http://www.navymwryokosuka.com/programs/0ecbada7-8358-4dd1-9213-1957e60f9033>. Phone: 241-5056.

3. For a taste of home, head to COSTCO. Your kids can enjoy hotdogs, samples, and nice wide aisles for running around! If you don't have a car yet, you can take the train.

4. Visit the children's museum in Yokohama. The museum's theme is based on the Anpanman character (you just have to see it!). The entrance fee is 1000 Yen for everyone 1 year and older. The website is <http://www.yokohama-anpanman.jp/main.html> (Japanese only).

5. Visit some of the other museums in Yokohama's MM21 area. The Landmark Tower also has a Build-A-Bear, Wendy's and Cold Stone Creamery. (<http://www.yokohamajapan.com/tourist-information/>).

6. Ask your sponsor or any of the great USNH Yokosuka family members you will meet at the monthly Family Readiness Group gatherings! There are lots of zoos, parks, beaches, and other kid-friendly activities close by!

How to Present a Positive Image to Our Japanese Hosts

When in Public:

- Please refrain from smoking on public transportation.
- Converse in a low to moderate voice when in public. Yelling or loud conversations disturbs and frightens our hosts.

Enclosure (1)

- Use earphones with portable stereos, and keep your car's stereo volume down when your vehicle windows are open.
- Loud and raucous behavior in public is not acceptable. The Japanese are very sedate people as a whole. Boisterous behavior is equated with hooliganism and trouble.
- While the Japanese populace has been exposed to English Language study in school, they generally are not conversationally proficient. Be patient, talk slowly and clearly, and you will eventually acquire the information you seek.
- Try to use some Japanese words or phrases in dealing with our hosts. They appreciate our effort and respect our taking the time to try to learn the language.
- Be polite and considerate.

In Shops and Restaurants

- Remember, yen is the only currency acceptable in Japanese establishments. They do not accept dollars.
- Bargaining is not acceptable in Japan.
- Do not tip in Japan. It is not expected in restaurants or taxis.
- In some restaurants (and hospitals), you are expected to remove your shoes. Always have your socks on when you intend to dine off-base. Such establishments will provide slippers for you to put on, upon removal of your footwear.

In a Japanese Home

- Always remember to remove your shoes before stepping up from the genkan (entry) area of a Japanese home into the house proper.
- Always remove your house slippers when you enter a tatami room-bare feet or socks only on tatami mats.
- Be sure to lather up and rinse off thoroughly outside of a Japanese bathtub. The bath water should be reheated and reused by the entire family before being drained.

Eating and Dining in Japan

In Japan, some restaurants and private houses are equipped with low Japanese style table and cushions on the floor.



A restaurant with traditional low tables

A Damp Towel

Just after you sit down at the tables, you will receive a hot (or cold one in summer) damp, white towel called o-shibori. In a restaurant it is wrapped in plastic or is often served on a small oblong tray specially made for the o-shibori. Use the towel to wipe your hands. Place the towel back on the tray. The o-shibori does not stay on the table throughout the meal and often, napkins are not supplied. It is advisable to keep tissue or handkerchief with you at all times.

Itadakimasu and Gochisosama

In Japan you say “*itadakimasu*” (“I gratefully receive”) before starting to eat, and “*gochisosama (deshita)*” (“Thank you for the meal”) after finishing the meal.

Individual versus Shared Dishes

It is not uncommon in private households and in certain restaurants (e.g., izakaya) to share several dishes of food at the table rather than serving each person with his/her individual dish. In such a case, you are supposed to move some food from the shared plates onto your own plate by yourself, using the opposite end of your hashi, or chopsticks, (if you have used them already) or with special chopsticks that may be provided for that purpose.

Chopsticks (hashi)

The proper use of the chopsticks is the most fundamental element of Japanese table manners.



Some of the most important Chopstick (hashi) rules are:

- Hold your chopsticks towards the end, and not in the middle or the front third.
- When you are using your chopsticks and when you are finished eating, lay them down in front of you with tip to the left.
- Do not stick chopsticks into your food, especially not into rice. Only at funerals are chopsticks stuck into the rice that is put onto the altar.
- Do not pass food with your chopsticks directly to somebody else's chopsticks. Only at funerals are the bones of the cremated body given in that way from person to person.
- Do not spear food with your chopsticks.
- Don't point with your chopsticks to something or somebody.
- Do not move your chopsticks around in the air too much, nor play with them.
- Do not move around plates or bowls with chopsticks.
- To separate a piece of food into two pieces, exert controlled pressure on the chopsticks while moving them apart from each other. This needs much exercise.
- If you have already used your chopsticks, use the opposite end of your chopsticks in order to move food from the shared plate to your own plate.

Knife and fork are used for Western food only. Spoons are sometimes used to eat Japanese dishes that are difficult to eat with chopsticks, for example some donburi dishes or Japanese style curry rice. A Chinese style ceramic spoon is sometimes used to eat soups.

