

SASEBO HOMEPORT CHANGE GUIDE



UPDATED AUGUST 2024

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HOMEPORT CHANGE INTRODUCTION

<https://cnrj.cnic.navy.mil/Installations/CFA-Sasebo/>

Service members and families stationed in Sasebo, Japan can expect an exciting tour of duty in the fast paced Seventh fleet area of operations. Sasebo is located in the Nagasaki Prefecture an exciting place to live. There is much to see and do so off duty time can be filled with many exciting adventures.



While the idea of moving to a new location can be overwhelming, this Homeport Change Guide contains a wealth of information to help your relocation.

This guide is designed to answer many of your questions to ensure a smooth transition to your new duty station. Browse the provided material and suggested websites to help familiarize yourself (and your family) with your new home.

Using all 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 Sasebo.



HOMEPORT CHANGE OVERVIEW

<https://ffr.cnmc.navy.mil/Family-Readiness/Fleet-And-Family-Support-Program/Work-and-Family-Life/Relocation-Assistance/>

<https://ffr.cnmc.navy.mil/Family-Readiness/Fleet-And-Family-Support-Program/Work-and-Family-Life/Relocation-Assistance/Resources/>

PREPARATIONS – Prior to Ship Departure

- 1) Determine Projected Rotation Date (Transfer, separation-Expiration of Active Obligated Service (EAOS) dates listed on orders)
- 2) Determine Category for Entitlements (Categories 0, 1, 2, 3, 4)

0	Members detaching from the command prior to effective date
1	12 or more months remaining onboard after effective date.
2	Less than 12 months remaining onboard after effective date
3	Similar to Category 2, but follow-on PCS orders received.
4	Personnel reporting to the command after the promulgation date, but before the effective date.

- 3) Commence Medical Screenings
 - a. Service Member Screening through ship’s Independent Duty Corpsman (IDC, also known as HMC)
 - b. Dependent Screening Packet DD FORM 2792-1
- 4) Commence Pet Import Processes (as applicable)
- 5) Gather Documents and Commence Passport Applications
 - a. [Prepare to Apply for a Passport Homepage \(state.gov\)](#)
- 6) Determine timeline for Permanent Change Station (PCS) Househunting
 - a. Arrange Travel to Japan
 - b. Arrange Temporary Lodging
 - c. Gather documents for Temporary Lodging Allowance
 - d. Determine Non-Temporary Storage or Household Goods (HHG) Shipments Requirements
- 7) Determine appropriate phone service for Japan
- 8) Prepare Vehicle for Shipment (as applicable)
- 9) Prepare enrollment forms and records for Schooling (as applicable)
- 10) Region Legal Service Office Legal Assistance to obtain a Power of Attorney, required by Personal Property Office and Housing Office

Before traveling to Japan be sure to ask about Dependent Entry Approval:

Dependent Entry Approval (DEA) is a Navy process to obtain permission from an area commander to bring dependents into a specific area. Approval/disapproval is based on Status of Forces Agreements (SOFA), family support capabilities and/or limited local support based on geographically isolated areas, and is only

required for the areas listed in the link below. DEA is an area commander responsibility and all questions regarding DEA should be directed to the designated action address listed in the link below.

- <https://www.mynavyhr.navy.mil/Portals/55/Support/Distribution/DEA-Table-FEB%202024.xlsx?ver=pw1Y7VNpc-bilZU5tHAIAw%3d%3d>
- <https://www.mynavyhr.navy.mil/Portals/55/Support/Distribution/DEA%20Message%20Template%20FEB%202022.docx?ver=Y64riWaicBwqWCF1tXwz3w%3d%3d>

UPON ARRIVAL IN JAPAN

<https://cnrj.cnmc.navy.mil/Installations/CFA-Sasebo/>

- 11) Take Tourist and No-Fee Passports to Navy Passenger Transportation Office (NAVPTO) Passport Office to get multiple re-entry stamp. Also bring PCS Orders or Letter of Employment (for USGS), Power of Attorney and Dependent Entry Approval
- 12) Begin Pet Check-In & Registration Process (Vet Treatment Facility)
- 13) Check In with U.S. Naval Hospital Sasebo Monday through Friday, 7:30am to 4:00pm
 - a. Medical Homeport
 - b. Dental
 - c. Tricare
 - d. Any Specialists (as applicable)
- 14) Enroll in Area Orientation Brief and Intercultural Relations (AOB & ICR) Training (see SECTION for more info)
- 15) Enroll in Housing Welcome Brief (see SECTION for more info)
 - a. Fleet and Family Services Center (FFSC) Sasebo regarding the Loaner Locker Program to reserve a Hospitality Kit
- 16) Register personal vehicles at Vehicle Registration Office

**NOTE: This over view is not all encompassing and is only intended to serve as an outline for major items that will require planning and effort from every crew member and their family!!*

AREA ORIENTATION BRIEF & INTERCULTURAL RELATIONS (AOB/ICR)

This 5-day training is mandatory for all Status of Forces Agreement (SOFA) sponsored personnel (military service members, civilian employees, and adult family members) within 30 days of reporting to Sasebo, even if you have previously served in Japan.

AOB/ICR is designed to reduce stress and frustration of moving to Sasebo by ensuring newly reporting personnel are introduced to current policies, programs, services, responsibilities and facilities. Attendance is required for anyone who intends to obtain a U.S. Forces Japan driver's license during their stay in Japan.

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

Children are not allowed to attend AOB/ICR. Child care reservations should be made prior to attending

AOB/ICR and as far in advance as possible. by stopping by the Fleet and Family Support Center (FFSC located on the fourth floor of the Community Readiness Center Bldg. 3365, Rm 405).

AOB/ICR Schedule:

Monday: 0800-1230- (MANDATORY)

- Policies and procedure associated with Commander Fleet Activities, Sasebo
- SAPAR Training
- Responsible Drinking Training

Tuesday – 0830-1200 (MANDATORY)

- Base Organization fair
- Briefs from base organizations

Wednesday: 0830-1230 CULTURE ADAPTON (MANDATORY)

- Money, phones and food
- Japanese language, history and holidays
- Discuss Culture Shock and cultural awareness
- Modes of transportation (trains, buses, taxis, and subways)

Thursday: 0830 – 1330 FIELD TRIP (OPTIONAL)

- Explore tourist attractions
- Visit historical sites
- Experience local cuisine

Friday: 0830 DRIVING CLASS (OPTIONAL)

- Presentation on driving in Japan
- Written test on signs and traffic laws
- Road test

*** 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 absences due to housing appointments, medical/dental, etc. reenlistments, command responsibilities, etc. In order to receive a certificate of completion, all portions must be completed.

Youth ICR and Teen ICR

Moving to a new place can be overwhelming to anyone. FFSC provides a youth support group to help children transition to Japan: their new school, home, and environment. This class gives students an introduction to the Japanese culture and customs. It also includes a brief presentation on the rules and regulations. These optional trainings are offered for Elementary, Middle School and High School students. For a schedule of upcoming dates and to reserve a seat, contact FFSC.

FINANCIAL ENTITLEMENTS / ADVANCES

<https://www.travel.dod.mil/>

<https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/>

Navy Personnel Command Business Rules, PERS-451

HOMEPORT CHANGE CATEGORIES

It is of the utmost importance that you understand which category you are assigned based on the crewmember transfer/separation date, and the entitlements associated for your PCS move. Both the Issuance Date and Effective Date will be given out to a command once the Organization Change Request (OCR) is approved.

