



WELCOME TO YOKOSUKA!

HELPFUL TERMS

AOB/ICR – Area Orientation Brief/Intercultural Relations – a required 5-day class for all SOFA sponsored adults which must be completed before being allowed to obtain a SOFA driver’s license. The service member must complete AOB/ICR within 30 days of arrival.

https://cnic.navy.mil/regions/cnrj/installations/cfa_yokosuka/ffr/support_services/military_support/relocation_assistance/aob_icr.html

Command Sponsor – A military person assigned by the gaining command who assists with relocation and indoctrination into the new command.

CFAY – Commander, Fleet Activities Yokosuka (refers to the Yokosuka base)

SOFA Sponsor – The active duty or civilian employee moving to Yokosuka and being sponsored by the gaining command (SOFA = Status of Forces Agreement)

SOFA Sponsored Family Member – The family member of the active duty or civilian employee who is authorized to move to Yokosuka with the SOFA Sponsor, per official orders

YESS Sponsor – Yokosuka Enhanced Spouse Sponsor (YESS) – A local spouse volunteer group who is available to answer questions and assist spouses with their transition to Yokosuka.

<http://yessyokosuka.wordpress.com>

BEFORE ARRIVAL

Connect with help in Yokosuka (note: Yokosuka is 14 hours ahead of EST):

- _____1. Make contact with your assigned command sponsor, if one has not already been provided, contact your gaining command immediately to request one. Be sure to provide a current email address and phone number to your command sponsor so that they may be able to reach you before, during and after your move.
- _____2. Locate and read the website of your gaining command, which will often have great command specific information, including Ombudsman contact information.
- _____3. Learn about your new community by visiting the Yokosuka CNIC website:
http://www.cnic.navy.mil/regions/cnrj/installations/cfa_yokosuka/ffr/support_services/military_support/relocation_assistance/orders_to_cfay.html
- _____4. If accompanied, request to have a YESS sponsor for the spouse.
<http://yessyokosuka.wordpress.com/sponsorship-sign-up/yess-newcomer/>

Make Travel Arrangements:

- _____ 1. As soon as orders are received, arrange accommodation for after arrival. Please note that pets are not allowed in base lodging (see Arrange for Pets below).

Navy Lodge (long distance from Main/Womble gates, on bus route):

Website: https://www.navy-lodge.com/lodge_page.html?p_lodge_number=4

Phone (from the US): 011-81-46-816-6708

Gateway Inn (walking distance from Womble Gate, on bus route):

Website: <http://ngis.dodlodging.net>, Phone (from the US): 011-81-46-816-7317

- _____ 2. Arrange transportation from airport. Avoid using taxis from Airports unless given advance command approval. Note: Special arrangements must be made for pet transportation. See FAST information below.

From Yokota AFB or Narita Airport:

The free Airport Shuttle Bus may be arranged by sending an email to:

cfay_bus@fe.navy.mil. The bus will drop you at the PSD office on Yokosuka Main Base or Navy Lodge. You can then use the base bus or call an on-base taxi at: 011-81-46-816-4444 (243-4444 from a DSN line). Note: Pets are not allowed on the Airport Shuttle Bus (See FAST information below.)

From Haneda or Narita Airports (other options if airport shuttle bus is not available):

The door-to-door van service (charge applies) and must be arranged ahead of time by calling from the US: 011-81-46-816-4511. Pets are allowed as long as they are in a pet carrier.

Japan Train System: www.hyperdia.com, using YOKOSUKA-CHUO as the destination train station. A ticket or train pass (Suica or Pasma) can be purchased at the departing train station. Upon arrival to Yokosuka-chuo, you can then use an off-base taxi: 011-81-46-825-4444. Please note that off-base taxis will only take you to the gate. Once in the gate, you can walk, use the base bus, or call an on-base taxi: 011-81-46-816-4444. Pets are not allowed on the train.

FAST Family Assistance Support Team:

The FAST office can assist with airport transportation with pets. To make arrangements, the SOFA sponsor (or command sponsor, if SOFA sponsor has not yet arrived to Yokosuka) must provide a copy of orders and itinerary to the FAST office (CRC, 2nd floor.) Pets must travel in a pet carrier. For more information, please call from the US: 011-81-46-816-5770, Fax from US: 011-81-46-816-7671

Arrange for AOB/ICR Class ***Mandatory for all newcomers per CFAY and CNFJ instruction***

- _____1. Your command sponsor can help you register for AOB, or you may contact Fleet and Family Services at: 011-81-46-816-3372/6716 or email: ffscinfo@fe.navy.mil.
https://cnic.navy.mil/regions/cnrj/installations/cfa_yokosuka/ffr/support_services/military_support/relocation_assistance/aob_icr.html
- _____2. Children are not allowed to attend AOB, so you will need to make childcare arrangements ahead of time at the Child Development Center (CDC) (ages 0-5), School Age Care (K – 6th grade, non-school hours only) and/or enroll them in school (K-12). AOB will provide a voucher to pay for childcare, but the **reservations are the responsibility of the individual**. To make an AOB childcare reservation, contact the main CDC on Yokosuka Naval Base at: 011-81-46-816-3219. Childcare is also offered in Ikego: 011-81-46-806-8060. The main CDC is located on Duncan Street, near to the Navy Lodge and Housing Center. Childcare spots fill quickly during peak PCS season, so please plan ahead.

