

# WELCOME ABOARD

**USS HIGGINS DDG-76**

**HOMEPORT: YOKOSUKA, JAPAN**



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CO's Welcome Aboard Letter

CMC Welcome Aboard Letter

## Information Websites

### Commander Fleet Activities, Yokosuka (CFAY):

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

*Official website of Commander Fleet Activities, Yokosuka*

Military INSTALLATIONS: <http://www.militaryinstallations.dod.mil>

*Search for Commander Fleet Activities, Yokosuka for installation details and a personalized booklet*

AFN Yokosuka Facebook: <https://www.facebook.com/pages/AFN-Yokosuka/108779326522>

*Explore local events and stories for Yokosuka*

Duty in Japan YouTube Channel: <http://www.youtube.com/user/DutyInJapan>

*Videos about things to see, housing options, and many other useful topics*

Fleet and Family Support Center (FFSC):

[http://cnic.navy.mil/regions/cnrj/installations/cfa\\_yokosuka/ffr/supprot\\_services.html](http://cnic.navy.mil/regions/cnrj/installations/cfa_yokosuka/ffr/supprot_services.html)

*Monthly schedules, class handouts, and more*

Yokosuka Enhanced Spouse Sponsorship (YESS) Program: <http://yessyokosuka.wordpress.com>

*Sponsorship program for spouses, by spouses*

Morale, Welfare, and Recreation (MWR) Information: <http://mwryokosuka.wordpress.com>

*Latest information about MWR services in Yokosuka*

## Pet Information

PAWS (Pets Are Worth Saving) Yokosuka: <http://sitesgoogle.com/site/pawsyokosukajapan>

*Non-profit animal shelter on CFAY with links and information to help those relocating with pets.*

Public Health Command District – Japan: <http://www.usarj.army.mil/organization/vet/>

*Visit for availability, recommendations and checklists regarding pets in Japan*

Yokosuka Veterinary Treatment Facility: Email: [NHyokosuka-vetclinic@med.navy.mil](mailto:NHyokosuka-vetclinic@med.navy.mil)

*VTF offers veterinary care by appointment only and assists with obtaining proper quarantine documents.*

## Yokosuka and Japan Sites:

*Yokosuka is located in the Kanagawa prefecture, located on Honshu Island*

Yokosuka City Official Home: <http://www.city.yokosuka.kanagawa.jp/0140/english/>

*Discover Yokosuka City's history and attractions*

Japan National Tourism Organization: <http://www.jnto.go.jp/eng/location/regional/kanagawa/index.html>

*Cultural and tourist information about Kanagawa and all of Japan*

Kids Web Japan: <http://web-japan.org/kidsweb/>

*Fun content to learn about Japan: language and traditions*

HyperDia: <http://www.hyperdia.com/en/>

*Timetables of railways in Japan*

Jorudan Co., Ltd.: <http://jorudan.co.jp/english/>

*Timetables of railways in Japan*

### **Fleet and Family Support Center Resources**

Below is a brief list of topics for individual consultations as well as classes, workshops, orientations and trainings provided from FFSC Yokosuka. For information about a specific class, the monthly schedule, or to register, please call 243-FFSC (3372), option 3.

#### ***Work and Family Life Programs Services***

##### **Deployment Readiness**

- Family Readiness Group (FRG) Training
- Individual Augmentee (IA) Support
- Ombudsman Training
- Pre-Deployment & Mid-Deployment
- Return and Reunion

##### **Family Employment Readiness Program (FERP)**

- 10 Steps to Federal Employment
- Effective Resume Writing
- Employment Overview
- Interview Techniques

##### **Life Skills Education**

- Communication, Anger & Stress Management
- Getting Started Teaching English
- English as a Second Language
- Modeling in Japan
- Pre-Marital Workshop

##### **Personal Finance Management (PFM)**

- Command Financial Specialist (CFS)
- Million Dollar Sailor
- Home Buying Basics
- Credit Management
- Thrift Savings Plan (TSP) Guidance

##### **Relocation Assistance Program (RAP)**

- Area Orientation Brief Intercultural Relations  
(AOB/ICR) Training
- Loaner Locker & Hospitality Kits
- New Spouse Orientation
- Smooth Move (PCS) Workshop
- Sponsorship Orientation Training

##### **Transition Assistance Program (TAP)**

- Pre-Separation Brief
- VA Benefit Information

#### ***Clinical Advocacy Program Counseling***

##### **Couples Counseling**

- Blended Families
- Deployments and Reunification
- Divorce
- Global Transitions
- Intercultural Relationships
- Pre-Marital & Marital Counseling
- Parenting

##### **Family Therapy**

- Child Behavioral Problems
- Divorce or Separation
- Global Transition
- Military Family Life Style and Challenges
- Teen Issues

##### **Individual Counseling**

- Divorce
- Grief
- LGBT
- Military Lifestyle
- Parenting
- Personal Self Development
- Self Esteem
- Stress

##### **Exceptional Family Member Program**

- Enrollment Assistance
- Networking & Support
- Education & Awareness

##### **New Parent Support**

- Baby Basics & Basic Breastfeeding
- Boot Camp for New Dads
- Infant Massage
- Labor & You/Relaxation in Birth
- Play Morning

## FLEET AND FAMILY SUPPORT CENTER, YOKOSUKA

### ***Crisis Response***

Family Advocacy Program (FAP) for victims of abuse: 243-7878 or 046-816-7878 Domestic Abuse Victim Advocacy (DAVA): 243-7878 or 046-816-7878 Sexual Assault Prevention and Response (SAPR): 243-7878 or 046-816-7878 Emergency 24 Hour SAPR Hotline: 080-9355-8555/6 (Yokosuka local number)

### **Area Orientation Brief & Intercultural Relations (AOB/ICR) Training**

**(Due to COVID 19, AOB/ICR are currently offered virtually – email [FFSCinfo@fe.navy.mil](mailto:FFSCinfo@fe.navy.mil)/ call 315 243 3372 Option 3 to register)**

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 COMNAVFORJAPANINST 1740.5, even if you have previously served in Japan. It is designed to reduce stress and frustration of moving to Yokosuka by ensuring newly reporting personnel are introduced to current CFAY policies, programs, services, responsibilities and facilities in accordance with COMFLEACTINST 1740.3C. 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](mailto:FFSCinfo@fe.navy.mil). Include the service member's name, the name of the gaining command, and your expected date you are reporting to the Yokosuka area. Reservations can also be made by calling 243-FFSC (3372) option 3, or in person by stopping by the Fleet and Family Support Center (located on the fourth floor of the Community Readiness Center, Bldg. 3365).

Child care reservations must be made prior to attending AOB/ICR and as far in advance as possible. To pre-register for childcare please click on [www.navy.mwryokosuka.com](http://www.navy.mwryokosuka.com). Age limits and contact numbers for each of the centers are outlined in Childcare Information sheet after the schedule is described.