Issuance Date: The date when Navy Personnel Command can commence issuance of homeport change orders for crew members to commence their relocation. Date will either be the date of the issuance of the homeport message, Office of the Chief of Naval Operations Note (OPNAVNOTE), or promulgated within the correspondence. This date commences the homeport change process.

Effective Date: The date a shore or fleet organization change action is effective, i.e., the date a shore command is officially at a new location or the date a fleet unit is considered at its new homeport, homebase, or Permanent Duty Station (PDS). The OPNAVNOTE or Chief of Naval Operations (CNO) message implementing the action will specify an effective date. When the effective date reflects “immediately” the actual effective date is the date of signed OPNAVNOTE or CNO message.

OCONUS CATEGORIES	
0	Members detaching from the command prior to effective date
1	12 or more months remaining onboard after effective date.
2	Less than 12 months remaining onboard after effective date
3	Similar to Category 2, but follow-on PCS orders received.
4	Personnel reporting to the command after the promulgation date, but before the effective date.

The unit move orders and PCS orders will be issued to all crew members after the issuance date approved in the OCR. No scheduling, funding, or movements of household goods or vehicles will be authorized until new homeport change orders are received.

Housing and station allowances are tied to the effective date of the homeport change, NOT the dependents' move date, unless formal permission is received for advance or delayed dependent travel.

Members permanently assigned to the ship are authorized a housing allowance based on the ship's homeport. Since the ship's homeport will change on the effective date, member's housing allowance will also change regardless of whether or not a HHG shipment is authorized. Members who are denied a HHG shipment are authorized non-temporary storage (NTS) at Government expense.

Previous housing and station allowances will stop the day before the effective date of the homeport change. Members will be eligible for SASEBO, JA housing and station allowances on the effective date of the homeport change.

MILITARY SPOUSE CO-LOCATION MILPERSMAN 1300-1000

Each situation will be handled on a case-by-case basis. Every reasonable effort will be made for military couples to be co-located together whenever possible. Assignments will be made considering the manning of the losing and gaining activities. Co-Location/immediate reassignment may not always be possible.

- If not currently co-located, each member must complete 12 months onboard before transfer.
- Members must submit a copy of their spouse's request along with their own ("Personnel Action Request" or NAVPERS 1306/7) to both rating Detailers.
- Member already on an OCONUS DOD tour will be extended to match the Projected Rotation Date (PRD) of the joining spouse; geographical location preference is secondary.
- Mil-to-mil couples cannot be co-located onboard the same platform

ADVANCE DEPENDENT TRAVEL

Members with dependents may receive SASEBO, JA housing and station allowances before the Homeport Change Certificate (HPC) effective date. If approved for advance dependent travel, a member will become eligible for SASEBO, JA housing and station allowances the date one or more dependents arrive in SASEBO, JA.

For advance travel of dependents to the new homeport or to an OCONUS designated place, a package request must be submitted to OPNAV N130C. NXAG_N130C@NAVY.MIL All request packages must include:

- ◆ Member's request (special request chit, letter)
- ◆ CO's endorsement (special request chit, letter)
- ◆ Copy of HPC orders (incl. all Order Modifications (ORDMODS))
- ◆ NAVPERS 1070/602 ("Dependency Application/Record of Emergency Data (also known as PG 2")) must be signed, verified, and updated IAW MILPERSMAN 1070-270 – to include correct dependent location, correct PDS, and no pen/ink changes.
- ◆ Additional documentation may be required

DELAYED DEPENDENT TRAVEL

Members with dependents may continue to receive previous location's housing and station allowances after the HPC effective date. If approved for delayed dependent travel, member will become eligible for SASEBO, JA housing and station allowances on the expiration of the delayed dependent travel approval or when dependents depart the previously approved designated place en route to SASEBO, JA. Overseas Cost-of-Living-Allowance/ Temporary Lodging Allowance (COLA/TLA) for dependents will be authorized on the date one or more command-sponsored dependents arrive at the OCONUS location.

- ◆ Delayed dependent travel (DDT) can be approved for the following reasons:
 - Up to 180-day delay for a spouse who is gainfully employed or enrolled in a degree, certificate, or licensing program on the effective date; DDT will not be approved for a spouse that starts a new job or enrolls in a program less than six months from the effective date unless receipt of orders is less than six months from the effective date and they were enrolled at the time orders were received
 - Allow dependent children (K-12) to finish current school year as of HPC/PDSC effective date
 - Up to 180-day delay for Dependents enrolled in the Exceptional Family Member Program (EFMP) on the effective date
 - Up to 180-day delay for a dependent who is caring for an immediate family member (defined as a spouse, parent, or child) with a chronic or long-term illness on the effective date
 - Assignment to a vessel conducting a change of homeport (up to 45 days following the vessel's initial arrival to the new homeport)
 - Ship will deploy (to include patrols, on a case-by-case basis) from new homeport within 120 days after homeport change effective date (up to 45 days after vessel's return to new homeport after deployment)
 - When delay is caused by Government action/inaction
 - Short-fused orders, defined as 60 days or less from issuance date of orders to ordered arrival date (in this case the effective date of change of homeport)

BASE HOUSING - MARRIED WITH DEPENDENT

Under normal conditions, married military members with dependent will be housed on base unless the Housing Office is unable to provide suitable housing accommodation based on the needs of family i.e. size of family, number of pets, etc.

Housing cannot be reserved prior to arriving in Japan. Base housing office will help families with housing needs once they in Japan. Base housing Office will provide families with housing options i.e. tower or townhouse on Main Base or Hario. Typically, families have 24 hours to provide housing office with their decision once housing options have been made available.

NOTE: Permissive Temporary Duty Station (TDY) is not authorized in Japan for house hunting.

NAVY HOUSING SERVICE CENTER (HSC): U.S. Fleet Activities, Sasebo, Japan

PSC 476 Box 126
FPO AP 96322-0002

Front Desk: Building 200 (Across from Branch Health Clinic), 3rd Floor.

DSN: 315-252-3402/3923
DSN Fax: 315-252-3453
Off Base Local: 0956-50-3402-3923

From the United States: 011-81-956-50-3402/3923

Email: Sasebo_Housing@us.navy.mil

Hours: Monday - Friday: 8:00 a.m. - 4:00 p.m., Wednesday: 8:00 a.m. - 3:00 p.m.

UNACCOMPANIED HOUSING (UH):

U.S. Fleet Activities, Sasebo, Japan

PSC 476 Box 126

FPO AP 96322-0002

Front Desk & Check-in: Bldg 151 California Drive (1st floor)

DSN: 315-252-6081/2155

DSN Fax: (315) 252-3530

Off Base Local: 0956-50-6081/2155

From the United States: 011-81-956-50-6081/2155

Hours: 7:30 a.m. - 4:00 p.m.

DIRECTIONS:

HSC location: As you enter the main gate take the first two lefts to arrive at building 200 (Across from Branch Health Clinic). HSC is located on the 3rd Floor.

SAILORS WITHOUT DEPENDENTS

(ALL Categories; includes Mil-to-Mil Sailors with no other dependents):

Receipt of housing and station allowances in previous homeport does not automatically entitle a member to housing and station allowances for SASEBO, JA. (Impacts ALL ranks)

- E6 and above: Will become eligible for SASEBO, JA housing and station allowances on the effective date; member must still otherwise qualify for housing and station allowances (i.e., not occupying Government quarters at the new homeport).
- Sailors E5 and E4 > 4 Years of Service: Must request a housing allowance through their CO and Base CO prior to being authorized SASEBO, JA housing and station allowances. Authority to live off-base will be dependent on unaccompanied housing occupancy rates.
- Sailors E4 < 4 Years of Service: Not authorized to receive a housing allowance.
- Sailors E3 and below: Not authorized a housing allowance.
- All E-4 >4 Years or more and Above: Will be housed off base.
- All E-4 and below: will have a barracks room. Upon check in, 3 days to inventory room and provide notice of any discrepancies. No bleach or candles.
- UH Bill of Rights will be adhered to
- Storage available upon request.
- Weekly room inspections performed by command.
- Pre Patrol – mold prevention inspections performed with command and barracks leadership
- Goal – coordinate room assignment and systematic room check in ahead of arrival to Japan
- Barracks are about 15-20 minute walk from Piers.