Arrange for Pets (if applicable)

- _____1. Plan ahead! Getting your pets through regulations will take approximately 6 months. For up to date regulations, visit the US Army vet website at: <http://www.usarj.army.mil/organization/vet/contacts.aspx>, and the Japan Animal Quarantine Service website, www.maff.go.jp.
- _____2. Pets cannot travel on the Airport Shuttle Bus. To make transportation arrangements with pets, coordinate with your command sponsor or contact the FAST office directly. Must provide a copy of orders and itinerary to the FAST office. Pets must travel in a pet carrier. For more information, call 011-81-46-816-5770, Fax from US: 011-81-46-816-7671
- _____3. Pets **cannot** stay at the Navy Lodge or Gateway Inn. Please arrange pet accommodations with the on-base kennel by calling 011-81-46-816-4530.
- _____4. For local pet needs, there is a vet clinic on the main base: 011-81-46-816-6820.

Collect Important Records:

- _____1. Make **several** copies of orders, dependent entry approval (DEA), and Power of Attorney (POA). Plan to travel with and keep them with you at all times for the first couple of weeks, as many services on base require them. Civilians should take copies of a Letter of Employment in lieu of PCS orders.
- _____2. Obtain your SOFA Sponsor's new work information, including the phone number, as you will be asked for this information often. Find an alternate local contact (command sponsor) to use as your initial "emergency contact."

- _____ 3. Obtain transcripts from current schools/colleges and bring them with you.
- _____ 4. Update all immunizations before arrival to Japan and bring these records with you.
- _____ 5. Driving License Requirements: Ensure you have a valid US driving license, valid for the duration of your tour. You will need this in order to get a SOFA-Sponsored driving license after arrival.

AFTER ARRIVAL

- _____ 1. If needed, exchange some cash for YEN for travel from the airport to Yokosuka.
- _____ 2. Check-in at the accommodation previously arranged.
- _____ 3. Get a copy of the base map/bus schedule. This will be your mode of transportation on base (other than walking and taxis) until after you complete the AOB class, obtain a SOFA sponsored driving license, and buy a car (There is a used car lot located in the Commissary parking lot.)

CNIC Base Shuttle: http://cnic.navy.mil/content/dam/cnic/cnrj/cfa_yokosuka/pdfs/Shuttle%20Bus%20Station%20Schedule%2014Jan14.pdf

For Apple Users: “CFAY Shuttle” App is available on iTunes for free download

- _____ 4. Check-in at your Command’s Personnel Office.
 - a. Shore Commands: Personnel Support Detachment (PSD) Bldg. 1555 1st Deck.
 - b. Afloat Commands: Family Assistance Support Team (FAST) , 2nd Floor, Bldg. 3365 if you are accompanied and your unit is at sea.
 - c. If your ship is deployed, check in at the Transient Personnel Unit (TPU) Bldg. 1969.
 - d. Civil Service Employees: Human Resources Office (HRO) Bldg. 1472
- _____ 5. If you haven’t already done so through your command sponsor or command check-in process, register for the mandatory one week Area Orientation Brief and Intercultural Relations Class (AOB/ICR) at Fleet and Family Services (FFSC) on 4th Floor Community Readiness Building (CRC) or call DSN: 243-3372. This course is required in order to obtain a Japanese driving license and can be booked prior to arrival. Child Care is not provided, however vouchers are given to cover costs.
- _____ 6. Check in at Housing Office (if eligible for housing) located next door to the Navy Lodge, and arrange to attend a Newcomers Housing Brief. This is required before you can be officially placed on any housing wait lists. (Note: Do not schedule this brief or any appointments during AOB/ICR week. You are not allowed to miss any of the AOB class!) Main Housing Services Hours: M-F 0800-1630, 1ST Wed of the Month 1100-1630.
http://www.cnic.navy.mil/regions/cnrj/installations/cfa_yokosuka/ffr/housing_and_lodging/family_and_unaccompanied_housing.html