### **Schedule**

Tuesday – Area Orientation Brief (AOB) Topics include:

Wednesday – Intercultural Relations (ICR) Topics include:

Thursday – Traffic Safety and Driven Written Test

\*Exam will be administered only to personnel who have returned their Driver's License Handbook

\*\*\*Military and civilian 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 appointments, medical/dental, etc. appointments, re-enlistments, command responsibilities, etc. In order to receive a certificate of completion, all portions must be completed. Please note that consistently returning late from breaks, sleeping in class, and using cell phones will result in a call to your command and rescheduling AOB for a future week.\*\*\*

· Check in begins at 0730. Class starts at 0830.

· Active Duty must be dressed in the uniform of the Day: NWU or Khaki.

· To sign up for Tricare during AOB, please bring a copy of orders/Family Entry Approval or Command Sponsorship letter on Tuesday for collection by Tricare Representatives. FFSC is unable to make copies, the library opens at 10AM.

· If stationed in MAINLAND Japan within the last 5 years or a Japanese National, attendance is only required Tuesday and Thursday. Proof of prior duty in mainland Japan or citizenship is required.

CFAY Road Test Waiver Process for USFJ 4EJ After completing AOB/ICR, the Traffic Safety Local Hazard Briefing, and pass a Written Exam, personnel that fall under following conditions will be waived from taking a road test in order to obtain USFJ Form 4EJ;

☐ All Former USFJ 4EJ holders that have departed Japan less than 5 years ago. - Must present an expired USFJ

## FLEET AND FAMILY SUPPORT CENTER, YOKOSUKA

Form 4EJ as proof. - Or must present proof in writing from the issuing authority (other than CFAY) that shows you departed Japan less than 5 years ago.

☐ All Former USFJ 4EJ holders that have departed Japan less than 5 years ago as confirmed on CFAY Driver's License DB, no proof required.

**\*\*Note:** No USFJ Form 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.

### Childcare Information

Children ages 17 and under are not permitted to attend AOB/ICR Training. Parents with nursing infants who are unable to attend CDC may request a waiver through the Fleet and Family Support Center prior to the start of AOB/ICR class week. Please allow at least 10 business days for processing of the waiver. New arrivals with children should make childcare arrangements early, as there are a limited amount of spots available. Reservations are NOT made automatically. For CYP childcare options on base are FREE to attendees through vouchers that are distributed following each day's training. Additionally at least one parent must attend a CYP orientation prior to the child's first attendance at a Child and Youth Program (CYP) facility. Couples may choose to attend AOB/ICR during alternate weeks in order to mitigate childcare concerns. Below is information to help families.

Child Development Center-Annex for ages 6 weeks-2yr (After school care also available for Kinder)

DSN: 315-241-4101 International: 011-81-46-896-4101

[mwryokosuka.wordpress.com/cy/](http://mwryokosuka.wordpress.com/cy/)

Main Base Child Development Center (CDC) for ages 6 weeks-5yrs

DSN: 315-243-3219 International: 011-81-46-816-3219

[mwryokosuka.wordpress.com/cy/](http://mwryokosuka.wordpress.com/cy/)

Main Base School Age Care for grades K-6yrs

DSN: 315-243-5492 International: 011-81-46-816-5492

[mwryokosuka.wordpress.com/cy/](http://mwryokosuka.wordpress.com/cy/)

Ikego Child Development Center (CDC) for ages 6 weeks-5 yrs

DSN: 315-246-8060 International: 011-81-46-816-8060

[mwryokosuka.wordpress.com/cy/](http://mwryokosuka.wordpress.com/cy/)

Child Development Home (CDH)-Ages vary per provider

DSN: 315-243-5478 International: 011-81-46-816-5478

[mwryokosuka.wordpress.com/cy/](http://mwryokosuka.wordpress.com/cy/)

### Central Enrollment and Waiting List Management (CEWL)

The CEWL ensures that all child and youth program vacancies are tracked, monitored closely and filled quickly. It provides convenient and efficient customer service to patrons. It maintains Navy-wide standardized waiting list system that provides fast, efficient and fair service to all patrons.

- ☐ 3 Tier Waiting List System
- ☐ Centralized placement within each local program
- ☐ Single placement list for ages 6 weeks-12 years
- ☐ Help patrons secure the care they want in a specific CDH, SAC, CDH or housing area
- ☐ Preferred Care Waiting list is to offer parents preferred care options



## FLEET AND FAMILY SUPPORT CENTER, YOKOSUKA

For additional information please visit <https://qol.navyaims.net/cypweb>

\* For children 6 weeks – 12 months, parents are to provide the following: diapers, wipes, and 2 changes of clothes. Please contact the CDC regarding food preparation policies.

\*\* If 5 year old is already enrolled in school, child should go to School Age Care Center or CDC Annex (after school).

\*\*\*Additional services offered by CYP include: Give Parents a Break:

Military families are subject to unique stressors associated with military life, including deployments, remote tours of duty, and extended working hours. The "Give Parents a Break (GPAB)" program is designed to give family members a short break from parenting in order to help them deal with these types of stressful situations, and enjoy a night out with friends. For more information, please contact the Child and Youth Programs Office at 243-4079 or visit us at <https://www.facebook.com/yokosukacyp>

**FFSC offers youth AOB/ICR Trainings for Elementary, Middle and High School students (recommended but not required). To reserve a seat for your child please call: DSN: 315-243-FFSC International: 011-81-46-816-FFSC [FFSCInfo@fe.navy.mil](mailto:FFSCInfo@fe.navy.mil)**

### What To Do At The Airport

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

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

Scheduled AMC flights typically arrive at Yokota AFB about 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 service members (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/New Tokyo International Airport (via commercial airlines):

These directions are based on arrival at Terminal One, because that is the terminal from which the Yokosuka-bound buses depart. If you arrive at Terminal Two, take the free Airport Shuttle Bus to Terminal One from either bus stop 8 or 18 outside the terminal. Once you have arrived to Terminal One locate the DOD counter in the North Wing.



#### Haneda International Airport (via commercial airlines)

These directions are based on arrival at Terminal 3 ONLY. If you arrive at Terminal One board the green shuttle at stop 9, at Terminal Two board the green shuttle at stop 8 that runs every 4 minutes to Terminal 3. From the shuttle bus at Terminal 3 follow signs to arrivals on the 2nd floor. The meeting area is directly to the left of the information counter.

## FLEET AND FAMILY SUPPORT CENTER, YOKOSUKA



Reservations are strongly encouraged (visit [http://www.cnrc.navy.mil/regions/cnrj/installations/cfa\\_yokosuka/about/installation\\_guide/getting\\_here/narita\\_airport\\_shuttle\\_bus.html](http://www.cnrc.navy.mil/regions/cnrj/installations/cfa_yokosuka/about/installation_guide/getting_here/narita_airport_shuttle_bus.html) or email [CIRCC@fe.navy.mil](mailto:CIRCC@fe.navy.mil)). However, if there were no reservations listed on the driver's manifest, seats would be given on a first come-first-served basis. Passengers need to provide Military Identification Card to board the bus.

**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 [CIRCC@fe.navy.mil](mailto:CIRCC@fe.navy.mil) or Yokosuka NEX transportation provided fee for service options for personnel with pets DSN 315-243-4511 or 011-81-46-816-4511.

**\*\*Note:** Upon arrival at Yokosuka Base, the bus driver is authorized to drop off passengers only at PSD. If your SPONSOR cannot meet you at the airport, PSD is a very convenient place to be met.