DIRECTIONS:

UH location: Take the 2nd left and proceed down California drive until you reach building 151 on your left (Next to Community Education Center). The UH Front Desk is located on the 1st floor.

ADDITIONAL ENTITLEMENTS * (APPLICABILITY DEPENDENT ON RANK/PAYGRADE)***

OVERSEAS HOUSING ALLOWANCE (OHA):

Location Code: J P 0 6 1

<https://www.travel.dod.mil/Allowances/Overseas-Housing-Allowance/OHA-Rate-Lookup/>

Review OHA quick reference sheet and link above to determine expected amount each month/pay period.

Overseas Housing Allowance Rate Lookup

OHA rates are computed by country and are updated based on cost data and [currency fluctuations](#). Use the tools below to look up current or past OHA rates

The screenshot shows a web form titled "Overseas Housing Allowance Calculator". It includes a "Location" dropdown menu with "JAPAN - YOKOHAMA (KA) - JP057" selected. Below it is a "Locality Code (optional)" text input field. The "Year" is set to "2024", "Month" to "July", and "Pay Period" to "16th". The "Pay Grade" is "E-1" and "Dependents" is "YES". A blue "Submit" button is at the bottom.

OVERSEAS COST OF LIVING ALLOWANCE

<https://www.travel.dod.mil/Allowances/Overseas-Cost-of-Living-Allowance/Overseas-COLA-Tables/>

Typically ranges \$55-180 per pay period, dependent on rank, years of service, and number of dependents.

TEMPORARY LODGING ALLOWANCE

<https://www.travel.dod.mil/Allowances/Temporary-Lodging-Allowance/>

Temporary Lodging Allowance (TLA) is intended to partially pay a Service member for higher-than-normal expenses incurred by a member or dependent while occupying temporary lodging OCONUS. TLA is available when it is necessary for a Service member or dependent to occupy temporary lodging upon arrival at or immediately before leaving a permanent duty station (PDS) OCONUS.

BANKING

Sasebo Naval Base banking facilities include the Navy Federal Credit Union, USAA, and Community Bank (Bank of America). Navy Federal Credit Union accounts may be established and utilized worldwide. Navy Federal only distributes U.S. dollars. Community Bank accounts may only be established and utilized overseas and distributes and accepts both U.S. dollars and Japanese yen.

PASSPORTS

While active-duty U.S. military personnel may enter Japan under the SOFA with proper Department of Defense (DoD) identification and travel orders, all SOFA family members, civilian employees, and contractors must have valid passports to enter Japan.

<https://travel.state.gov/content/travel/en/passports.html>

<https://jp.usembassy.gov/passports/>

* No-Fee passports are issued for official use between the U.S. and the overseas duty location only. No-Fee passports may not be used for personal travel outside of Japan.

* Tourist Passports are required if tourist travel to other countries is in your plans while you are overseas.

Check that all family member tourist passports are not expired. You should apply for a tourist passport before you leave the U.S., or you can apply for one by mail after you arrive at your overseas duty station.

Apply for a No-Fee Passport for all sponsored U.S. citizen family members who will reside with you in Japan. In some cases, selectee may travel to Japan on a tourist passport as long as he/she has travel orders and has applied for the official No-Fee Passport prior to his/her departure to the new duty station. No-Fee Passport form DD-1056 for each dependent is required. Submit complete forms to your local Personnel Support Department (PSD) office. No-fee Passport requests take 6-8 weeks to process.

Passport Processing Times

- Routine: 8-11 weeks*
- Expedited: 5-7 weeks and an extra \$60*
- *Mailing times are not included in processing times. Processing times only include the time your application is at one of our passport agencies or centers. It may take up to 2 weeks for applications to arrive by mail at a passport agency or center, and up to 2 weeks for you to receive a completed passport in the mail after we print it.

SERVICES

TRANSIENT PERSONNEL UNIT (TPU)

Email: M-SA-CFAS-UA-Housing-GD@FE.NAVY.MIL

TPU primarily serves Sailors transferring to or departing from deployed ships assigned within the 7th Fleet Area of Responsibility.

For sailors/family members arriving in Japan prior to the ship's arrival, or while the ship is underway: upon arrival to Sasebo, report to Regional Transient Personnel Unit (R-TPU), AT pw-63) for assignment to temporary sleeping quarters. Base taxis are not free shuttle services, so please ensure you have enough money to pay the fare.

Unaccompanied Housing contact information

- From a DSN: (315)252-6081
- From a Japanese mobile phone or off base: 0956-50-6081
- From the United States: 011 +81 956-50-6081

TPU staff will need military ID, a copy of orders and valid recall information (e.g. phone number, email address, Navy Lodge room if applicable) at check-in. TPU staff will assign you a barracks room if you do not have other lodging arrangements.

TPU staff will assist Sailors with needing PSD services, Base Housing, AOB/ICR training, and other requirements as necessary.

Location Building 151 1st Floor (Next to Community Education Center)

BASE SERVICES

USO: [Sasebo Nimitz Park • USO Japan](#)

NAVY MWR: [Welcome to MWR Sasebo \(navymwrsasebo.com\)](http://www.navymwrsasebo.com)

Gym Facilities, Tickets & Travel, Movie Theatre, Liberty Centers, Restaurants/Food Court, Library, Bowling Center, CPO/Officer Clubs, Child Care Centers, Sports Programs

NAVY EXCHANGE: <https://www.mynavyexchange.com/>

Fleet/Uniform Store, Mini-Mart, Car Care Center, Gas Station, Barber Shop, Navy Federal Credit Union

COMMISSARY: [Sasebo | Commissaries](#)

FLEET AND FAMILY SUPPORT CENTER

<https://ffr.cnic.navy.mil/Family-Readiness/Fleet-And-Family-Support-Program/>

<https://ffr.cnic.navy.mil/Family-Readiness/>

<https://ffr.cnic.navy.mil/Family-Readiness/Fleet-And-Family-Support-Program/Work-and-Family-Life/Relocation-Assistance/>

Commander Fleet Activities Sasebo has an established Fleet and Family Support Center with the following programs for service members and their families:

- Deployment Readiness Support
- Family Employment Readiness Program
- Ombudsman Programs
- Transition Assistance
- Financial Management Assistance
- Exceptional Family Member Program
- Counseling Services
- Family Advocacy Program
- Sexual Assault, Prevention, and Response (SAPR)

PHONE SERVICES

	From DSN On Base	From local Japanese
➤ Emergency.....	911.....	0956-50-0911
➤ Japanese Fire/Ambulance.....		119
➤ Japanese Police		110
➤ Security Police – Sasebo.....	252-2372.....	0956-50-2372
➤ American Red Cross.....	243-7490.....	1-877-272-7337
➤ Chaplain/Pastoral Care.....	243-2010.....	0956-50-3380
➤ Base Operator.....	113	0956-50-1110

How to call a DSN: From local Japanese International from US

- DSN 252-XXXX.....0956-50-XXXX 011-81-956-50-XXXX

To call the US from a local Japanese phone, dial 011+Area Code+Number

Most international mobile phones and tablet devices may be used in Japan, but to make local calls or have phone service while traveling, some travelers choose to rent a mobile phone while they are in Japan. Recommend verifying your phone service international plans prior to PCS.

