
WELCOME ABOARD PACKAGE



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Congratulations on your orders to the Sasebo, Japan area!

While the idea of moving to a new location can be overwhelming, this Welcome Aboard Package contains a wealth of information to help your relocation and is designed to answer many of your questions. Look through the provided material and suggested websites to help familiarize yourself (and your family) with your new home. Using all your resources can help reduce culture shock and stress, keeping your morale high during the first few weeks of your arrival and throughout your time in Sasebo to make this a tour you enjoy!

If you have not already done so, please visit your local Fleet and Family Support Center (FFSC). They can provide you with information on travel pay, entitlements, and allowances, arranging a successful move, and vacating your government quarters. We are all here to help with every aspect of your relocation so please do not hesitate to contact us if you have additional questions regarding your new assignment to Sasebo and look forward to meeting you!

Those with families are encouraged to check into the Navy Lodge or Gateway Inns for the night; we highly encourage making reservations in advance. The next day, it is important to check into your command and their respective admin departments. Once there your command can provide guidance and escort to the various locations on base that you must visit.

Below are items that each member should try to complete within the first 72 hours.

- Confirm seat reservation for Area Orientation Brief / Intercultural Relations (AOB/ICR)
- Enroll in a Housing Office Brief
- Visit Personal Property Office
- Visit Tricare Benefits Coordinator

Again, Congratulations and we will see you soon!

v/r,

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FPO AP 96322-0001
DSN: 252-FFSC (3372)
USA: 011-81-956-50-3372
JAPAN: 0956-50-3372
Website: www.cfas.navy.mil

Informational Websites

Commander Fleet Activities, Sasebo (CFAS):

CNIC Sasebo webpage: <http://www.cnic.navy.mil/Sasebo/index.htm>

The official website of Commander Fleet Activities, Sasebo

Military INSTALLATIONS: www.militaryinstallations.dod.mil

Follow the prompts to search for Commander Fleet Activities, Sasebo for detailed information CFAS and a personalized information booklet

Welcome to Sasebo on YouTube:

http://www.youtube.com/watch?v=KalIPdctZQw&feature=player_embedded

Discover Commander Fleet Activities, Sasebo

CFAS Facebook page: <https://www.facebook.com/CFASasebo>

Find out about what events and important information

American Forces Network (AFN) Sasebo Facebook page:

<http://www.facebook.com/afnsasebofanpage?ref=ts&sk=wall#!/afnsasebofanpage>

Follow what is happening on CFAS

AFN Sasebo Japan YouTube channel: <http://www.youtube.com/user/AFNSaseboJapan>

Another resources to discover CFAS and Sasebo

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

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

Family Readiness Center (Hario Housing): <http://www.facebook.com/pages/Family-Readiness-Center-Sasebo-Japan/141117569245009>

Playgroups, social events, and facility use

Sasebo and Japan:

Sasebo is in the Nagasaki prefecture, located on Kyushu Island

Sasebo Convention and Visitor's Association: <http://www.sasebo99.com/english/>

English website about tourist attractions in Sasebo, Japan

Japan National Tourism Organization:

<http://www.jnto.go.jp/eng/location/regional/nagasaki/index.html>

Cultural and tourist information about Japan

Fleet and Family Support Center Resources

Below is a list of topics of classes, workshops and trainings provided from FFSC Sasebo. For information about a specific class, the monthly schedule, or to register, please call 252-FFSC (3372).

Work and Family Life Programs

Deployment Readiness

- Exceptional Family Member Program (EFMP)
- 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
- Career Support Retention
- Resume Writing / Interview Techniques
- Transition Assistance Management Program (TAMP)
- VA Benefit Information

Life Skills Education

- Babysitting Workshop
- Meyers Briggs Type Indicator (MBTI) Personality Assessment
- Pre-Marital Workshop
- Stress Management
- Teaching English to Japanese

Personal Finance Management (PFM)

- Command Financial Specialist (CFS) Training
- Million Dollar Sailor
- Thrift Savings Plan (TSP) Guidance

Relocation Assistance Program (RAP)

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

Crisis Response

Domestic Abuse Victim Advocacy (DAVA)

24 Hour DAVA Hotline: 090-7383-0735 (Sasebo local number)

Family Advocacy Program (FAP) for victims of abuse

24 Hour FAP Hotline: 090-1516-3797 (Sasebo local number)

Sexual Assault Prevention and Response (SAPR)

24 Hour SAPR Hotline: 090-5920-5856 (Sasebo local number)

Clinical Advocacy Program Counseling Services

Couples Counseling

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

Family Therapy

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

Individual Counseling

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

New Parent Support

The New Parent Support Home Visitation Program (NPSHVP) is a team of professionals providing supportive and caring services to military families with new babies. Navy families and other military families expecting a child or with children up to three years of age are assessed to determine if they need help managing the demands of a new baby.