Some Table Rules

- Do not stick your chopsticks upright into your food, especially in your rice bowl as this is the way of offering rice to the dead.
- Blowing your nose in public, and especially at the table, is considered bad manners.
- It is considered good manners to empty your dishes to the last grain of rice.
- Talking about distasteful topics during or before a meal is not appreciated by most people.
- Unlike in some other parts of East Asia, it is considered bad manners to burp.
- After finishing your food, try to place all your dishes in the same way they were at the start of the meal. This includes re-placing the lid of dish (if it comes with one) and replacing your chopsticks on the holder or into their paper slip, if applicable.
- Do not grab your chopsticks in the palm of your hand as you grab a stick. This is how a sword is handled.
- Do not pour soy sauce on your rice. You will offend the chef. Other dishes are meant to flavor the rice as you eat. Rice is still considered a valued and precious food by the elders.
- Do not blow your nose at the table.
- Do not play with your food or try to figure out what's in a particular piece. The Japanese are generally sensitive about this and you would be insulting your host or your superiors by playing with the food being served to you. The way in which the food is arranged and presented is equally important as the food itself.

Table Manners

CHOPSTICKS. Many restaurants use disposable wooden chopsticks that come wrapped in paper. Remove the chopsticks from the paper and separate into two sticks. Although you might see other Japanese people rub the two sticks together to remove any thin fragments of wood, it is best not to follow this practice as you might embarrass your host. Perhaps he or she has brought you to a restaurant where the quality of the chopsticks is not very good. Pick up your food with smaller pointed ends. Lacquer or plastic chopsticks are also used in more formal situations and in the home. These are slippery and more difficult to handle, so take your time with the food. These kinds of chopsticks are placed on a special chopstick resting piece, which is where your chopsticks should always be placed when not in use.

SLURPING. It is the custom in Japan to make slurping noises while eating foods such as soupy noodles.

DISHES. It is proper to lift small bowls of rice or soup to your mouth in order to eat. You would then be able to use your chopsticks to put solid food such as rice or the seaweed in miso soup into your mouth. A very small dish is used for soy sauce only, into which you may dip certain foods such as sushi or raw fish.

SMOKING. Typically, Japanese businessmen entertain during the evening hours by drinking, eating, and smoking. It is not unusual to smoke and eat at the same time. In more formal situations, smoking might be refrained at the beginning of an event. At any rate you should not be openly alarmed with the degree of smoking. Cigar smoking is uncommon.

Useful Websites

Commander Fleet Activities Yokosuka (CFAY)

CNIC CFAY: <http://www.cnic.navy.mil/Yokosuka>

<https://www.facebook.com/cfayokosuka>

U.S. SEVENTH Fleet
<https://www.c7f.navy.mil>

Fleet and Family Support Center
https://www.cnmc.navy.mil/regions/cnrj/installations/cfa_yokosuka/ffr/support_services.html

Yokosuka MWR
<http://www.navymwryokosuka.com/>

Vehicle-Related Information
https://cnmc.navy.mil/regions/cnrj/installations/cfa_yokosuka/ffr/support_services/military_support/relocation_assistance/vehicles.html

School Information
https://www.cnmc.navy.mil/regions/cnrj/installations/cfa_yokosuka/ffr/support_services/military_support/relocation_assistance/schools.html (School bus transportation is an important issue for off-base residents. For info, contact the DoDDS Student Transportation Office at DSN 243-9566.)

Japan District Veterinary Command
<http://www.usarj.army.mil/organization/vet/index.aspx>

Television & Online Radio - News & Entertainment Armed Forces Network (AFN) Satellite TV Schedule www.myafn.net

Information Just for Fun
City of Yokosuka Chamber of Commerce
<http://www.city.yokosuka.kanagawa.jp.e.rb.hp.transer.com/0120/sisetu/fc0000722.html>

City of Yokosuka Information
<https://www.jnto.go.jp/eng/regional/kanagawa/yokosuka.html>

City of Kamakura Tourist Information
<http://www.kamakuratoday.com/e/index.html>

Yokohama Convention & Visitors Bureau
<http://www.welcome.city.yokohama.jp/eng/tourism/>

Tokyo Convention & Visitors Bureau
<http://www.tevb.or.jp/en/>

Tokyo Tourism Info (Among other things, look at - Self-Guided Tours in Tokyo.
<http://www.gotokyo.org/en/index.html>

Kanagawa Prefecture Tourist Information
<http://www.kanagawa-kankou.or.jp/index-e.html>

Enclosure (1)

Japan Travel and Living Guide (Excellent site. The more you use it, the better it gets.)
<http://www.japan-guide.com/>

Japan National Tourist Organization
<http://www.jnto.go.jp/eng/>

Japan's UNESCO World Heritage Sites
<http://www.japan-guide.com/e/e2251.html>
<http://whc.unesco.org/en/statesparties/jp>

Japan Telephone Directory in English
<http://english.itp.ne.jp/index.html>

New Sanno Hotel (Hotel for Military Personnel visiting Tokyo)
www.thenewsanno.com

Hardy Barracks - Recreational Lodging in Tokyo (Great backup if New Sanno is full.)
<https://zama.armymwr.com/programs/tokyo-recreational-lodging>
DSN: 229-3270

Regional Train Travel: Fun and Easy

Technology has made train travel in Japan fun and easy. Two tools that are invaluable are:

1. The PASMO or SUICA train travel cards, which can be used interchangeably.
2. Google Maps train schedules are very good, but for planning trips you can't beat the Hyperdia.com train route planning web site in English.