## U. S. Naval Hospital Yokosuka Japan

### **Central Appointments**

#### **For All Eligible Patients in the Yokosuka area**

#### **TO CANCEL APPOINTMENTS:**

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

#### **Appointment Reminder System:**

When you get the reminder call,

#### **Patient Portal Appointments?**

This allows you to make, change and cancel primary care and select self-referral appointments. You can view future and past appointments, set up email reminders and notifications. If you cannot find an appointment you like, please contact the clinic directly or use Secure Messaging to send your care team a request.

#### **Can I access appointments for my family members?**

Yes, you can access TOL Patient Portal appointments for yourself, adult family members with their consent and minor children (under 18).

#### **Can I set up reminders to alert me of my appointment(s)?**

Yes, you can set up to three email addresses for receiving reminders for clinic appointments when you make an appointment or within your “Profile” on the TOL Patient Portal home page.

1. Go to [www.tricareonline.com](http://www.tricareonline.com) and click “Log In.”
2. Log in with your DoD CAC or DFAS myPay credentials. Click “Register” if you do not have a CAC card or reader.
3. Click “Appointments” on the TOL Patient Portal home page to make an appointment.
4. Select (1) patient name, (2) type of appointment and (3) reason for visit, e.g. diabetes follow up. Review the Clinic Instructions and select a date range then “Search for Appointments.”
5. Select your appointment using the calendar to the right. Click “Choose this Appointment Time.”
6. Review and Confirm appointment information. Click “Book this Appointment.”



#### **What is TRICARE Online (TOL) Patient Portal Rx Refill?**

This allows you to view your active prescriptions and their status (refills available, expired, etc.), select prescriptions to refill and our Pharmacy. You can link to TRICARE Mail Order Pharmacy to schedule delivery to a PSC address.

#### **Can I refill prescriptions for my family members?**

Yes! Simply enter the prescription number, choose our Pharmacy and click “Send Refill Request Now.”

#### **Can I set up Rx Refill reminders to alert me that my prescription is ready for pick up?**

Yes, you can choose up to 3 email addresses. When your refill is ready, you will receive notifications. Plus, you will get an email if you forget to pick-up a prescription so you can request it again. Set up Rx Refill reminders in your “Profile” on the TOL Patient Portal home page.

**Can I renew my prescriptions with TOL Patient Portal?**

Yes, you can request a renewal using Secure Messaging. Simply click on the Secure Messaging icon on the TOL Patient Portal home page then log in to send the request to your health care team.

**What is Secure Messaging?**

Secure Messaging (SM) brings your healthcare team to you by allowing you to communicate with them via secure email about non-urgent healthcare matters. Your provider or a team member will respond within 24 business hours. Enrollment is available to all active duty, retirees, family members and non-enrollees.

**Why contact your provider in SM?**

1. Request appointments and medication renewals.
2. Receive results of medical testing (Lab and Radiology)
3. Ask non-urgent questions regarding your care or in the future.

**How do I enroll in SM?**

1. If you already have an account, skip to PART B.
2. Go to: <https://app.mil.relayhealth.com/>
3. Find: Link to Register (Register Here) and Click
4. Register as a Patient and follow the instructions

**PART B. How to Add a Provider**

1. If you have a new account, you will see an ADD button on the Homepage to add your provider.
2. If there is no ADD button, click the Providers Tab.
3. View the list of your providers; it may be blank.
4. On the right side, over the grey bar, click on the “Add Provider or Facility for [patient’s name].”
5. Important: please click on Advanced Search. Leave everything blank but the CITY field. Search.
6. All the providers in your city will be listed. “Select” your provider. If you are unable to find your provider, contact the clinic to request an email invitation.

**Family Medicine 243-8721**

**Internal Medicine 243-7442**

**Pediatric Medicine 243-5505**

**How to Present a Positive Image to Our Japanese Hosts Are you looking to learn more about living in Japan?**

**Please attend the Fleet and Family Support Center DISCOVER JAPAN class. The class is offered every Thursday, 1330-1500 on the 4th floor in the CRC building, NO REGISTRATION REQUIRED. For more information contact 243-3372, option 3**