To avoid roaming charges, it is possible to buy a local prepaid SIM card in Japan or order one in advance to pick up when you arrive. Local SIM cards can be used on most unlocked phones from Europe, Asia and Australia, and on some unlocked phones from North America.

MEDICAL

US SASEBO CLINIC

United States Naval Clinic Sasebo, Japan caters to the medical needs of eligible Sailors, Marines, Soldiers, Airmen, family members, U.S. government employees, retired military service members and other eligible beneficiaries of the Forward Deployed Naval Forces on mainland Japan, Korea and Diego Garcia.

Services/Branches Clinic Sasebo: Primary Care, Medical Homeport, Immunizations, Radiology, Epidemiology, Urgent/Emergency Care, Occupational Health, Women's Health, Labor & Delivery, Dental, Pharmacy, and Pediatrics

TRICARE

<https://www.tricare.mil/moving>

<https://www.tricare-overseas.com/>

Your TRICARE eligibility doesn't change when you move. But it may change your health plan options. Keep these things in mind when you know you're about to move:

- Don't disenroll from any plan before you move.
- You're covered by your current plan on your way to your new location.
- You have 90 days from the date of your address change to change your TRICARE health plan.

EXCEPTIONAL FAMILY MEMBER PROGRAM

<https://www.mynavyhr.navy.mil/Support-Services/Exceptional-Family-Member/>

<https://ffr.cnic.navy.mil/Family-Readiness/Fleet-And-Family-Support-Program/Work-and-Family-Life/Exceptional-Family-Member-Program/>

The Navy's Exceptional Family Member Program (EFMP) serves Navy families with special needs. The EFMP is a mandatory enrollment program for sponsors with qualifying family members. Enrollment in the EFMP ensures service members are assigned only to those geographic areas where the medical (physical, developmental, and/or mental health) and/or educational needs of their family member(s) can be met. Qualifying special needs include, but is not limited to, family members who require any kind of specialty medical care or doctors and/or any type of educational support services, either of them lasting 6 months or longer. Some examples of qualifying services: early intervention services, 504/IEPs, referrals to speech/occupational therapy, clinical counseling, required adaptive equipment assistive technology devices and services and/or wheelchair accessibility.

EFMP enrollment forms are mandatory and required to be completed immediately upon identification of a special need.

- DD Form 2792, Family Member Medical Summary
- DD Form 2792-1, Early Intervention/Special Education Summary

HOUSING

<https://ffr.cnmc.navy.mil/Navy-Housing/>

[Navy Housing - CFA Sasebo](#)

TEMPORARY HOUSING/LODGING OPTIONS

<https://www.navy-lodge.com/Sasebo>

<https://ngis.dodlodging.net/propertys/Sasebo-CFA->

https://www.dodlodging.net/documents/23-007_NHG_Pet_Policy-Pet_Agreement_26_July_2023.pdf

SASEBO HOUSING OFFICE

Located in Bldg. 200 (Across from Branch Health Clinic). The Housing Welcome Brief is held Monday through Friday. The space is limited for the brief, therefore sign-up in advance is highly recommended.

0956-50-3402

Monday-Friday: 8 a.m - 4 p.m.

Wednesday: 8 a.m. - 3 p.m.

Note: Newly arrived families are allowed a choice of on or off base. Once you check-in to your command, please be sure to make copies of your PCS orders with command check-in stamp and Family Entry Approval for submission.

UNACCOMPANIED HOUSING

Single Service Member Housing, E1-E4 (under 4 years) on Sea Duty

<https://ffr.cnmc.navy.mil/Navy-Housing/Unaccompanied-Housing/>

Unaccompanied Housing Front Desk is located in Bldg. 3333 which is across the street from the Personnel Support Department (PSD). The UH Front Desk can be contacted at DSN 315-243-5569 or internationally at 011-81-46-816-5569.

OFF-BASE HOUSING

Moving into 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, which may assist in expenses including first month's rent, security deposit, and associated fees.

All off-base housing contracts will be reviewed and submitted through the housing office.

POWER / UTILITIES / APPLIANCES

Electrical power in Northern Japanese in off-base housing is 30-50 amps at 100 volts/50 cycles. On-base housing is also 100-volt/50-cycle power. On-base quarters have 220-volt outlets to accommodate American-style clothes dryers and electric stoves. 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. Timers/clocks will lose about 10 seconds every minute.

Most American electrical products are equipped with a standard 3-prong plug, however most Japanese homes only provide two prong plugs and will require adapters. Commander Fleet Activities Sasebo) Housing can provide appliances for off-base rental quarters, if not already installed.

PERSONAL PROPERTY / HOUSEHOLD GOODS (HHG)

<https://dps.move.mil/cust/standard/user/home.xhtml>

TYPES OF SHIPMENTS

It is vital that all service members and families understand the household good options available to each member as detailed in their orders. Entitlements are a function of homeport change timeline and category.

Register at <https://my.move.mil> schedule your pack out once in receipt of orders after January 2024. A copy of your orders will have to be submitted to the Personal Property Office for the pack out to be confirmed.

1. **Express shipment** (unaccompanied baggage (UB)): Smaller shipment, approximately 30 days to arrive. If departing within 30 days from scheduling, UB shipment will not be authorized.
2. **Household goods shipment:** HHG you are sending overseas; approximately 60-80 days to arrive.
3. **Non-Temporary storage** (long term storage; no access during overseas tour): Household goods placed in storage until you return from overseas assignment.

HOUSEHOLD GOODS PREPARATIONS

- ◆ Survey your possessions so that you can have any items repaired and cleaned (e.g. rugs cleaned) that you plan to put in storage or ship to your overseas location.
- ◆ Research availability of housing options in the area that you are moving to, some housing options may be limited due to household goods quantity and size.
- ◆ Obtain a written appraisal for valuable items (i.e. antiques, jewelry, furs or paintings) from a licensed appraiser. This is optional, but may help in the event of loss or damage to your items.
- ◆ Take photos of valuable possessions/electronics (include serial numbers) for insurance purposes.
- ◆ Prepare a general inventory list by room of all possessions both for your own use and so that you will be able to make an accurate estimate of their value for insurance purposes.
- ◆ Decide and list what you will include in your unaccompanied baggage. Plan an unaccompanied baggage shipment that will enable you to set up basic housing essentials since it may be 1-3 months before your full HHG shipment arrives.
- ◆ *If Renting:* Notify landlord impending termination; most places will waive cancellation fees as long as you show official government travel orders, check with your landlord first. This should also be addressed in your lease agreement.
- ◆ Disconnect utilities/services such as gas, electric, waste management, water, phone and cable etc.

- ◆ Suspend or discontinue cell phone for selectee and accompanying family members: most cell phone companies will suspend your contract and waive cancelation fees while you are overseas as long as you show your travel orders. You may also check with your cell phone provider on ability to maintain your current plan with similar usage overseas.