- _____7. Research purchasing a Japanese cell phone. There are many options located both on and off base. Determine what your phone needs will be before purchasing!
- _____8. Register for a PO Box and obtain a mailing address. Shore Commands do this via their command, Afloat Commands at the main Post Office, and the Hospital Command at USNH Yokosuka.
- _____9. Register school-aged children with schools. Up-to-date information is held at the School Liaison Officer's website, www.navyjapanschoolliaison.org and Facebook Page, <https://www.facebook.com/groups/152407978107611/>.
- _____10. Child Care /Child Development Services (CDC) are a division of Morale, Welfare and Recreation (MWR). To register for full time day care, hourly day care, after school care or childcare in an approved child development home (CDH) contact the main CDC on Yokosuka Naval Base at DSN:243-3219. Childcare is also offered in Ikego DSN: 246-8060. The main CDC is located on Duncan Street, near to the Navy Lodge and Housing Center. <http://mwryokosuka.wordpress.com/cy/>
- _____11. Check in with Inbound Personal Property Office (Bldg. 5013 – heading from Navy Lodge toward main gate, just after tunnel, before 4th Ave, on right.) Hours 0800 – 1600 M-F, DSN: 243-5426
- _____12. Register with Tricare, DSN: 243-9832 in order to be assigned a Primary Care Manager (PCM). Necessary forms can be completed at AOB or directly with the Tricare Office at the hospital.
- _____13. Register with Dental at USNH Yokosuka, 2nd Floor. DSN:243-8808
- _____14. Register with DBIDS (Defense Biometric ID System) at the Main Gate, (ISO/Pass and ID Office) or the FAST office, 2nd Floor of CRC. This is required for sponsor and all eligible family members. Take copy of orders and DEA, together with ID card or Common Access Card (CAC) for civilians.
 - a. USCS civilians may provide a Letter of Employment in lieu of PCS orders
 - b. If the service member/sponsor is deployed, family members may still register
- _____15. Take passport to NAVPTO Passport Office, DSN: 243-8466, 1st deck PSD Building (near McDonalds), to get your passport stamped with the multiple re-entry stamp. Take official and personal passports together with copy of orders, DEA and POA.
- _____16. Stop by the Community Readiness Center (4-story building across the street from the Commissary) to get local maps and driving directions, sign up for FFSC classes (4th floor) or sign up for MWR activities (3rd floor). Let the Japan adventure begin!

Useful phone numbers:

DSN: When dialing on-base

Emergency 911

Security 243 5000
Emergency Room 243 5137/7141
American Red Cross 243 7490
Fleet and Family Support Center 315 243 3372
Chaplain/Pastoral Care 243 8736

From a Commercial/Cell Phone: When dialing off base

Emergency 119

Ambulance 046 827 1040
Security Police Yokosuka 046 816 5000
Security Police Ikego 046 806 8025
Emergency Room 046 816 5137/7141
American Red Cross 877 272 7337
Chaplain/Pastoral Care 046 816 8736

To transfer a DSN number to a commercial number calling from off base to on base or from a cell phone:

DSN 241 extensions become 046 896 plus last 4 digits
DSN 243 extensions become 046 816 plus last 4 digits
For numbers in Ikego dial 046 806 plus last 4 digits

To call from the States to DSN number (243 prefix): 011 81 46 816 plus last 4
To call from the States to DSN number (241 prefix): 011 81 46 896 plus last 4
To call from the States to Ikego: 011 81 46 806 plus last 4

To call the States from a cell phone: 011 – Area Code, Number

Do Your Research Ahead of Time!

There are many helpful websites and Facebook Pages that can inform you about your new community before you arrive. The more you prepare, the smoother your transition! Here is the CNIC link with everything you need to know when you receive orders to Japan. It has info on arriving in Japan, schools, pets, vehicles, AOB-ICR and a welcome aboard package.

http://www.cnic.navy.mil/regions/cnrj/installations/cfa_yokosuka/ffr/support_services/military_support/relocation_assistance/orders_to_cfay.html

Click under "Helpful Handouts" (bottom of page) on that link for a Yokosuka Welcome Aboard package and checklist.

Quick access straight to the welcome aboard package:

<http://goo.gl/l8h05>

You can visit our CFAY Web Site:

<http://goo.gl/kRCYL>

And Like FFSC on Facebook for up to date classes and event information

<http://goo.gl/EzyAs>

For Yokosuka Spouse sponsorship:

<https://www.facebook.com/yokosukacyp#!/YESS.Yokosuka.Spouses>

Visit the YESS “Moving to Yokosuka” for more helpful links. <http://yessyokosuka.wordpress.com>

For Yokosuka School Liaison officer:

<http://navyjapanschoolliaison.org/yokosuka-school-liaison-officer/>

For Yokosuka Youth programs:

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

For Yokosuka P.A.W.S. (pet information)

<https://www.facebook.com/yokosukacyp#!/groups/114950323068/>

For the latest MWR information:

<https://www.facebook.com/yokosukacyp#!/yokosuka.mwr.entertainment>