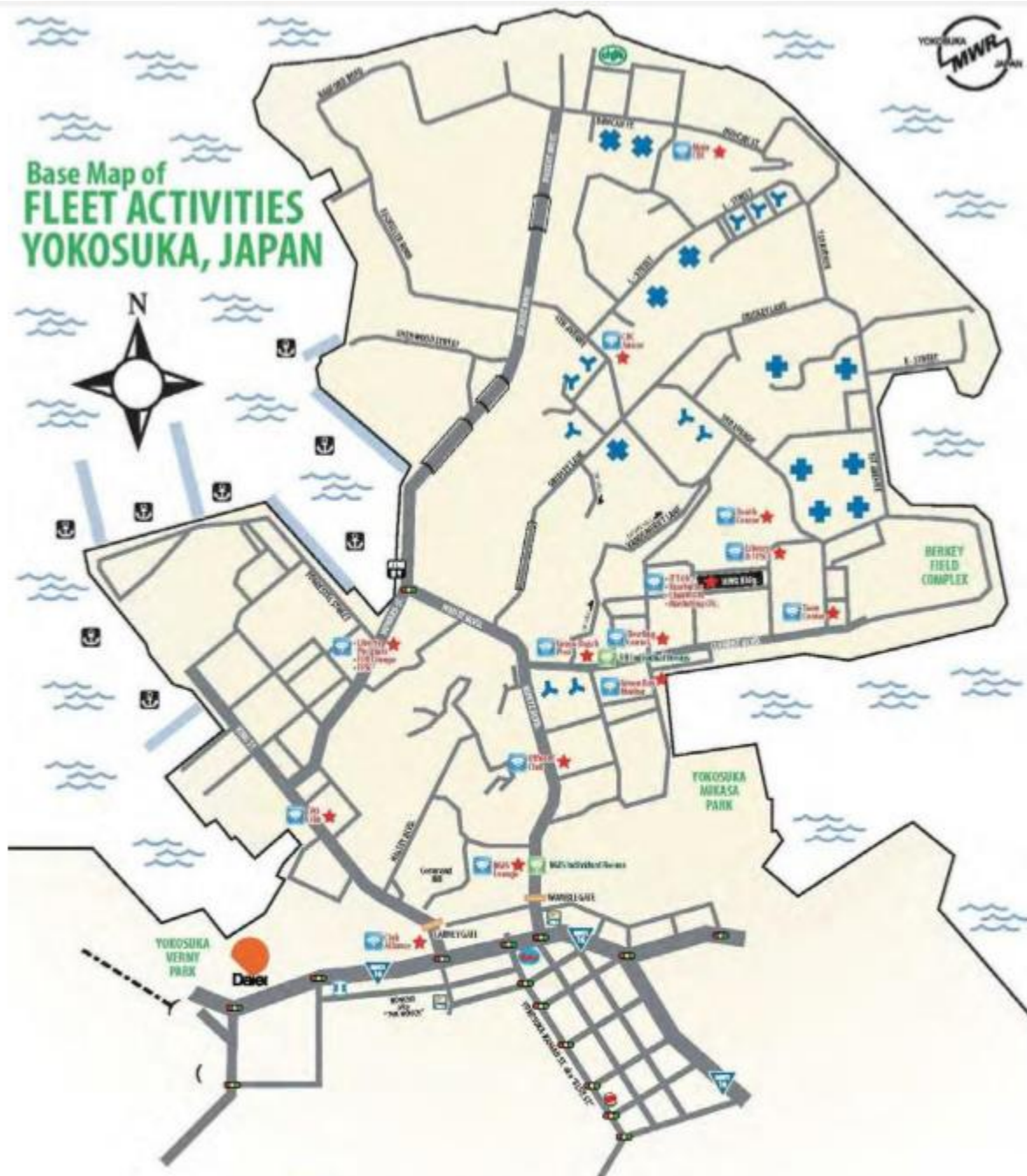


## FLEET AND FAMILY SUPPORT CENTER, YOKOSUKA

## Base Maps



## FLEET AND FAMILY SUPPORT CENTER, YOKOSUKA

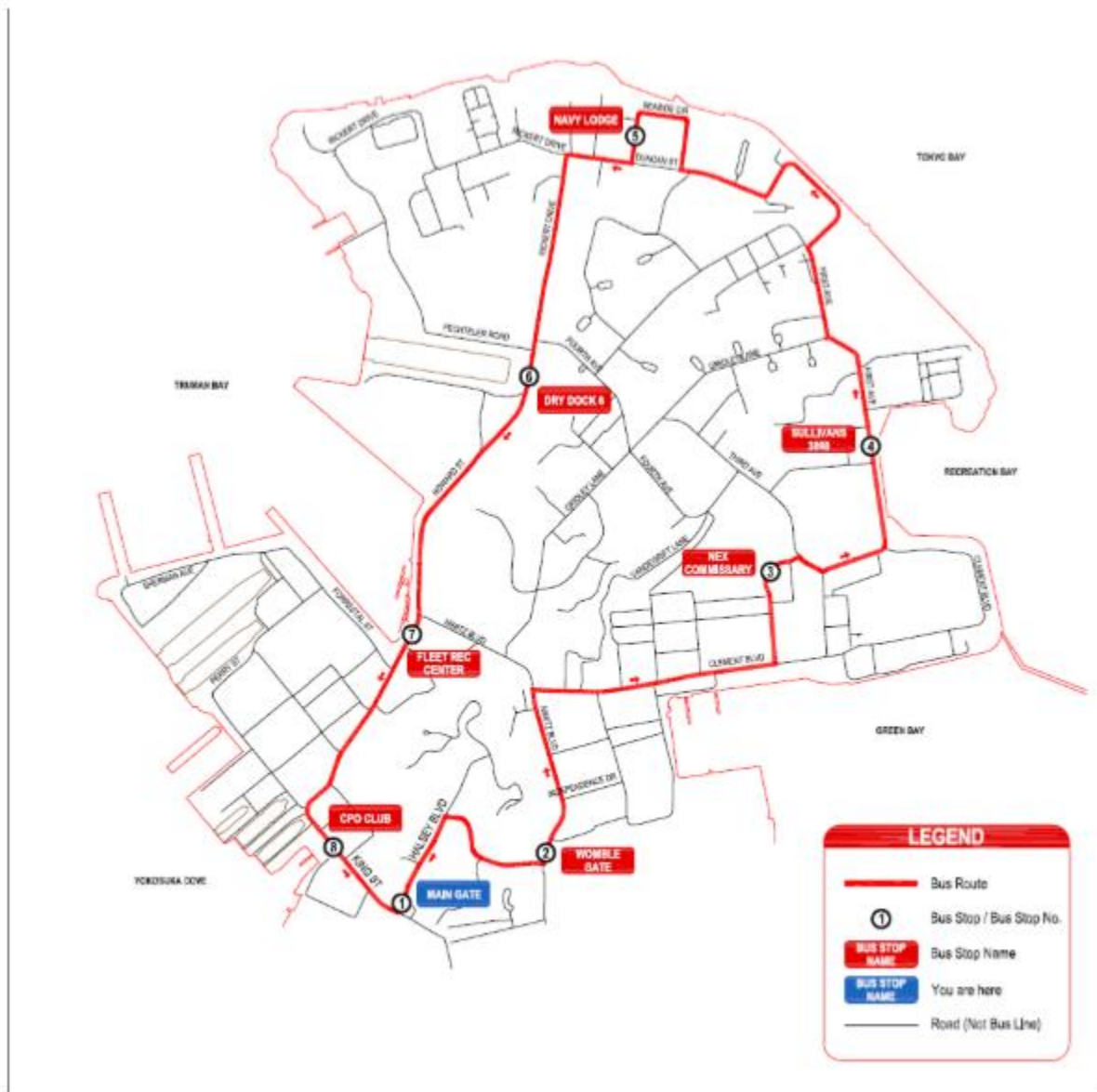




## FLEET AND FAMILY SUPPORT CENTER, YOKOSUKA





**Yoko Pon Shuttle – Main Base**

Yoko Pon Shuttle runs counter clockwise only with decreased waiting times and increased pickup times.

- Weekdays – every 10 min or less
- Weekends – every 20 min or less

**Ikego Home to Work Shuttle Bus**

AREA	BUS STOP LOCATION	TIME	
		MONDAY-FRIDAY ONLY	
<b>IKEGO HOUSING</b>	<b>IMATSUMI</b>	<b>0520</b>	<b>0620</b>
<b>IKEGO HOUSING</b>	<b>SASAGO-YATO</b>	<b>0521</b>	<b>0621</b>
<b>IKEGO HOUSING</b>	<b>SHISAGI</b>	<b>0522</b>	<b>0622</b>
<b>IKEGO HOUSING</b>	<b>#678 PLAYGROUND</b>	<b>0524</b>	<b>0624</b>
<b>IKEGO HOUSING</b>	<b>ASUKA TOWER</b>	<b>0527</b>	<b>0627</b>
<b>MAIN BASE</b>	<b>CPO CLUB, MAIN GATE, FLEET REC, AND WOMBLE GATE (AM PICK UP LOCATIONS) CPO CLUB, MAIN GATE, FLEET REC, PSD, NAVY LODGE, AND CRC BLDG</b>	<b>1600</b>	<b>1800</b>

**Narita Airport Shuttle Bus**

Reservations are strongly encouraged (visit [www.cnmc.navy.mil/yokosuka](http://www.cnmc.navy.mil/yokosuka) or email [cfay\\_bus@fe.navy.mil](mailto:cfay_bus@fe.navy.mil)) as unclaimed seats are offered on a first-come-first-served basis. Passengers need to provide two types of photo ID, one of which MUST be a Military Identification Card. Check in time starts 1 hour prior to departure.