Area Orientation Brief (AOB) & Intercultural Relations (ICR) Class

This training is MANDATORY for all military and civilian employees arriving to commands in Sasebo within 30 days, in accordance with COMNAVFORJAPANINST 1740.5. Family members are highly encouraged to attend as well. It ensures newly reporting personnel understand and are fully aware of all CFAS policies, programs, services, responsibilities and facilities in accordance with CFASINST 1740.1D. Additionally, certified 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 four weeks prior to arrival in the Sasebo area. Your sponsor can sign you up for this program in advance or you can register yourself. Please send a brief e-mail with **subject line** "AOB/ICR" with your name (and that of your spouse and children, with their ages), the name of your specific gaining command, and the date you will be reporting to the Sasebo area, to ffscsasebo@fe.navy.mil or call 252-FFSC (3372). FFSC will reply to your registration request.

Child care reservations should be made prior to attending AOB/ICR and as far in advance as possible. Age limits and contact numbers for each of the centers are outlined in Childcare Information sheet after the schedule.

Schedule

Tuesday – Area Orientation Brief (AOB) Topics include:

- Policies and procedures associated with Commander Fleet Activities, Sasebo
- Guest speakers from Fleet and Family Support Center, US Naval Hospital, Personnel Support Detachment, Navy Legal Service Office, Navy College, Religious Ministries, USO, the Navy-Marine Corp Relief Society and more

Wednesday – Intercultural Relations (ICR) Topics include:

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

Thursday – Optional Field Trip (*optional*):

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

Friday – Driver's Indoctrination Class (*optional*):

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

Childcare Information

While family members are welcome to attend the AOB/ICR Training, we ask that personnel with children 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. Advanced reservations are highly encouraged to ensure that there is space. Below is information to help families.

1. Registration Packet and Orientation. The included Registration Packet should be completed before 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.
 - a. Completed packet can be emailed to keri.embry@fe.navy.mil.
 - b. Parents who intend to enroll children into full time care can take advantage of an electronic sign-in process, which places children on the list the day the electronic form is submitted instead of the day parents request in person, after arrival in Sasebo.
 - c. Hourly care is available for those choose to join the fieldtrip.

2. FFSC – Dragon Vale Childcare Shuttle will pick up both children and parents from Navy Lodge at 0830, take to drop off point (Dragon Vale CDC next to the Youth, Pre-teen, and Teen Centers) and parents will continue to FFSC for class. Shuttle will pick up parents after class from FFSC, take to drop off point (Dragon Vale CDC next to the Youth, Pre-teen, and Teen Centers) to pick up children, and then take both parents and children back to the Navy Lodge.

CHILD DEVELOPMENT CENTER (CDC):	6 WEEKS* TO 5 YEARS**
<i>Dragon Vale (Main Base):</i> 252-2985	<i>Hario Village:</i> 252-8842
YOUTH CENTER***:	5 – 10 YEARS
<i>Dragon Vale (Main Base):</i> 252-2989	<i>Hario Village:</i> 252-8866
PRE-TEEN CENTER***:	10 – 12 YEARS
<i>Dragon Vale (Main Base):</i> 252-2908	<i>Hario Village:</i> 252-8968
TEEN CENTER***:	13 YEARS AND OLDER
<i>Dragon Vale (Main Base):</i> 252-3797	<i>Hario Village:</i> 252-8966

* 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 Youth Center.