PROHIBITED ITEMS IN JAPAN

- ◆ Narcotic and illegal drugs
- ◆ Firearms and fighting instruments are not permitted in Japan. Service members and their families must make arrangements for storage.
- ◆ Explosives and fireworks
- ◆ Check Japan Customs Website for additional prohibited items in Japan
<https://www.customs.go.jp/english/index.htm>

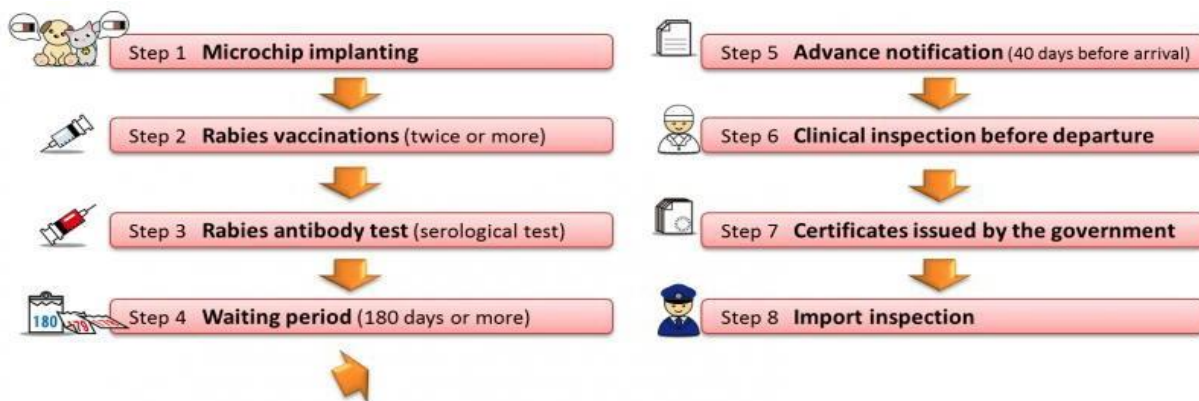
PETS

<https://www.aphis.usda.gov/aphis/pet-travel/by-country/pettravel-japan>

The Japanese Animal Quarantine Service (AQS) sets procedures for importing pets. There are no specific breed restrictions for any dogs or cats entering Japan, see below for more detailed list of animals that are not authorized for entry or registration. 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.

At a minimum, the process will take seven to eight months,
though the process can take up to a year before a pet may enter Japan!!

PREPARATIONS FOR IMPORTING A PET



OUTLINE OF PET REQUIREMENTS & TIMELINE

1. Microchip (ISO 11784 or 11785)
2. Two rabies vaccinations (at least 30 days apart)
 - a. Pet must be 90+ days old at time of vaccination
 - b. Must be inactivated (killed) virus vaccine or recombinant / modified vaccine
 - c. Second vaccine must be before the effective period expires for the first vaccine
 - d. Second vaccine effective period cannot expire before arrival in Japan (you can get a third

- shot to extend it).
3. Get rabies serum test
 - a. Must be sent to one of two labs (Kansas State University or Army)

<https://www.maff.go.jp/aqs/animal/dog/lab.html>

*Can be done on the same day as the second rabies vaccine
 4. Wait 180 days after rabies serum test (tests are valid for 2 years)
 - a. If steps 1-4 are complete, there is no additional long term quarantine time
 - b. If 180 wait has not been met, the pet must complete the remainder of the time in quarantine upon arrival in Japan
 5. Advance notification of intention to import pet made to Japan
 - a. This is to reserve a spot for a 12 hour quarantine at the airport
 - b. Fill out required forms (detailed in sections below)
 6. Pre-departure clinical inspection
 7. Receive Certificate of Export from government
 8. Import Inspection at airport

REGISTRATION/QUARANTINE REQUIREMENTS

Japanese Animal Quarantine Service Regulations require that all animals entering Japan be examined to determine if they are free from communicable diseases. Owners must report to the Veterinary Treatment Facility within 72 hours of arrival and bring the following documentation to register the pet.

- Three (3) copies of the rabies vaccination certificate (DD208, the original and two copies) must accompany the animal during transit.
- 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.)
- Before the animal can be processed by the Animal Quarantine Service Personnel, the owner or authorized representative (via Special Power of Attorney) must fill out a Form 380EJ “Customs Free Import and Export of Cargo” or “Customs Declaration of Personal Property.” This form is available at the Customs Check Point upon entry.
- Registration consists of initiating a medical record ensuring vaccinations are current and implanting a microchip for permanent identification. Animals microchipped at previous installations or civilian veterinarian clinics will not need to be micro-chipped if the chip is readable by the VTF’s scanner. The cost of the immunizations and microchip will be at the owner’s expense.
- Upon arrival at the Animal Quarantine Counter the Japanese personnel will initiate a Pet Quarantine and Examination Certificate (Form MDJ-270). Pet owners or their authorized representative (via Special Power of Attorney) must be able to provide the following information:
 - military address (duty station)
 - rank/rate
 - temporary address
 - 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

- The following procedures are required at least annually under the direction of a licensed veterinarian to maintain base registration:
 - Cats: Rabies, calicivirus, panleukopenia, rhinotracheitis, and chlamydia vaccination. Fecal check and/or de-worming.
 - Dogs: Rabies, distemper, hepatitis, leptospira, parvovirus, and corona virus vaccination. Fecal check and/or de-worming.

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

<http://www.usarj.army.mil/units/vet/>

U.S Forces Japan (USFJ) has been able to champion "Home Quarantine" as a concession for US SOFA personnel. This quarantine allows service members to maintain their pets in their own custody within their assigned on- base quarters during the assessed quarantine period.

Personnel who are most affected are SOFA members who are required to live in off-base housing. If a quarantine period is assessed, military members who live off-base will be required to pay for quarantine boarding expenses for their pets in on-base kenneling facilities or incur the significant expense of quarantining their pet at the Airport Animal Quarantine Station facility.

Service members who may be required to kennel their pets for up to 180 days will incur a tremendous cost. The Joint Forces Travel regulations (JFTR) Joint Travel Regulations (JTR) provide limited reimbursement for quarantine costs for service members (\$550) and DoD civilians (\$500 to \$1,000), respectively.

Most military families will reside in 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.

Animals not allowed onboard the installation:

- Exotic or non-domesticated species or animals, to include snakes, spiders, squirrels, bats, monkeys, tanuki and species designated as wildlife.
- Endangered or threatened species.
- Non-domestic cats: (e.g. bobcat, cougar, jaguar, lion, panther, tiger, etc.).
- Constricting snakes, poisonous amphibians, poisonous arachnids, and poisonous reptiles.
- Flesh eating fish such as the candiru catfish or Piranha.
- Bees in controlled hives for the production of honey.

The breeding of pets within the jurisdiction of Fleet Activities (FLEACT) Sasebo is prohibited. Animals intended for or used for breeding are not authorized services at the Vet Treatment Facility (VTF).

Personnel residing in residential towers may harbor or own only the following types of pets: Dogs (on floors authorized by Commander, Navy Installations Command (CNIC N93), Cats (neutered/spayed only), caged domestically-bred pet of the rodent family, birds or aquatic animals/reptiles (non-poisonous fish, frogs, crabs, snails, turtles, etc.). Personnel residing in bachelor housing may own or harbor fish, turtles and caged domestically-bred pets of the rodent family. Birds, cats and dogs will not be allowed in

bachelor housing.

Individuals not residing on base are required to comply with the registration requirements in order to utilize the VTF. Improperly registered pets are not authorized veterinarian services at the VTF.

The fostering of an animal from the shelter is permitted when the shelter cannot harbor the animal. Fostering households are permitted to have no more than three pets, to include those fostered during these conditions. A fostered pet is up for adoption and is expected to be placed in a new home as soon as possible. A foster period may not exceed 90 days and consecutive fostering of pets is not authorized. The sponsor is responsible for notifying Housing prior to taking on additional pets by fostering. The sponsor must inform Housing when the pet is adopted.