LOCATION	SHUTTLE 1	SHUTTLE 2
<b>DEPART CFAY PSD</b>	<b>1000</b>	<b>1300</b>
<b>ARRIVE NARITA AIRPORT (Terminal #1)</b>	<b>1200</b>	<b>1500</b>
<b>DEPART NARITA AIRPORT (Terminal #1)</b>	<b>1730</b>	<b>1930</b>
<b>ARRIVE CFAY PSD</b>	<b>1930</b>	<b>2130</b>

## FLEET AND FAMILY SUPPORT CENTER, YOKOSUKA

**Yokota AMC Shuttle Bus**

No reservations needed for this bus, but priority is given to those on orders. Passengers need to provide two types of photo ID, one of which **MUST** be a Military Identification Card. This shuttle only runs Wednesday to Saturday, with check-in beginning at 0730 and departure at 0800. Arrival dependent

DAY	LOCATION	SHUTTLE
Wednesday	DEPART CFAY PSD	0800
	DEPART YOKOTA	Dependent on flight
Thursday	DEPART CFAY PSD (one way)	0800
Friday	DEPART CFAY PSD	0800
	DEPART YOKOTA	Dependent on flight
Saturday	DEPART CFAY PSD (one way)	0800

**Haneda Shuttle Bus**

Reservations are strongly encouraged (visit [www.cnic.navy.mil/yokosuka](http://www.cnic.navy.mil/yokosuka) or email [CIRCC@fe.navy.mil](mailto:CIRCC@fe.navy.mil)) as unclaimed seats are offered on a first-come-first-served basis. Passengers need to provide two types of photo ID, one of which **MUST** be a Military Identification Card. Check in time starts 1 hour prior to departure.

LOCATION	SHUTTLE 1	SHUTTLE 2
DEPART CFAY PSD	1300	1700
ARRIVE HANEDA AIRPORT	1400	1800
DEPART HANEDA AIRPORT (Terminal #3)	1500	1930
ARRIVE CFAY PSD	1930	2130



### **HOUSING Government Housing**

**For most up to date information and floor plans, please visit our website:**

**[https://cnic.navy.mil/regions/cnrj/installations/cfa\\_yokosuka/ffr/housing\\_and\\_lodging.html](https://cnic.navy.mil/regions/cnrj/installations/cfa_yokosuka/ffr/housing_and_lodging.html)**

Within 3 business days of your arrival, please check in or call 243-9037 (commercial 046816-9037) the Yokosuka Housing Office (Bldg. 1441) next to the Navy Lodge to sign up for our Housing Welcome Brief, held Monday through Friday. The space is limited for the brief, therefore sign-up in advance is highly recommended. The housing brief begins at 0900 and check in is at 0830. 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.

Military Family Housing (MFH) in Yokosuka and Ikego consists of 2,516 housing units. MFH includes town houses and high rise apartments. There are no basements or attics in family housing. All command sponsored family members are eligible for MFH. MFH units are furnished with household appliances (i.e. refrigerator, electric cooking stove, microwave oven, washer, dryer and dishwasher, etc.). Accordingly, it is suggested that you do not bring your own appliances with your household goods.

Dogs are only permitted in single-family/townhouses, and on the 1st and 2nd floor of all housing towers. They are NOT permitted in tower elevators for any reason or on any other floor above the 2nd. Members are permitted to have no more than two pets in their assigned unit (e.g., two cats; one cat and one dog), cats are permitted in all housing units. 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, spaying or neutering will be submitted to the Housing Office (HO) upon assignment, upon request or when there is a change. Failure to submit the required documents 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), campgrounds, paintball, Mini Navy Exchange, pool, Child Development Center, Elementary School (grades K-5), and other recreational areas are also available. 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. There is a designated pedestrian gate connected from the base to local train station, Jinmuji Station, which gives you access to Yokosuka (30 mins train ride).

### ***Off-Base Housing***

As discussed in the Financial Assistance section, 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. ADVANCED 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 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. CFAY Housing can provide appliances for off-base rental quarters, if not already installed.

### ***The Rental Partnership Program (RPP)***

RPP is designed to assist military and civilians personnel in finding affordable, secure, quality off-base housing. This program is available to anyone eligible for OHA or Living Quarters Allowance (LQA). If you are interested in RPP, please contact the CFAY Housing Services Center. Please contact the CFAY Housing Services Center for any housing questions or needs at Yokosuka.Housing@fe.navy.mil.

[https://cnic.navy.mil/regions/cnrj/installations/cfa\\_yokosuka/ffr/housing\\_and\\_lodging.html](https://cnic.navy.mil/regions/cnrj/installations/cfa_yokosuka/ffr/housing_and_lodging.html)

### ***Single Service Member Housing***

Unaccompanied Housing Front Desk is located in building 3333 which is across the street from the Personnel Support Department (PSD). All buses from the airports stop just outside the lobby door of the PSD building. The UH Front Desk can be contacted at DSN 315-243-5569 or internationally at 011-81-46-816-5569.

### ***Single Service Member Housing (Sea Duty personnel/Homeport Ashore program)***

#### ***Background***

CFA Yokosuka is committed to providing Unaccompanied Housing to E1-3 Shore/Sea Duty sailors and E4<4

**Sailors on Sea Duty.***Availability / Eligibility*

Each Afloat Command determines which sailors can be provided bed spaces in UH.

*Application Procedures*

For information on the procedures for the "Homeport Ashore" program please contact your gaining command.

***Single Service Member Housing (Shore Duty personnel/Permanent Party)****Background*

CNFJ and CFAY are committed to improving the quality of life for Sailors by providing Unaccompanied Housing for shore duty E3 and below Sailors.

### General School Information Yokosuka, Japan

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 (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

[www.dodea.edu/Offices/Regulations/dodea\\_forms/upload/form\\_600.pdf](http://www.dodea.edu/Offices/Regulations/dodea_forms/upload/form_600.pdf)

Kinnick High School

PSC 473 Box 95 FPO AP 96349

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

Email: [Principalkinnickhs@PAC.dodea.edu](mailto:Principalkinnickhs@PAC.dodea.edu)

Yokosuka Middle School

PSC 473 Box 95 FPO AP 96349

<http://www.yokosukams.pac.dodea.edu>

Email: [YMiddleP@pac.dodea.edu](mailto:YMiddleP@pac.dodea.edu)

Sullivans Elementary School

PSC 473 Box 95 FPO AP 96349

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

Email: [PRINCIPAL\\_SULLIVAN\\_ES@pac.dodea.edu](mailto:PRINCIPAL_SULLIVAN_ES@pac.dodea.edu)

School Liaison Officer: Office:

Bldg. H20

Hours: 08:00 a.m. to 5:00 p.m. (or by appointment)

Local Phone: 243-2948 or 046816-2948

From the US: DSN 315-243-2948 or 011-81-46-816-2948

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

Mailing Address: PSC 473 Box 60, FPO AP 96349

## FLEET AND FAMILY SUPPORT CENTER, YOKOSUKA

For daily education info and opportunities please like and share the Yokosuka CYES Facebook page at <http://www.facebook.com/sloyokosuka>.

For daily education info and opportunities please like and share the Yokosuka CYES Facebook page at <http://www.facebook.com/sloyokosuka>. \*To register for free and reduced lunch please pick up an application at FFSC Yokosuka or FFSC Ikego



**Moving Checklist – Pre-Arrival to Yokosuka Checklist\*****HELPFUL TERMS:**

Command Sponsor:	A military person assigned by the gaining command who assists the incoming military personnel with relocation and indoctrination into the new command.
Command Sponsorship:	The approval by service member's command allowing dependents to travel and live with the service member in foreign country funded by the government and can affect the following: travel reimbursement, housing, temporary lodging, employment, SOFA status, education, and medical services.
Passport, No Fee:	Travel document funded by the US Government for official travel only.
Passport, Tourist:	Travel document funded by the individual that certifies the identity and nationality of holder for the purpose of international tourist travel.
SOFA:	A Status of Forces Agreement (SOFA) exists between a host nation and a foreign nation stationing military forces in that country. It does not constitute a security arrangement; it establishes rights and privileges of foreign personnel present in the host nation.