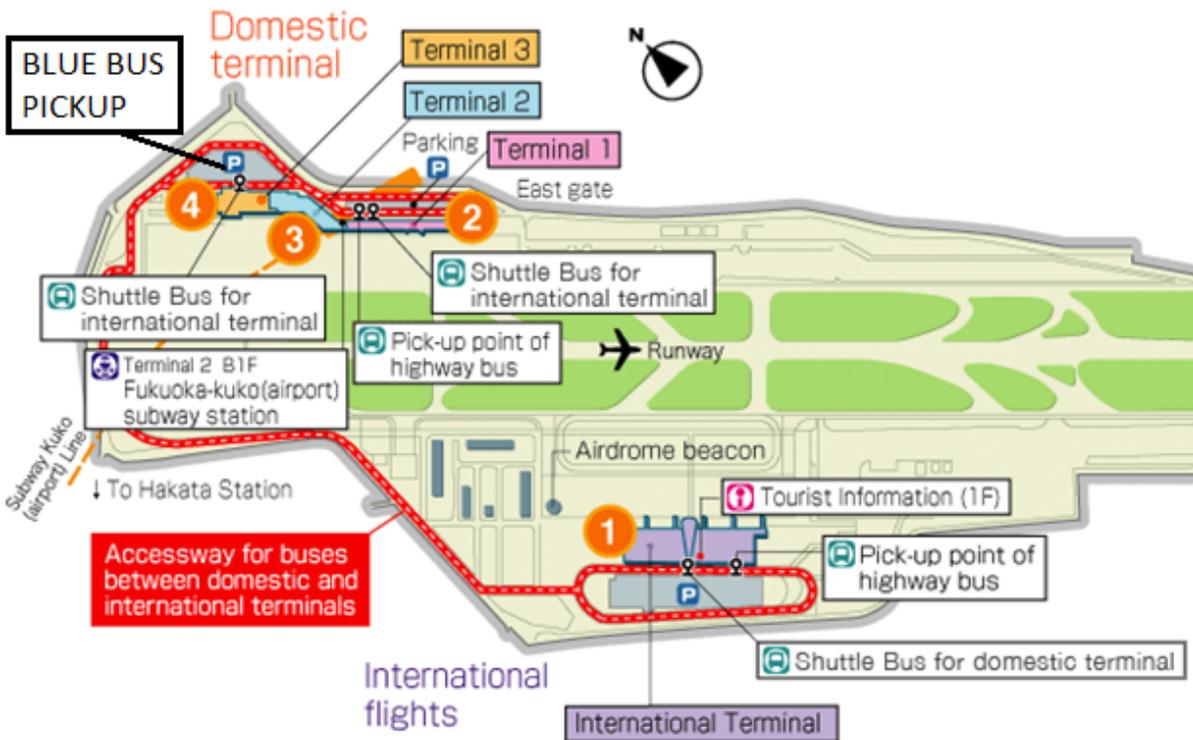
*** For summer classes, parents are to provide the following: packed lunches, extra bottle of water, and sunscreen.

What To Do At The Airport

Landing in Tokyo (Narita/Hinada) or Osaka airport in route to Fukuoka International Airport

The majority of those PCSing to Sasebo will land in a larger Japanese airport prior to landing in Fukuoka International Airport (FUK). Regardless of where you enter Japan, you must go through immigrations and fill out an immigrations entry card, present passports, and orders. You are responsible for collecting all of your luggage before proceeding through Customs and Immigration. After you pass through Customs and Immigration, you are responsible for the transfer and check-in process for your domestic flight to Fukuoka. (If you need any assistance, feel free to ask any of the Japanese staff.)

Once at Fukuoka International Airport, collect your luggage and proceed to the Fukuoka Airport Shuttle Pickup located in Terminal 3. This shuttle is provided by CFAS solely for transportation between Fukuoka International Airport and CFAS. It is baby blue in color and nicknamed “the Blue Bus.” A uniformed military service member representing FMAT will be waiting in Terminal 3 outside Baggage Claim. Provide a copy of your orders to the representative and let them know whether you are requesting a drop off at either the Navy Lodge or your ship depending, on your check in point. Times and location of the Shuttle can be found in Fukuoka Airport Shuttle Bus Schedule **Error! Reference source not found..**



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.

CNIC Dress code for Sasebo Naval Base

As ambassadors of the navy to Japan it is important to provide a positive image of our people and its' Navy. The dress code enforced by CNIC provides a guideline to understand what is deemed appropriate for wear while out in Sasebo. The below picture provides some examples of what is adequate.

CIVILIAN CLOTHES GUIDELINES

APPROVED!

Clean and serviceable shirts, with or without collars are required. Shirts will be buttoned and tucked in unless square cut and designed to be worn outside your trousers or shorts.

Clean and serviceable trousers or shorts, with a belt (if 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 "t" 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 suit tops.

Tops creating immodest/provocative or suggestive Appearance of exposes midriff,
Cut-off shorts/ "short" shorts/swimming suits,
Tank top/oversized clothing/cut-off sleeves,
Shirts exposing abdomen

COMBAT GRAPHICS DEPT.

Eating And Dinning 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 replacing 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"

- 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.
- Do not grab your chopsticks in the palm of your hand as you grab a stick. This is how a sword is handled.
- Do not pour soy sauce on your rice. You will offend the chef. Other dishes are meant to flavor the rice as you eat. Rice is still considered a valued and precious food by the elders.
- Do not blow your nose at the table.
- Do not play with your food or try to figure out what's in a particular piece. The Japanese are generally sensitive about this and you would be insulting your host or your superiors by playing with the food being served to you. The way in which the food is arranged and presented is equally important as the food itself.