PET TRAVEL PREPARATIONS

- Obtain a pet carrier that is suitable for flight travel regulations and start training pet to get accustomed to pet carrier. *Check with your airline regarding acceptable pet carriers. Have your pet accustomed to the carrier before your departure.
- Here would also be a helpful place to list things they need to ensure they have from the vet. Having a list they can take a picture of or reference with timeframes can ease the stress when the vet might ask “is there anything else”

VEHICLES

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 the driving credentials listed below and that they remain valid:

- ◆ A valid and current driver's license issued by any US state/territory 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 Driver's License on base is proof of attendance of the AOB/ICR. This class is facilitated by the base Safety Department will familiarize new arrivals with Japanese driving laws, signs, and customs followed by a written examination.

After completion of Local Hazard Course and successfully passed a written examination, you may schedule a road test appointment. Study materials are available on-line, for PDF of Driving Handbook and Driving Instruction Manual:

VEHICLE PROCESSING CENTER (VPC)

<https://www.pcsmypov.com/>

<https://www.pcsmypov.com/locations/name/yokohama,%20japan%20region>

**SHIPPING A PERSONALLY OWNED VEHICLE (POV) FROM CONUS
TO OCONUS (SASEBO, JAPAN)**

At a minimum, shipping a POV requires one proof of ownership document (e.g., vehicle title in the entitlement holder's name; lienholder letter containing the entitlement holder's name; or, in instances where the vehicle is titled or leased under the name of someone other than the member or a dependent named on the entitlement holder's orders, a letter of authorization from the title or lien holder(s) authorizing the member to ship a vehicle owned by a third party), AND a current vehicle registration.

Ensure the vehicle does not have an unresolved "Recall Notice". You can check the recall status of your POV by referencing the following website: <https://vinrcl.safercar.gov/vin/> The VPC can refuse to accept a vehicle for shipment if the vehicle presents a safety hazard to a VPC employee or its facilities and or equipment. Documentation from a certified mechanic/dealership authorized to perform "Recall Notice" repairs may be required.

Preparations for Shipping:

Make sure your POV is in a safe and operable condition when you turn it in at the VPC. Inoperable POVs will not be accepted. POVs with major cracks in the windshield will not be accepted. POVs with leaks will not be accepted for shipment. POV brakes must function properly to include the parking brake.

Make sure your POV is clean. Dry-vacuum only. To avoid mold growth during shipment and ensure compliance with local agricultural import restrictions, the VPC will not accept a POV with dirt, soil, mud, water or similar matter on its exterior or interior surfaces, to include the undercarriage. Empty all debris and personal items from the vehicle's interior pockets and compartments before turn-in.

An inspector will conduct a joint inspection of the POV with you. When the inspection is completed, you and the inspector will sign the DD Form 788, Private Vehicle Shipping Document for Automobile, Figure K3-1, or commercial equivalent. You will be provided a legible copy of the DD Form 788 or commercial equivalent as a receipt for your POV. Make sure you read the liability statements on the reverse of the DD Form 788, or commercial equivalent POV inspection and shipping form. Keep for your records and in case you need to file a claim.

POV PICKUP IN JAPAN

The customer will receive notification(s) that their vehicle is available for pickup. It is the entitlement holder's responsibility to arrange for pickup procedures of their POV. Customers must pick up their POV at the destination or arrange pickup by an assigned representative within a reasonable time. The Military Services have determined that 45 calendar days is a reasonable time to arrange for POV pickup.

Insurance and licensing, if required, will be the responsibility of the customer. U.S. Vehicle registrations, license plates, and licenses either are valid for only a very short time. Arrange to obtain these items prior to taking delivery of your POV.

The Vehicle Registration Office provides guidance/instructions for inspection requirements and the process of obtaining registration, parking permits, license plates for imported vehicles/motorcycles:

STORING YOUR POV:

<https://www.pcsmypov.com/>

The PCSMyPOV mobile app allows you to track your vehicle from the convenience of your mobile phone and provides you with pick up information, including a link to view your pick up location and the contact information for the destination VPC. Download the app today from the Google Play store or the Apple App store.

Five Keys for a Successful POV Turn-In Process

Read through the shipping requirements listed under the TURN IN section of our website. If shipping OCONUS, please click the LOCATIONS tab at the top of this website to view location specific information.

Make an appointment. All VPCs are currently operating by appointment only.

Ensure your POV does not have any unresolved recalls. You must provide documented proof of no open recalls at the time of turn in.

VEHICLE REGISTRATION OFFICE (VRO)

VRO is located in Security office, 1st floor, Building 200. VRO is responsible for vehicle registration/de-registration of SOFA military, civilian, MLC/IHA, PSC, HPT, and base contractors. They are

also responsible for preparing necessary paperwork for junking, buying, selling, shipping out as well as other documents relative to vehicle processing at the Land Transportation Office (LTO).

SIT WEBPAGE FOR MORE INFO:

cnrj.cnic.navy.mil/installations/CFA-Sasebo/Departments/Security/PASS/VRO/DBIDS/

Information Available on Webpage:

- Buying a vehicle without Japanese plates
- Buying a vehicle with Japanese plates
- How to junk your vehicle
- Navigating inside the LTO
- How to register an imported car
- How to register an imported motorcycle
- Obtaining an off-base parking certificate
- Obtaining an on-base parking certificate
- Procedure for transferring registration
- Renewal for a Japanese inspection
- Selling your vehicle to Japanese personnel
- Shipping a vehicle out to CONUS
- Mini Car LTO map (new office)

Maps:

- City Hall and Tax Office Map
- LTO Map
- Navigating Inside LTO
- LTO Map for Mini/Yellow Plate Cars

- [COMNAVFORJAPANINST 5800.9S Vehicle Operation, Traffic Control, and Administrative Penalties](#)

POV SHIPPING FROM JAPAN

An Export Certificate IS REQUIRED to ship the vehicle out of Japan. This can be done after the vehicle has been turned in, but all exporting vehicles must be de-registered, an Export Certificate obtained, and the original certificate submitted to the shipping agents. The vehicle cannot leave port without this document. Further information will be given at the turn in appointment or through your Personal Property/Travel Management office.

** Note for vehicles returning to U.S.: For shipments to CONUS and Protectorates; Non-US Spec vehicles must be at least 25 years old at time of shipment, and not be modified beyond the specs for the year, make and model of the vehicle. Start of the 25-year timeline begins the date of first registration, as indicated on the title. No other manufactured date will be accepted.*

MOTORCYCLE SAFETY INFORMATION

Fleet Activities Sasebo 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.

Motorcycle License

Qualifications for being issued a motorcycle license are basically the same as those for receiving a motor vehicle operator's license. The requesting individual must have a valid stateside or U.S. Territory operator's license in their possession. They must have verification that they have attended a Motorcycle Safety Foundation Course within the previous three year period. Japan is no place to begin learning how to drive a motorcycle.

See the instructor after you obtain a Form 4. Classes are held in bldg 200, second floor Training Room C unless otherwise informed during AOB/ICR.

The Vehicle Registration and Pass Office is located in Building 320. Contact information is DSN 315-252-2377. Hours of operation are Monday through Friday, 8:00 a.m. to 4:30 p.m.