**AS SOON AS ORDERS ARE RECEIVED:**

- ☐ Make at least 10 copies of your Permanent Change of Station (PCS) orders (or Letter of Employment for civilians), Dependent Entry Approval Letter, and Power of Attorney.
- ☐ 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 the first page of your orders. If not provided, contact gaining command immediately with current email/phone for use during your move. If accompanied, visit Yokosuka Enhanced Spouse Sponsorship ([www.yessyokosuka.wordpress.com](http://www.yessyokosuka.wordpress.com)) and School Liaison Officer (SLO) ([www.navyjapanschoolliaison.org](http://www.navyjapanschoolliaison.org)) for Student 2 Student (S2S) Sponsorship Program.
- ☐ Visit MilitaryINSTALLATIONS website for PCS information regarding next duty station and utilize the "Plan My Move" resources. ([www.militaryinstallations.dod.mil](http://www.militaryinstallations.dod.mil))
- ☐ Explore website of gaining command for general information including Ombudsman and Family Readiness Group (FRG) contacts.

## FLEET AND FAMILY SUPPORT CENTER, YOKOSUKA

- ☐ Visit your local Fleet and Family Support Center to attend a Smooth Move Workshop and reserve Hospitality Kit.
- ☐ Make medical appointments for Dental, Immunizations, and Overseas Screening Appointments. Complete Medical History (DD Form 2807-1) and Suitability Screening (NAVMED 1300/1) forms before making appointment for Overseas Screening.
- ☐ Collect shot records and make copies. Hand carry at least one copy for each family member.
- ☐ If accompanied, obtain Dependent Entry Approval Letter.
- ☐ Apply for No Fee Passport at local Personnel Support Detachment (PSD), if needed.
- ☐ Set your date of transfer.
- ☐ Visit your local military veterinary clinic to find out travel restrictions and specifics. You can also visit Public Health Command District – Japan ([www.usarj.army.mil/organization/vet](http://www.usarj.army.mil/organization/vet)) and Japan Animal Quarantine Service ([www.maff.go.jp](http://www.maff.go.jp)). Information for Yokosuka can be found from PAWS ([usskittytalk.yokosuka@gmail.com](mailto:usskittytalk.yokosuka@gmail.com)) and Yokosuka VTF (NH yokosuka-vetclinic@med.navy.mil). Please be aware that all animal care services, on-base or off-base, are out of pocket and not reimbursed.
- ☐ Make financial plans and preparations. Begin tracking tax deductible expenses.
- ☐ Reserve room(s) at authorized hotel for last nights such as local Navy Lodge ([www.navy-lodge.com](http://www.navy-lodge.com)).
- ☐ Make arrangements for lodging in Yokosuka; check to see if sponsor has arranged. Remember to include that you are on PCS orders when making reservation. On-base options are below:  
(Yokosuka: DSN: 315-243-6708 Toll Free: 1-800-628-9466 [www.navy-lodge.com](http://www.navy-lodge.com))  
(Yokosuka: DSN: 315-243-7317 Toll Free: 1-877-NAVY-BED [ngis.dodlodging.net](http://ngis.dodlodging.net))  
Pets are not allowed in base lodging. Please contact NEX Kennel for availability.  
(Yokosuka: DSN: 315-243-4530 International: 011-81-46-816-4530)

## AT LEAST 3 MONTHS BEFORE MOVE:

- ☐ Check that Passport(s), Military ID card(s), and State Driver's License(s)^ expiration dates.  
*^Valid Stateside Driver's License needed for SOFA-sponsored Driver's License to drive in Japan.*
- ☐ Visit local military legal office for a Power of Attorney, required by PPO and Housing Office if Sponsor is deployed.
- ☐ Contact your local Personal Property Office to schedule pack out. Bring a copy of PCS orders. Visit [www.move.mil](http://www.move.mil) to create account.
- ☐ Contact TRICARE Health Benefits Advisor for any changes. ([www.tricare.mil](http://www.tricare.mil))
- ☐ If leaving government quarters, contact local Housing Office and file Intent-to-Vacate Quarters.

## FLEET AND FAMILY SUPPORT CENTER, YOKOSUKA

## AT LEAST 4-8 WEEKS BEFORE MOVE:

☐ Start Command/Base Checkout Sheet.

☐ Arrange for transportation from airport. Reservations needed.

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](mailto:cfay_bus@fe.navy.mil))

Haneda International Airport Shuttle Van

(Yokosuka: DSN: 315-243-5770 International: 011-81-46-816-5770)

Family Assistance Support Team (FAST) for those with special needs or pets (in carrier)

(Yokosuka: DSN: 315-243-5770 International: 011-81-46-816-5770)

NEX Airport Transportation Service from Narita or Haneda (charges apply)

(Yokosuka: DSN: 315-243-4511 International: 011-81-46-816-4511)

☐ Explore the HEAT website for Yokosuka housing options. ([www.cnic.navy.mil/heat](http://www.cnic.navy.mil/heat))

☐ Reserve seats for **Area Orientation Brief/Inter-Cultural Relations (AOB/ICR)** Training if it has not already been done. This 3 day training is designed to reduce stress and frustration of moving to Yokosuka and is **mandatory** for all SOFA sponsored personnel in accordance with COMNAVFORJAPANINST 1740.5, even if you have previously served in Japan. Attendance of all class portions is required before Certificate of Completion may be given, which is needed before getting a SOFA Driver's License. **Please do not make any appointments during class week.**

(Yokosuka: DSN: 315-243-FFSC International: 011-81-46-816-FFSC [FFSCInfo@fe.navy.mil](mailto:FFSCInfo@fe.navy.mil))

*Children are not allowed to attend training, so please make reservations with any center below. Reservations are not made automatically. Vouchers provided after class.*

**Main Base Child Development Center (CDC)** for ages 6 weeks-5 yrs.

(Yokosuka: DSN: 315-243-3219 International: 011-81-46-816-3219 [mwryokosuka.wordpress.com/cy/](http://mwryokosuka.wordpress.com/cy/))

**Child Development Center-Annex** for ages 6 weeks-2yr (After school care also available for Kinder)

DSN: 315-241-4101 International: 011-81-46-896-4101 [mwryokosuka.wordpress.com/cy/](http://mwryokosuka.wordpress.com/cy/)

**Main Base School Age Care** for grades K-6.

(Yokosuka: DSN: 315-243-5492 International: 011-81-46-816-5492 [mwryokosuka.wordpress.com/cy/](http://mwryokosuka.wordpress.com/cy/))

**Ikego Child Development Center (CDC)** for ages 6 weeks-5 yrs.

(Yokosuka: DSN: 315-246-8060 International: 011-81-46-816-8060 [mwryokosuka.wordpress.com/cy/](http://mwryokosuka.wordpress.com/cy/))

FFSC offers AOB/ICR Trainings for Elementary, Middle and High School students. Reserve a spot for your child early.