WELCOME TO COMMANDER FLEET ACTIVITIES, SASEBO

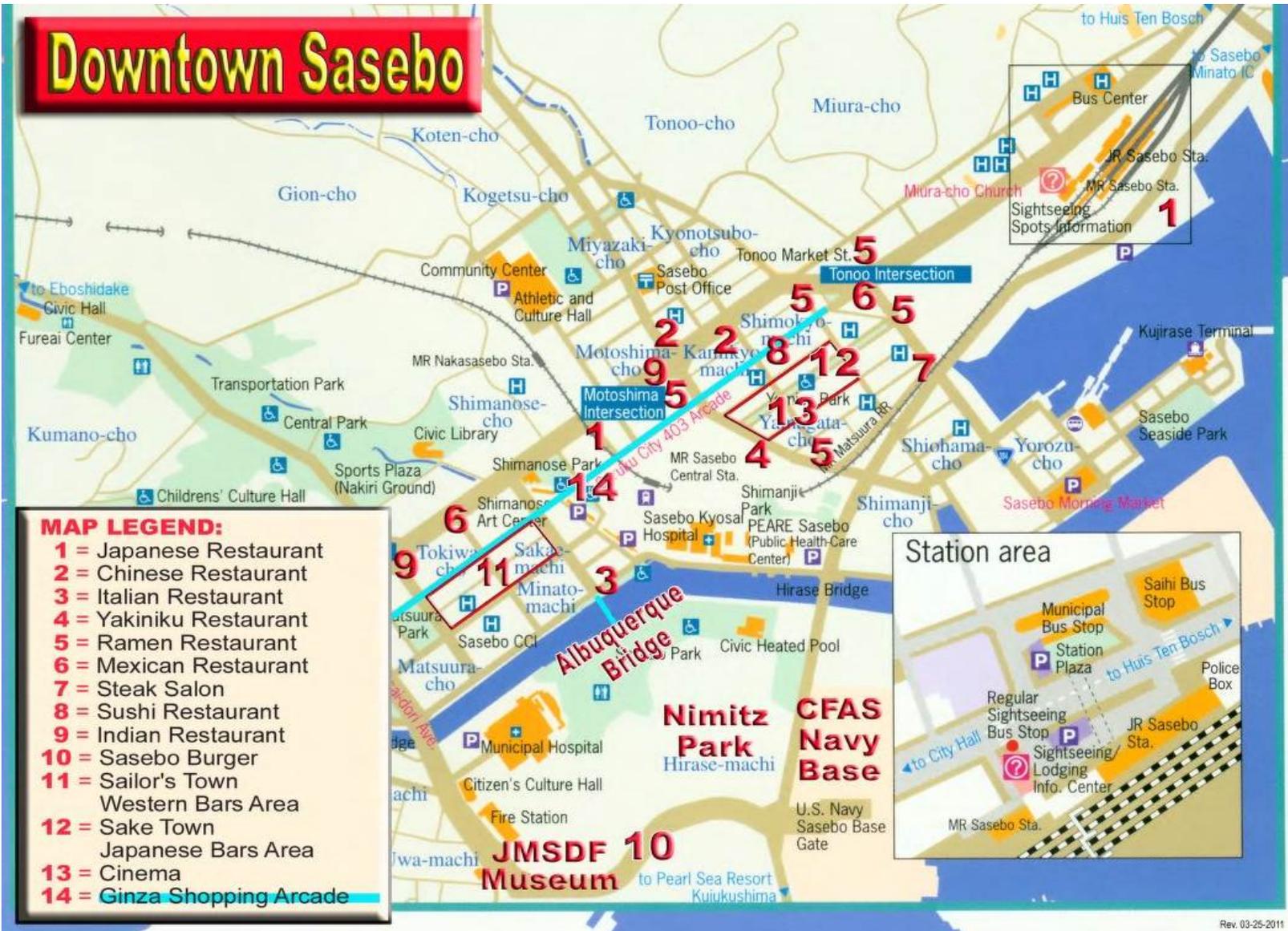


- MWR QUICK REFERENCE GUIDE:**
- 1 Fleet Fitness Complex & Liberty Center (Free Wi-Fi)
Basketball Courts, Fitness Center, Indoor Pool
 - 2 Brodie's (Free Wi-Fi), Galaxies & Chili's
Food Court, Darts, Gaming, Billiards, Cash Cage
 - 3 Paws & Claws (Vet)
 - 4 MWR Auto Hobby Shop
 - 5 Travel & Tours
 - 6 Showboat Theater
 - 7 Outdoor Adventure Center
 - 8 Library - Community Education Center
 - 9 Spare Time Recreation Center (Free Wi-Fi)
Bowling, 24/7 Fitness Center, 11th Frame Snack Bar
 - 10 Harbor View Club - Breakfast, Lunch & Dinner
Puck's Cafe, Hog Heaven, CPO Lounge (Free Wi-Fi), Cash Cage