LEGAL

LEGAL PREPARATIONS PRIOR TO MOVE

If dependents will be traveling without the service member, several check-in and moving processes require a power of attorney. This can be completed through Navy Legal Services Office:

PERTINENT DOCUMENTS

Discuss legal needs pertinent to overseas transfer, including storage of and access to the following important documents:

- Birth Certificate of each Family member.
- Proof of marriage; proof of termination of previous marriage.
- List of all bank accounts (with addresses and account numbers)
- Inventories of stored and shipped household goods.
- Real estate records: Deed, mortgage papers, title abstract, title insurance policy, closing statement, insurance policy on house, survey of property tax receipts, leases, building cost figures, receipts for any improvements, cemetery deed.
- Insurance policy on household effects.
- Policies on separately insured valuables with written appraisals.
- Social Security card for each family member, where applicable.
- Employment records for each adult- names, places, dates copies of any instrument entitling employee or survivors to special benefits such as insurance, pensions, stock options etc.
- Income tax papers and significant tax returns, (statute of limitations is 3~6 years).
- Life, Medical, Disability, group insurance policies- amount and beneficiary of each policy with names and addresses. (Insurance companies generally require certified notification of death within 30 days, together with proof of birth and citizenship).
- Stocks, bonds and other securities, date/cost of purchase, list of stocks pledged as security for a loan, name of stockbroker, serial numbers.
- Proof of membership in professional, fraternal, union organization that entitles estate to benefits.
- List of charge accounts and credit cards with numbers
- List of all assets and liabilities, including personal valuables, etc. with date of any insurance coverage (policy numbers, location of policies, etc.).

SCHOOLS

School and childcare options are available and should be researched prior to arrival to ensure availability of childcare options. Options include but are not limited to Department of Defense (DoD) schools on base, on base Child Development Centers (CDCs), Japanese schools, International schools, on base home care, off-base home care, and more.

<https://www.dodea.edu/pacific>

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

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

Electronic DoDEA Student Registration Form

Contact Information for Schools:

Sasebo Elementary School (Grades K-6) Located in Dragon Vale Housing, all students living in Dragon Vale Housing.

Email: Registrar.SaseboES@pac.dodea.edu

Phone: 315-252-3600 (DSN), 011-81-956-50-3600 (From U.S.)

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

Jack N. Darby Elementary School (Grades K-6) Located in Hario Village Housing, all students living in Hario Village Housing are zoned to attend Jack N. Darby Elementary School. Off-base housing please contact Sasebo Student Transportation Office (STO) for school zones and bus route information. STO Phone: 315-252-8921 (DSN), 011-81-956-50- 8921 (From U.S.)

Email: JapanTransportationSasebo@dodea.edu

Email: Registrar.DarbyES@pac.dodea.edu

Phone: 315-252-8800 (DSN), 011-81-956-50-8800 (From U.S.) <http://dodea.edu/DarbyES/>

Ernest J. King High School (Grades 7-12) Located in Dragon Vale Housing, all students in grades 7-12 attend Ernest J. King High School.

Email: Registrar.KingMHS@pac.dodea.edu

Phone: 315-252-3059 (DSN), 011-81-956-3059 (From U.S.)

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

YOUTH PROGRAMS / CHILDCARE

Child and Youth Programs (CYP) Handbook:

<https://myffr.navyaims.com/wbwsc/jpnyokcyp.wsc/wbsplash.html?wbp=1>

CHILD DEVELOPMENT CENTER

Childcare Welcome to Sasebo! Personnel attending AOB/ICR with children must make arrangements for childcare as there are a limited amount of seats available for attendees. Childcare is free to attendees through vouchers that are distributed on the day of training. The vouchers only cover the time for the AOB/ICR and if more time is needed, please make a reservation at \$5 per hour. Online reservations are required as early as 30 days in advance. This is to ensure a spot in the childcare facility is available during class times.

Please download and/or print the packet fill in all of the forms and sign where required, then scan the packet and email the file back to: M-SA-MWRChildandYouthServices@fe.navy.mil. Once this is completed, you will be able to make a reservation for hourly childcare. Childcare spaces are on a first-come, first-served basis and can be reserved 30 days in advance. There is no guarantee that a space will be available.

1. Registration Packet and Orientation. The included Registration Packet must be completed with 2 local emergency contacts before the date of AOB/ICR class. Copies of child's shot records will be needed to complete Registration Packet. All questions can be directed to the appropriate childcare center listed at the bottom of this sheet.

2. FFSC – Dragon Vale Childcare Shuttle will pick up both children and parents from Navy Lodge 30 minutes prior to start of class, take them to the Child Development Center (CDC) or School Age Care (SAC) centers and parents will continue to FFSC for class. Shuttle will pick up parents after class from FFSC, take them to CDC or SAC centers to pick up children, and then take both parents and children back to the Navy Lodge.

3. FFSC – Hario Village Childcare NO shuttle service to Hario Village Childcare Centers is available. AOB/ICR attendees are responsible for transportation to/from Hario Village should they choose a Hario Village center for childcare.

CFAS Youth Sports

YOUTH SPORTS:

Youth Sports Programs provide opportunities for fun and age-appropriate programming (ages 3 to 18) through Sports, Fitness, Health & Nutrition, Outdoor Recreation and Motor Skills Development. The YSF Program will create a relaxed and enjoyable climate of mutual respect, understanding, equity and diversity of programs and services, which will assist military personnel in balancing the competing demands of family life and contributing to mission accomplishment. We offer the following League sports: Soccer, Flag Football, Basketball and Baseball. For more information the link below.

SPOUSE / FAMILY EMPLOYMENT

<https://www.usajobs.gov>

<https://ffr.cnrc.navy.mil/Family-Readiness/Navy-Spouse-Navigation/>

<https://ffr.cnrc.navy.mil/Family-Readiness/Fleet-And-Family-Support-Program/Work-and-Family-Life/Family-Employment/Family-Employment-Readiness-Program/>

It can be challenging to maintain a career, or just find a job, while transferring to a new duty station with your spouse. The Fleet and Family Support of Sasebo are here and ready to help alleviate some of that stress and help give direction to your job search while in Japan. A variety of services are available for family members looking for employment through FFSC, including: Employment Overview Workshops, Government Employment Tips, Getting Started Teaching English, English Teacher's Networking Group, Effective Resume Writing and critiques, Interview Techniques, Volunteer Opportunities, and Self -Paced Computer Tutorial Programs.

FFSC's Work and Family Life (WFL) Consultants also provide advice on what jobs are available in Sasebo, review job applications, critique resumes, and provide informational counseling.

To contact your Work and Family Life consultant in Sasebo, please call

+011-81-956-50-3372

315-252-3372

Helpful information can also be found at FFSC Sasebo Facebook page

Additional Sasebo Job resources:

Create profile on <https://www.usajobs.gov/> . Search Sasebo. Apply.

Determine your Military Spouse Preference Eligibility

<https://cnrj.cnrc.navy.mil/Operations-and-Management/Human-Resources/>

The Human Resources Office (HRO) provides a full range of human resources consulting and advisory functions including staffing and classification, labor/employee relations, equal employment opportunity complaints process and management, and injury compensation administration for both U.S. Civil Service (USCS) and Master Labor Contract (MLC)/Indirect Hire Agreement (IHA) employees.

RELIGIOUS SERVICES

The following faiths groups are supported at CFAS Religious Ministries:

- Roman Catholic
- New Life Christian Community (Non-denominational Contemporary)
- Grace Community Chapel (Non-denominational Traditional Family Worship)
- Nichiren Daishonin Buddhism (SGI-USA)
- Seventh Day Adventist Fellowship Regions Social Services available through CFAS Religious Ministries:
 1. Counseling - all counseling is 100% confidential.
 2. Suicide Prevention - if you or someone you know is struggling with suicidal thoughts, please contact our Duty Chaplain (090-3325-6494)
 3. Baptisms and Dedications - if you are wishing to be baptized, or to have a baby baptism or child dedication service, please contact the CFAS Chaplains Office.
 4. Premarital Counseling - for those couples considering marriage, we offer premarital

- counseling.
5. Facilities usage - if you need to reserve space in the CEC, call the CFAS Chaplains office.
 6. COMREL (Community Relations Projects) - these events create goodwill, deepen our appreciation of other cultures, and build bridges between the United States and the international community.
 7. Retreats (CREDO Sasebo Detachment) - we offer CREDO Marriage Enrichment Retreats, Family Retreats, as well as CREDO Personal Growth Retreats throughout the year.
 8. Family Programs (Chili Contest, Thanksgiving dinner, VBS, AWANA)
 9. Women's Bible Studies.
 10. Stress Management & Marriage/Relationship classes.
 11. Holiday Events and religious/social programs (Thanksgiving, Christmas, New Year, Easter etc...