(Yokosuka: DSN: 315-243-FFSC International: 011-81-46-816-FFSC [FFSCInfo@fe.navy.mil](mailto:FFSCInfo@fe.navy.mil))

☐ Notify child's current school registrars regarding child's transfer.

☐ Obtain transcripts from current schools/colleges.

☐ Prepare the requisite documents and records to register your child for school in Yokosuka using the online registration (<https://registration.dodea.edu/privacy-act.cfm>). Information about each school can also be found at [www.pac.dodea.edu](http://www.pac.dodea.edu) and [www.navyjapanschoolliaison.org](http://www.navyjapanschoolliaison.org).

## FLEET AND FAMILY SUPPORT CENTER, YOKOSUKA

- ☐ Change your address at your local Post Office or [www.usps.gov](http://www.usps.gov).
- ☐ Request your letters of reference from employers and/or volunteer organizations.
- ☐ Inform long term storage and car storage with expected dates for return to states. Car storage contractors have changed: if before May 1, 2014 [www.whereismypov.com](http://www.whereismypov.com) if after [www.pcsmypov.com](http://www.pcsmypov.com).

## 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 US Naval Hospital Yokosuka.
- ☐ Arrange for childcare and pet care for moving day.

\*Please note, all international phone numbers listed are from USA to Yokosuka.

## FLEET AND FAMILY SUPPORT CENTER, YOKOSUKA

**Moving Checklist – Arrival to Yokosuka Checklist\***

- ☐ Check-in at your Command's Personnel Office to stamp orders and stop leave.

Afloat Commands:	Command Quarter Deck
Shore Commands:	Personnel Support Detachment (Bldg. 1551, 1st Deck)
If accompanied & unit deployed.	Family Assistance Support Team (Bldg. 3365, 2nd Deck) If
unaccompanied & unit deployed:	Transient Personnel Unit (Bldg. 1969)
Civil Service Employees:	Human Resources Office (Bldg. 1472)

- ☐ Check-in with prearranged lodging in Yokosuka. On-base options below:

(Yokosuka: DSN: 315-243-6708 In Japan: 046-816-6708 [www.navy-lodge.com](http://www.navy-lodge.com))

(Yokosuka: DSN: 315-243-7317 In Japan: 046-816-7317 [www.ngis.dodlodging.net](http://www.ngis.dodlodging.net))

*Pets are not allowed in base lodging. Please contact NEX Kennel for availability.*

(Yokosuka: DSN: 315-243-4530 In Japan: 046-816-4530)

- ☐ Register in the Defense Biometric ID System (DBIDS) so that you can scan your ID when entering and exiting base. Required for all SOFA sponsored personnel and eligible family members. Bring Dependent Entry Approval, DOD ID (Dependent or CAC), and either PCS Orders or Letter of Employment (if USCS). Visit ISO/Pass & ID Office (Main Gate), PSD (Bldg. 1551) or FAST Office (Bldg. 3365).

- ☐ Register your children for school using, either in person or using the online registration (<https://registration.dodea.edu/privacy-act.cfm>). Information about each school can also be found at [www.pac.dodea.edu](http://www.pac.dodea.edu) and [www.navyjapanschoolliason.org](http://www.navyjapanschoolliason.org).

- ☐ Visit Region Legal Service Office Legal Assistance (Bldg. 1551) to obtain a Power of Attorney, required by Personal Property Office and Housing Office if Sponsor is deployed. Bring two valid forms of ID. (Yokosuka: DSN: 315-243-8901 In Japan: 046-816-8901)

- ☐ Once checked into temporary accommodations, visit your Command Admin regarding Temporary Lodging Allowance (TLA).

- ☐ Contact Housing Office (Bldg. 1441) to schedule your Housing Welcome Brief. Don't schedule during AOB/ICR week. Bring copy of PCS orders, DD Form 1746 (Page 2), Detaching Endorsement and Dependent Entry Approval Letter. (Yokosuka: DSN: 315-243-9037 In Japan: 046-846-9037 [www.cnic.navy.mil/heat](http://www.cnic.navy.mil/heat))

- ☐ Contact Personal Property Office (Bldg. 5013) and 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](http://www.move.mil))

- ☐ Visit FFSC Yokosuka (Bldg. 3365) regarding the Loaner 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 US Naval Hospital (Bldg. 1400) Dental Clinic, 2nd Floor (Yokosuka: DSN: 315-243-8808 In Japan: 046-816-8808) Tri-Care Office for assigning Primary Care Manager (PCM) (Yokosuka: DSN: 315-243-9823 In Japan: 046-816-9823 [www.tricare.mil](http://www.tricare.mil))

- ☐ Visit [www.ombudsmanregistry.org](http://www.ombudsmanregistry.org) to contact your command Ombudsman, who can also give contact information for your Family Readiness Group (FRG)

## FLEET AND FAMILY SUPPORT CENTER, YOKOSUKA

- ☐ Register for a P.O. Box and mailing address.

Afloat Commands: FISC Yokosuka Post Office (Bldg. 1258)

Hospital Commands: USNH Yokosuka

Shore Commands: Via Command

- ☐ Register personal vehicles at Vehicle Registration Office (Bldg. J196).

(Yokosuka: DSN: 315-243-5896 In Japan: 046-846-5896)

- ☐ Take Tourist and No-Fee Passports to NAVPTO Passport Office (Bldg. 1551) to get multiple re-entry stamp. Also bring PCS Orders or Letter of Employment (for USGS), Power of Attorney and Dependent Entry Approval.

(Yokosuka: DSN: 315-243-8466 In Japan: 046-816-8466)

- ☐ Visit FFSC Yokosuka (Bldg. 3365) 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.

- ☐ Visit the Community Resource Center (Bldg. 3365).

*FFSC Information & Referral Office for local attractions and driving directions (4th floor)*

*FFSC services, workshops, orientations, trainings, and classes (4th floor)*

(Yokosuka: DSN: 315-243-FFSC In Japan: 046-816-FFSC [FFSCInfo@fe.navy.mil](mailto:FFSCInfo@fe.navy.mil))

*MWR Community Center (3rd floor)*

(Yokosuka: DSN: 315-243-6713 In Japan: 046-816-6713)

- ☐ Consider using the CNIC Base Shuttle. Obtain a copy of the route map and schedule (visit [www.cnic.navy.mil/yokosuka](http://www.cnic.navy.mil/yokosuka) and look for the New Shuttle Bus schedule).

- ☐ Keep in contact with your command assigned sponsor for assistance upon and after your arrival in Yokosuka.