Rev. 04-18-2011

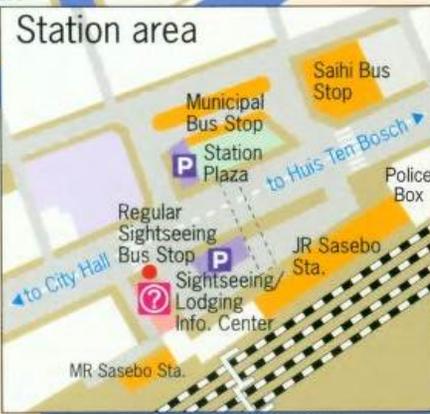
Maps of Commander Fleet Activities Sasebo

Downtown Sasebo



MAP LEGEND:

- 1 = Japanese Restaurant
- 2 = Chinese Restaurant
- 3 = Italian Restaurant
- 4 = Yakiniku Restaurant
- 5 = Ramen Restaurant
- 6 = Mexican Restaurant
- 7 = Steak Salon
- 8 = Sushi Restaurant
- 9 = Indian Restaurant
- 10 = Sasebo Burger
- 11 = Sailor's Town Western Bars Area
- 12 = Sake Town Japanese Bars Area
- 13 = Cinema
- 14 = Ginza Shopping Arcade



Map of Downtown Sasebo

WELCOME ABOARD PACKAGE



Commander Fleet Activities—Sasebo Housing Information

Thank you for your interest in Sasebo Housing. This information sheet should answer a lot of your questions, but we realize that it's impossible to cover everything in one document. If you have questions please feel free to let us know.

The Housing Service Center will be one of your first stops after arriving in Japan. You will find us conveniently located in building 154, the same building as PSD, Personal Property, Community Bank and Navy Federal Credit Union. Our office hours are Monday, Tuesday, and Thursday 08:00 am – 4:30 pm; Wednesday 10:00 am – 4:30 pm; Friday 8:00 am – 4:30 pm. Our DSN phone number, mailing address, Web site and e-mail address can be found on the last page.

Upon arrival to the Housing Service Center (HSC), you will need to register for our mandatory HSC Briefing. At the time you register for the Briefing, you will be given an Information Packet complete with all appropriate applications to be filled out and a list of documents you will need to provide us on the day of your briefing. Required documentation includes **PCS Orders, Detaching Information Report, Page 2** and **Dependent Entry Approval**. HSC Briefings are conducted on Monday and Thursday afternoons at 1:30 pm for accompanied members or 2:30 pm for unaccompanied members. Attendance of the HSC Briefing is mandatory for all incoming personnel before the off-base house hunting process can begin. For Military families, off-base leasing may not be an option as an involuntary assignment policy to Military Family Housing is in place.

It is **not** necessary to mail or fax your application to the HSC before you arrive in Sasebo. Your name will not be added to the waiting list until you report to Sasebo. You must apply and/or confirm your application (if sent prior to your arrival) **within 30 days of your report date**. In most instances your control date will be the date you detach from your last permanent duty station, and that control date determines where you are placed on the waiting list. Your name cannot affect anyone already in the freeze zone regardless of your control date. If you will be going on temporary duty prior to arriving in Sasebo, then you may wish to fax your application and all necessary data (stated above) to the Housing Office once you have detached from your permanent duty station for Housing Office planning purposes. Either way, you must apply for government housing within 30 days of your report date in Sasebo in order to receive the detach date as your control date. Additionally, if do not apply or confirm your application within 30 days of your arrival, you will lose your original control date and you will no longer be authorized a locally funded government move from a rental unit to Military Family Housing.

Military Family Housing (MFH)

Sasebo has two separate locations: 217 units are located at Main Base, and 532 units are located in Hario Village. Tower units account for 58% of our housing inventory.

Dragon Vale housing is found directly across the street from CFAS and residents can utilize all base facilities including the commissary, medical and dental clinic, 2 gyms, swimming pool, movie theater, banks, restaurants, chapel, post office & Navy Exchange. Located within the Main Base housing area you will find Sasebo Elementary School (Grades K-6), E.J. King High School (Grades 7-12), Teen Center, Youth Center, and Child Development Center.

Hario Village housing area is a scenic and peaceful community located 20 to 30 minutes drive from CFAS. There are two free shuttles that are offered between Main Base and Hario Village: the Home to Work Shuttle that operates on weekdays in the morning and afternoon, and the Friday and Saturday Shuttle Bus that operates on Friday and Saturday evenings. In addition to 532 family housing units, Hario Village has the larger commissary, Navy Exchange Home Store, 24 hour gym, swimming pool, outside tennis courts, Teen Center, Youth Center, Child Development Center, community center, chapel, post office, medical/dental clinic, Hario Cantina Restaurant, gas station, ATMs, movie theater, and small food court. Also located at Hario Village is J.N. Darby School serving grades K-6. Middle school & high school students are provided bus service to/from E.J. King School in Dragon Vale.