U.S & JAPAN HISTORY / RELATIONS

Sasebo City is a major tourist destination. Sights include the stunning scenery of the Kujukushima ("Ninety-nine islands"), an intricately carved bay dotted with 208 islands of varying size and one of Japan's largest theme parks, Huis Ten Bosch.

The word "Sasebo" (means "leaf port"; also pronounced "Saseho" long ago due to Japanese sailors' preference) is probably from the name of a Japanese ruler in the area, Isamu Sasebo, one of the families in the Matsuura clan (his name originally was Matsuura Tango Genzaburo Isamu)

Originally a small village on a good natural harbor, it expanded rapidly in the late 19th century as a naval base. The town was partially destroyed during World War II but later revived as a base for the Maritime Self-Defense Force, established in 1973. The city is also a commercial and fishing port.

USEFUL SITES / LINKS / REFERENCES

ENGLISH MEDIA and LIVING GUIDES

US Military Newspaper: <http://www.stripes.com/>

Japanese Newspapers in English- Japan Times: <http://www.japantimes.co.jp/>

Online Newspapers links list: <http://www.onlinenewspapers.com/japan.htm>

Living in Japan Guides: www.survivingjapan.com/p/how-to-guides.html

HEALTHCARE

Branch Clinic Sasebo: <https://www.facebook.com/SaseboHealthClinic>

TRICARE: <https://www.tricare.mil/moving> <https://www.tricare-overseas.com/>

EFMP: <https://www.mynavyhr.navy.mil/Support-Services/Exceptional-Family-Member/>

<https://ffr.cnic.navy.mil/Family-Readiness/Fleet-And-Family-Support-Program/Work-and-Family-Life/Exceptional-Family-Member-Program/>

OVERSEAS BENEFITS AND ALLOWANCES

Per Diem Rates: <http://www.gsa.gov/portal/content/104877>

Travel Regulations: <https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/>

Overseas Housing Allowance: <https://www.travel.dod.mil/Allowances/Overseas-Housing-Allowance/OHA-Rate-Lookup/>

Cost of Living Allowance: <https://www.travel.dod.mil/Allowances/Overseas-Cost-of-Living-Allowance/Overseas-COLA-Tables/>

PASSPORTS/CUSTOMS/AIRPORTS/EMBASSY

<https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/Japan.html>

U.S. Embassy in Japan: <https://jp.usembassy.gov/>

MOVING

Japan Customs Prohibited items in Japan: <http://www.customs.go.jp/english/summary/prohibit.htm>

HHG Shipments: <https://my.move.mil>

VEHICLES & MOTORCYCLES

Vehicle Processing Center: <https://www.pcsmypov.com/>

Sasebo Vehicle Registration Office: cnrj.cnic.navy.mil/installations/CFA-Sasebo/Departments/Security/PASS/VRO/DBIDS/ (Copy and Paste)

SCHOOLS & EDUCATION

Department of Defense Schools – Pacific Region: <https://www.dodea.edu/pacific>

DoD Schools – Sasebo: https://www.dodea.edu/pacific?f%5B0%5D=parent_community%3A8471

Language Learning Applications: Duolingo, Babbel, Rosetta Stone, Pimsleur Japanese

CHILDCARE

CYP Handbook: <https://myffr.navyaims.com/wbws/jpnyokcyp.wsc/wbsplash.html?wbp=1>

FLEET & FAMILY SUPPORT CENTER

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

<https://ffr.cnic.navy.mil/Family-Readiness/>

PET AND VET INFORMATION

USDA Importing Pets to Japan: <https://www.aphis.usda.gov/aphis/pet-travel/by-country/pettravel-japan>

HQ AMC Pet Brochure 2023: <https://www.amc.af.mil/AMC-Travel-Site/AMC-Pet-Travel-Page/>

Veterinary Treatment Services Sasebo: <https://health.mil/Military-Health-Topics/Health-Readiness/Public-Health/Veterinary-Services/Veterinary-Treatment-Facilities>

<http://www.usarj.army.mil/units/vet/>

THINGS TO DO:

Regardless of what you enjoy doing for recreation, Japan has something for you and every member of your family!

Recommend signing up with MWR Sasebo:

Kuchinotsu Dolphin Watching - <https://www.discover-nagasaki.com/en/sightseeing/555>

Yutoku Inari Shrine & Sake Mill (Saga Prefecture) - <https://www.yutokusan.jp/en/>

BOSS E-ZO Team Lab Forest (Fukuoka) - <https://e-zofukuoka.com/en/>

Cat Island (Ainoshima) - <https://japancheapo.com/entertainment/ainoshima-cat-island-fukuoka/>

Nokonoshima Island Park - <http://nokonoshima.com/en/>

Tenkaiho Observatory- [discover-nagasaki.com](https://www.discover-nagasaki.com)

Huis Ten Bosch Theme Park- <https://english.huistenbosch.co.jp>

<https://www.navymwrsasebo.com> (Copy and Paste) We are one team of dedicated professionals in the business of providing positive experiences through innovative programs and services that will encourage personal growth and enhance the lives of our customers.

SOURCES

CFAS Sasebo Welcome aboard 2024

Lots of information available on the CFAS Welcome Aboard page:

<https://cnrj.cnic.navy.mil/>

Sponsorship On Demand (Microsoft Teams Meeting)

Pocket Telephone Guide

Airport Shuttles

Traveling with Pets? Contact FAST

CFAS Pet Policy

Navy Lodge

Navy Gateway Inns and Suites

TPU

Schools

Housing FAQs

Other Important Links

How to get a Driver's License

How to get a Motorcycle License

How to buy and register a car

My CFAS Weekly "The official newsletter of Commander, Fleet Activities Sasebo"

CFAS Announcements

MY NAVY FAMILY APP

The MyNavy Family mobile application connects Navy spouses and families to information and resources to help them successfully navigate the complexities of life in a Navy family. It combines authoritative information from a wide range of websites into a single, convenient application.

Available information and resources cover a wide variety of topics within the following categories:

- New Spouse
- Mentorship & Networking
- Adult Education
- Spouse Employment & Navy Civilian Career Opportunities

- Legal Resources
- Family Financial Planning
- Parenthood
- Special Needs Family Support
- Moving & Relocation
- Service Member Deployment
- Emotional Support Services
- Healthy Living, Recreation, Lodging, Shopping & Travel
- Family Emergencies
- Transition & Retirement
- Parents & Family Members of Sailors

The MyNavy Family app was developed by a Spouse Advisory Tiger Team that was established by the Navy Sailor Experience team. The Tiger Team included Navy Spouses, along with the Ombudsman at Large, Navy organizations that provide services to Navy families, and several nonprofit organizations.

The app is part of a larger effort by the Navy to improve the experiences of spouses and families in order to promote strong Navy families and support them in every way possible. Download the app today from the Apple Store and Google Play. More information available at <https://www.applocker.navy.mil/#!/apps/A3E45417-7665-4E93-B703-659F6B34C404>