Also useful are two brochures available at Yokosuka's ITT travel office: the yellow "*Kanagawa & Tokyo Railway Guide*" and the red "*Keikyū Tourists Guide*." Much of the same information printed in these brochures can be found online as well.

PASMO/SUICA

In a nut shell, PASMO/SUICA is a "smart" debit card which is easily recharged. One can zip on and off trains, subways, monorails, and buses throughout the Tokyo metropolitan area. Great fun and not too intimidating for non-Japanese readers/speakers! It has eliminated the need for paper tickets and fare calculation machines. One can scurry in and out of the automated ticket gates simply by touching the PASMO/SUICA card to the magnetic pads on top of the gates, and as you walk through you can see your card balance displayed.

Currently PASMO cards are sold at Keikyū train stations and SUICA cards are sold at JR train stations. These cards can be purchased and recharged at Keikyū and JR train ticket vending machines. The purchase price is from 1000 to 10000 yen, payable in cash. The card and change will be dispensed from the machine. A refundable deposit of 500 yen will be deducted from the initial amount of money credited to the card.

Enclosure (1)

To read more about PASMO:

(http://www.japan-guide.com/e/e2359_002.html) (<http://www.pasmo.co.jp/en/>)

Hyperdia.com Train Route Planning Web Site: Use of this web site is basically self-explanatory. Input your starting point, destination, travel date and desired departure or arrival time. The results will return several travel routes along with travel details, cost, and duration of journey per route. Sometimes it is not obvious whether one is on a subway train or a regular train, because the regional train and inner city subway blend together from the point of view of hyperdia.com. When transferring from one to another it is sometimes necessary to walk quite a distance inside a large station or perhaps even exit one station and enter an adjacent station. But English signs are available and attendants are helpful.

The first thing one needs to know in order to use this web site is the name of the train station from which their journey will begin. For those living near the Yokosuka Naval Station, the two major train stations are Yokosuka-chuo (Keikyu line) and Yokosuka (JR line). Going north to Yokohama or Tokyo, it is most efficient to travel.

Travel books, web sites, and brochures usually list the nearest train station for one's travel destination. Often times they even indicate which exit number to use at the train station.

What if the train station name is unknown? If there is more than one train station with the same name, the web site will list all the station names to choose from. For example, input "Yokosuka" as the Start Point and input "Kawasaki" as the Destination and click "Search." The next page is where one chooses the travel date and time. But also notice that there is a pop-up list showing two Yokosuka stations and a pop-up list showing four Kawasaki stations. Sometimes looking at the suggested routes will offer a clue as to which is the proper station for one's journey.

Hyperdia.com is a favorite, but another route planning site is (<http://www.jorudan.co.jp/english/>).

Longer Trips on the Train

Japan has a superb, "user friendly" public transportation system. An excellent way to learn about all the public transportation options available throughout the country is to visit (<http://www.japan-guide.com/e/e627.html>). This web page has many links to assist in long-distance travel planning. It will also help in finding information about local transportation at your travel destination.

For information specifically about the bullet train ("shinkansen"), go to (http://www.japanrail.com/JR_shinkansen.html). Interestingly, Hyperdia.com will plan routes using the shinkansen but be aware that the PASMO card is not usable for these trains. Consult a travel agent for help in planning a trip and buying tickets for the shinkansen.

Child Fares

In general, infants and children under the age of 6 can board trains for free (although this may vary for long distance travel versus regional trains). For an explanation of train fares for children in Japan, see <https://www.jrpass.com/blogs/japan-rail-passes-for-children>.

Telephone Dialing Information

Before You Get Here:

Calling from the U.S. (for other countries, replace 011 with correct international access #)

- 241 prefixes: 011-81-46-896-XXXX
- 243 prefixes: 011-81-46-816-XXXX

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- 246 prefixes: 011-81-46-806-XXXX
- Cell phones start with 090: 011-81-90-XXXX-XXXX
- Cell phones start with 080: 011-81-80-XXXX-XXXX

Important: *The Time Difference*

Yokosuka, Japan is 13 hours ahead of EST during daylight savings months (otherwise 14 hours ahead of EST). Please note the time before calling someone in Japan.

After You Arrive:

Calling within Japan/From cell phones:

- For 241 prefixes: 046-896-XXXX
- For 243 prefixes: 046-816-XXXX
- For 246 prefixes: 046-806-XXXX

To Dial the Base Operator:

From an on base phone: 0

From a cell phone: 046-816-1110

To Call The U.S.:

88+00+11+Area Code+Number

To call the U.S., you can purchase a NEX EZ-Call Calling Card for \$20 (100 minutes) from vending machines at the Navy Lodge, NEX by Food Court, or the Laundromat. You can call using your cell phone, inquire with your provider.