When you arrive in Sasebo, you are placed on the primary waiting list. You can nearly always expect your offer to be a unit located in Hario Village as 72% of all Military Family Housing is located in Hario. Due to the involuntary housing policy, military families will be required to accept their offer of Military Family Housing regardless of location or unit type. Offers will be limited to one offer (which may include several units if available). Offers are made based on family composition and does not consider pets. If no unit is available on your arrival, you will need to move off-base, remain on the waiting list and must accept the offer once a unit is available on base. Declining an offer will terminate OHA entitlements.

NOTE for dog owners: If upon your arrival there is no unit available that will allow a dog, your TLA will be for 30 days only if a vacant unit that meets your family composition is available for occupancy.

Community Housing

Sasebo is in many ways quite different from other bases in the Pacific. Upon arriving in Japan we will assist you in finding off-base housing if necessary. Counselors will explain your allowances for living off-base. Your Japanese interpreter can go with you, if requested, to look at off-base rentals and real estate agents drive you to and from your viewing appointments in their cars.

Initial move-in costs to live in a Japanese home can normally run from \$3,000 to \$8,000 or more. The move-in cost is equal to about five months rent which includes agent/realtor's fee, two months security deposit, first month's rent, and restoration fee. Your disbursing department can loan the entire cost (for eligible personnel) needed to move, and some move-in costs (agent/realtor's fee and restoration fee) are reimbursed to you by the Navy after the lease is signed. Your Overseas Housing Allowance (OHA), Cost of Living Allowance (COLA) and Utility Allowance will help subsidize the cost of living in Japan. All funds for TLA reimbursement and move-in costs are

deposited electronically to your DDS account. In order for your spouse to access these funds, they must be a joint owner of your DDS account.

TLA (Temporary Lodging Allowance) can last up to a maximum of 60 days and the clock starts the day the **Military Member reports to his/her command**. Example: the sponsor reports to his/her command on 1 September, and family members arrive on 15 October; sponsor and family members are entitled to only 15 days of TLA (the average family takes 34 days to secure community housing). If your family will **not** be transferring with you at or close to the same time, no matter what the circumstances, please plan to secure off-base housing prior to your family arriving in Sasebo. TLA extensions can be requested, but may not be approved. If you have any questions related to TLA and non-concurrent travel, contact the HSC and request to speak with an on-base counselor. We advise you to make reservations at the Navy Lodge (DSN 252-3608) as soon as you know when you'll be arriving as they sometimes get booked up well in advance.

You have no doubt heard of how small all of the houses are in Japan. In reality, you will find a wide variety of sizes in both apartments and houses, from very small to quite large. Many houses can accommodate larger families and regular American-style furniture (oversized sectional couches, canopy beds, waterbeds, exceptionally heavy furniture, full dining room sets and pianos are not advised). However, you may find doorways, elevator openings, and stairwells a bit narrow, and ceilings and doorframes a bit lower than what you're accustomed to.

A standard Japanese kitchen will have a smaller size counter top, 5 or 6 cabinets and a set of drawers. There may be space in the kitchen for additional storage shelves/units. Other rooms in the house will have tatami mats or hardwood floors. Fusuma doors (thick cardboard like paper) and rice paper window screens called shoji doors are also commonly found inside Japanese homes.

Japanese homes get cold in the winter and hot/humid in the summer. The Housing Welcome Center will provide you with air conditioning/ heating units and kerosene fan heaters designed to heat and cool single rooms.

The average bedroom size for a Japanese home is 9x12 to 12x12. Closet space and storage space is limited, and most closets do not provide rods to put hangers on, but you can easily find hanging racks to purchase from local Japanese stores. Yards are generally small and usually consist of plants, gravel and maybe some grass (many homes do not have a yard at all). Although there are no attached garages, you will find some covered carports. Most common for single family homes is open parking.

*If you are **bringing pets** to Japan, please be aware that there is a two pet policy in Military Family Housing (MFH). This means you can only have two pets in any combination (two cats, two dogs, one cat and one dog, etc). This policy is not waivable. Additionally, dogs are not allowed in towers in MFH. As pets are not a consideration for MFH, you will be offered the next available unit. If you have a dog and are offered a unit that does not allow dogs, your TLA will be no more than 30 days from the possible move in date. Dogs are allowed in only 19% of two-bedroom units and 29% of three-bedroom units in Hario. For Dragon Vale, 50% of two-bedrooms and 11% of three-bedrooms will accommodate dogs. None of our TLA-approved hotels will allow pets. MWR has a kennel with 10 spaces available. For more information, please call MWR at DSN 252-3320.