## IMPORTANT NUMBERS

	From DSN On Base	From local Japanese
Emergency:.....	911.....	046-816-0911
Japanese Fire/Ambulance.....		119
Japanese Police.....		110
Security Police – Yokosuka.....	315-243-5000.....	046-816-5000
Security Police – Ikego.....	315-246-8025.....	046-806-8025
USNH Emergency Room.....	315-243-5137/7141.....	046-816-5137/7141
American Red Cross.....	315-243-7490.....	046-816-7490
Chaplain/PastoralCare.....	315-243-8736.....	046-816-8736
Base Operator.....	113.....	046-816-0113

## FLEET AND FAMILY SUPPORT CENTER, YOKOSUKA

How to call a DSN:	From Local Japanese	International from US
DSN 315-241-XXXX.....	046-896-XXXX .....	011-81-46-896-XXXX
DSN 315-243-XXXX.....	046-816-XXXX .....	011-81-46-816-XXXX
DSN 315-246-XXXX.....	046-806-XXXX .....	011-81-46-806-XXXX

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

## **How to Present a Positive Image to our Japanese Hosts**

### ***When in Public***

- Please refrain from smoking on public transportation. Some long-distance trains permit smoking, but local buses and trains do not.
- Converse in a low to moderate voice when in public, Yelling or loud conversations disturbs and frightens our hosts.
- Additionally 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 their language.
- Observe how the Japanese do things. "When in Rome do as the Romans do" can very well be applied to Japan.
- Unacceptable behavior usually feels inappropriate when you're doing it. Rely on your common sense. This is just one of the ways to show respect for the Japanese culture while you are here.
- Be polite and considerate. It is the way we expect foreigners to act when they're visiting the U.S.

### ***In Shops and Restaurants***

- Remember, yen is the only current acceptable in Japanese establishments. They do not accept dollars, as in the case of some foreign countries you may have visited.
- Again, while bargaining is acceptable in some countries, in Japan this is not the norm. On large purchases, you may ask if there is any discount, or one may automatically be given to you.
- Don't tip in Japan. It is not expected in restaurants or taxis, and in fact is considered an insult to most Japanese people.
- In some restaurants (and hospitals), you are expected to remove your shoes. So 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 in a Japanese home- 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 for a number of days before being drained.



# CIVILIAN CLOTHES GUIDELINES

## APPROVED!

Clean and serviceable t-shirt, with or without collar are required. Shirts will be buttoned and tucked. Unless square cut and designed to be worn outside your trousers or shorts.

Clean and serviceable trousers or shorts, with a belt (belt loops are present) are the standard.

- we are ambassadors in our host nation of Japan. We must do our best to project a positive image which reflects our core values.

If you are uncertain about your attire, you must ask yourself... Are the clothes I am wearing drawing negative attention to myself and my country?"

Sergeant Major Marine  
Corps Base Camp  
Smedley D. Butler

## NOT APPROVED!

Uniform undershirts, green, white, or brown, or shirts designed for wear as undergarments, with or without unit logos, are not appropriate and prohibited. Also prohibited as outer wear, are all tank top type shirts, sleeveless "muscle" shirts, see-through mesh and net shirts, halter tops, tube tops and swim cap tops.

Tops creating immodest/provocative or suggestive

Appearance of exposed midriff.

Cutoff shorts/ "short" shorts/swimming suits.

Tank top/ Jerseyized clothing/cut-off sleeves.

Shirts exposing abdomen

### Eating and Dining In Japan

In Japan, some restaurants and private houses are equipped with low Japanese style tables and cushions on the floor, rather than with Western Style chairs and tables.



*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. In less formal situations, Japanese men often wash their faces with the towels, but it is best not to do this. 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 “*gochisaosama (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** The proper use of the chopsticks is the most fundamental element of Japanese table manners.



**SOME OF THE MOST IMPORTANT CHOPSTICK 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 our 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**

- ☐ 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 re-placing your chopsticks on the holder or into their paper slip, if applicable.

**DRINKING RULES** When drinking alcoholic beverages, it is a Japanese custom to serve each other, rather than pour the beverage into one's own glass. You are to periodically check your friends' cups, and serve them more once their cups are about to be empty. Likewise, if someone wants to serve you more alcohol, you should quickly empty your glass and hold it towards that person. While it is considered bad manners to become obviously drunk in some formal restaurants, for example in restaurants that serve *kaiseki ryori* (Japanese haute cuisine), the same is not true for other types of restaurants such as izakaya, as long as you do not bother other guests. Do not start drinking until everybody at the table is served and the glasses are raised for a drinking salute, which usually is "*kampai*". Avoid using "*chin chin*" when drinking a toast, since these words refer to the male anatomy in Japanese. It is quite common for the Japanese to toast, usually with beer or sake. It recognizes a day's event or acknowledges good efforts. If you do not drink alcoholic beverages, it is acceptable to toast with orange juice or even green tea. The important point is that your share in the group celebration.

## **HOW TO EAT**



### **Rice:**

Take the rice bowl in one hand and the chopsticks in the other. Lift it towards your mouth while eating. Don't pour soya sauce over rice.



### **Sushi:**

Pour soya sauce into the small plate provided. It is considered bad manners to waste soya sauce; try not to pour more sauce than needed. You don't have to add wasabi into your soya sauce. The sushi pieces usually already contain wasabi, and some pieces are supposed to be eaten without wasabi. If you choose to add wasabi, nonetheless, use only a small amount in order not to offend the sushi chef. If you do not like wasabi, you can request that none is added into your sushi.

In general, you are supposed to eat a sushi piece in one bite. Hands or chopsticks can be used to eat sushi. For nigiri-zushi, dip the piece into the soya sauce upside-down with the fish part ahead. A few kinds of nigiri-zushi, for example, marinated pieces, should not be dipped into the soya sauce. For gunkan-zushi, pour a small amount of soya sauce over it, rather than dipping it into the sauce.



### **Sashimi:**

Put some soya sauce into the small plate provided. Mix some wasabi into soya sauce, but do not add too much wasabi as this would overpower the taste of the raw fish (and possibly offend the chef). Use the sauce for dipping sashimi pieces. Some types of sashimi are enjoyed with ground ginger rather than wasabi.



**Miso Soup:**

Drink the soup out of the bowl as if it were a cup, and fish out the solid pieces with your chopsticks.

**Noodles:**

Lead the noodles with your chopsticks step by step into your mouth, while sucking them down in with a controlled slurping sound. Try to copy the slurping sound of people around you. When eating noodle soups, keep a small distance between the bowl and your mouth to avoid splashing. If a spoon is provided, use it to drink the soup; otherwise, lift the bowl to your mouth to consume the soup.

**Kare Raisu:** (And other dishes in which rice is mixed with sauce)

Kare Raisu (Japanese style curry rice) and other rice dishes, in which the rice is mixed with a sauce (for example), some domburi dishes) may be somewhat difficult to eat with chopsticks. Kare Raisu is often eaten with a spoon rather than chopsticks.

**Big pieces of food:**

(e.g. prawn tempura) Separate the piece with chopsticks (This takes some practice), or just bite off a piece and put the rest back onto your table.

## 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. As you would use a serving spoon in a Western setting, use the larger serving chopsticks that may accompany a dish. If there isn't one, you may use the clean top ends of your chopsticks. These ends should never go into your mouth once you have decided to use the other ends to eat with.

**SLURPING** It is the custom in Japan to make slurping noises while eating foods such as soupy noodles. It is also a sign of appreciation to your host or the cook.

**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.

**SOME DEFINITE “DON'TS ”**

**X** 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.

**X** Do not grab your chopsticks in the palm of your hand as you grab a stick. This is how a sword is handled.

**X** 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.

**X** 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.