Sasebo does have a base Veterinary Clinic (DSN 252-3585) to assist you with all information concerning your pets.

Housing supplies appliances (washer, dryer, stove, refrigerator) for both off-base rentals and government housing for qualified personnel. Please **do not** bring your own major appliances. We do not have storage space for these items and your off-base residence will not accommodate American-style appliances. In addition, there are no rental storage facilities to be found off-base. Please check with your Personal Property Office regarding storage information for your major appliances. You should bring your own microwave oven. A microwave oven can be provided to you while living off-base, if your unit **will not** accommodate a government oven.

The commissary does their best to accommodate all of the American families here in Sasebo, but their space is limited and they don't have nearly the variety of food items as the grocery stores in the U.S. So if there are certain brands you prefer, favorite cereals, or special foods you can't do without, you may want to stock up on these items prior to your move to Japan. Here is a list of additional items you might want to purchase before moving to Japan: electric blankets, air tight containers to store food, shelf units, slippers, favorite make-up, favorite shampoo, clothes rods, rain coats and umbrellas for the rainy season (June – July).

When you receive orders to Sasebo, please make a list of your questions and call, write or email the Housing Service Center. Asking us directly will allow you to make plans and receive complete and accurate information regarding housing. If you write or email, please provide the sponsor's rank, family composition, and types of pets (if any).

Come with an open mind and have a great time!

We wish you a safe and smooth transition and look forward to meeting you!

Additional Resources can be found at:

Navy Housing: <http://www.cnic.navy.mil/ffr/housing.html/>

Military Move: www.move.mil

Military OneSource: www.militaryonesource.mil/moving

Housing Early Application Tool: www.cnic.navy.mil/HEAT

DoDDs: <http://www.dodea.edu/Pacific/schools-by-area.cfm>

SASEBO WEB PAGE: <https://www.cnic.navy.mil/Sasebo/index.htm>

E-MAIL ADDRESS: m-sa-cfashousinginformation@fe.navy.mil

DSN NUMBER: 252-3402

Commercial Number from U.S.: 011-81-956-50-1110

(Then ask the operator to connect you to any DSN)

CFAS Shuttles Services

Fukuoka Airport Shuttle Bus Schedule

LOCATION	MORNING RUN	AFTERNOON RUN
LOAD THE BUS CFAS BUS STATION (Bldg.#203)	0800	1800
DEPART CFAS BUS STATION (Bldg.#203)	0830	1830
ARRIVE FUKUOKA AIRPORT (Domestic Terminal)	1030	2030
DEPART FUKUOKA AIRPORT (Domestic Terminal)	1200	2230
ARRIVE CFAS BUS STATION (Bldg.#203)	1400	0030

Hario Home To Work Shuttle Bus

RUN	AREA	BUS STOP LOCATION	TIME MONDAY-FRIDAY ONLY		
MORNING	MAIN BASE	SHOWBOAT THEATER PARKING LOT	0530	0630	0730
	MAIN BASE	GALAXIES	0532	0632	0732
	HARIO HOUSING	HARIO COMMUNITY CENTER	0600	0700	----
	HARIO HOUSING	HARIO UME TOWER	0602	0702	----
EVENING	MAIN BASE	SHOWBOAT THEATER PARKING LOT	1630	1730	1830
	MAIN BASE	GALAXIES	1632	1732	----
	HARIO HOUSING	HARIO COMMUNITY CENTER	1700	1800	----
	HARIO HOUSING	HARIO UME TOWER	1702	1802	----

Friday & Saturday Main Base To Hario Shuttle Bus

DEPARTURE		ARRIVAL	
Fleet Fitness Complex	1945	Galaxies	1950
Galaxies	1955	Harbor View Club	2000
Harbor View Club	2005	Showboat Theatre	2010
Showboat Theatre	2020	Hario NEX	2050
Hario NEX	2120	Fleet Fitness Complex	2150
Fleet Fitness Complex	2155	Galaxies	2200
Galaxies	2205	Harbor View Club	2210
Harbor View Club	2215	Showboat Theatre	2220
Showboat Theatre	2230	Hario NEX	2300

General School Information Sasebo, Japan

School Registration Information Sasebo, 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

Sasebo Elementary School (Grades K-6)

Located in Dragon Vale Housing, all students living in Dragon Vale Housing or Off-Base Housing are zoned to attend Sasebo Elementary School.

Email: Registrar.SaseboES@pac.dodea.edu

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

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

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.

Email: Registrar.DarbyES@pac.dodea.edu

Phone: 315-252-8800 (DSN), 011-81-956-50-8800 (From U.S.)

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

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.king-hs.pac.dodea.edu>

CFAS Religious Ministries

Facilitates the free exercise of religion for all authorized personnel by providing opportunities for worship, religious education, and spiritual development, provide timely and effective pastoral care, and promotes the general wellbeing of the command personnel by providing counsel on matters of religion, morale, and ethics.

The following faiths are supported at CFAS Religious Ministries:

- Church of Jesus Christ of Latter Day Saints
- Jewish
- New Life Christian Community
- Nichiren Daishonin Buddhism (SGI-USA)
- Protestant
- Roman Catholic
- Seventh Day Adventist Fellowship

Regions Social Services available through CFAS Religious Ministries:

1. Counseling - all counseling is 100% confidential. Please see the attachment at the bottom of the page.
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. 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 will soon be offering CREDO Marriage Enrichment Retreats, Family Retreats, as well as CREDO Personal Growth Retreats.

Family Employment Readiness Program (FERP) Resources

FERP

Our program provides basic information, materials, consultations, workshops, and referrals relating to family member employment services available through FFSC.

Fleet and Family Support Center (FFSC) Annual Job Fair

Our Annual Job Fair provides the opportunity for job seekers to meet local employers and learn about job opportunities.

Fleet and Family Support Center (FFSC) Classes, Workshops and Trainings

For more information regarding topics, schedules and to register, please call 252-FFSC (3372).

- How to Teaching English
- Resume Writing
- Job Search Strategies
- Federal Employment
- Interview Skills
- How to KSAs (Knowledge, Skills, and Abilities)
- Career Exploration
- Volunteering
- Teen Employment
- 1 on 1 Consultations
- Volunteer Opportunities: A good way to get your foot in the door and network with potential employers is to volunteer. FFSC has options and information for volunteer opportunities. Contact 252-3372 for more information.

Department of the Navy Jobs at CFAS

- CNRJ HRO: http://www.cnic.navy.mil/regions/cnrj/om/human_resources.html
- MWR SASEBO: http://www.cnic.navy.mil/regions/cnrj/installations/cfa_sasebo/ffr/MWR.html
- Navy Exchange (NEX) <https://www.mynavyexchange.com/work4us/>
- DECA Commissary: http://www.commissaries.com/inside_deca/HR/employment_opportunities.cfm
- FISC Yokosuka & Sasebo: <https://www.navsup.navy.mil/navsup/jobs>
- SRF U.S. Naval Ship Repair Facility (Yokosuka & Sasebo): <http://www.srf.navy.mil/pages/jobs.html>

Supporting Organizations Jobs at CFAS

- Alutiiq Corporation: <http://www.alutiiq.com/jobs/>
- American Red Cross: <https://www.americanredcross.apply2jobs.com/ProfExt/index.cfm?fuseaction=mExternal.showSearchInterface>
- The Navy Marine Corps Relief Society: <http://www.nmcrcs.org/jobs>
- Americable: (252-2172) <http://americablejapan.net/index.php>
- AIU Insurance: 243-9832/252-0956-22-0721
- DODDS Careers: <http://www.dodea.edu/Offices/HR/onlineapplication/submitApplication.cfm>
- Navy Federal Credit Union: <https://www.navyfederal.org/about/careers.php>
- Community Bank: http://www.dodcommunitybank.com/home/customer_service/careers
- Jobs openings on Bases in Japan: filter by location and industry: <http://www.japanbases.com/bases/jobs/view/type/viewsearch.aspx>
 - United Services Organizations (USO): <http://uso.org/careers> or <http://uso.balancetrak.com/>

Worldwide Organizations

- USA Jobs: <http://www.usajobs.gov/>
- Federal Jobs: <http://www.americajob.com>
- Jobs requiring security clearance: www.clearancejobs.com & <http://clearedconnections.com>
- Navy to civilian: www.corporategray.com
- SERCO (Contracting Jobs): <http://www.serco-na.com/careers>
- Zeiders: www.zeiders.com
- Department of Defense Education Activity (DoDEA): <http://www.dodea.edu/Offices/HR/employment/>
- Department of Navy Civilian Human Resources: <http://www.donhr.navy.mil>
- AMSEC /Northrop Grumman: www.amsec.com
- General Dynamics Information Technology: <http://www.gdit.com/careers/>

Top Job Boards

<http://careers.yahoo.com>
www.careerbuilders.com
www.collegerecruiter.com
<http://www.linkedin.com/job/c-linked-in-jobs>
www.indeed.com
www.monster.com
www.simplyhired.com

<http://usajobs.gov>
<https://h2h.jobs/>
www.dice.com
<http://us.jobs/>
<http://execunet.com>
www.hound.com
<http://net-temps.com>

Smooth Move



FFSC Stress and Anger Management Workshop

WALK AND TALK



Understanding Your Military Pay



Helping NAVY FAMILIES WORK

Sponsorship Orientation Workshop

