

Contact the Commander, Navy Region Japan , Regional Human Resources Office (HRO), Yokosuka to obtain information on employment opportunities in Japan at DSN 315-243-5725, or International 011-81-468-16-5725. The HRO staff can also answer questions on your eligibility for specific overseas allowances and benefits.

Listed below are just a few of the allowances and benefits you may be eligible to receive if you are selected for a position in Japan:

**Temporary Quarters Subsistence Allowance (TQSA)** TQSA is intended to assist in covering the average cost of adequate but not elaborate or unnecessarily expensive accommodations in a temporary quarters plus reasonable meal and laundry expenses for a period not in excess of 90 day upon initially reporting to the overseas area.

**Living Quarters Allowance (LQA)** This is a tax-free housing allowance. Eligibility for LQA is based on pay grade and number of dependents physically residing at the overseas assignment. LQA commences on the effective date of your house contract, or the 91<sup>st</sup> day after the commencement of TQSA.

**Post Allowance (PAL)** Post allowance is a non-taxable cost of living allowance granted to employees stationed at a post or foreign area where the cost of living, exclusive of quarters costs, is substantially higher than in Washington, DC.

**Tour of Duty** Initial tour of duty is usually 36 months. The Department of Defense and Department of the Navy policy is to limit civilian employment in foreign areas to five years, except for certain excluded categories of positions and personnel.

**DoDEA Schools** If you are recruited from the U.S., your dependents may be eligible to attend DoD schools free of charge. Department of Defense Education Activity (DoDEA) students' average test scores were higher than the national average for the 2008 TerraNova Multiple Assessments, 2nd Edition. For more info on DODEA schools located in Japan visit: <http://www.pac.dodea.edu/>.

**Return Rights** Career and career conditional DoD employees in the competitive service, employed in the United States (or in a non-foreign area) who accept an assignment with a Department of the Navy overseas activity usually have return rights to the position they last held or to another position with rights, benefits, and grade equal to the position last held. Eligible employees who cross DoD component lines (e.g., Navy to Army) have return rights when they accept assignments in Japan.

**Renewal Agreement Travel (RAT)** If you are offered and accept a 24 month tour extension after completing your initial tour, you and your authorized dependents are eligible for round-trip travel to your home of record .

**WEB SITES THAT PROVIDE  
ADDITIONAL INFORMATION ABOUT  
LIVING AND WORKING IN JAPAN**

<http://www.cnrc.navy.mil/Japan/RegionOperationsandServices/OperationsandManagement/HumanResources/index.htm> Click on the Working and Living Conditions for info on benefits available to civilians in Japan.  
<http://www.cnrc.navy.mil/Yokosuka> Provides information on housing, schools, household goods movement etc.  
<https://chart.donhr.navy.mil/> Provides information on applying for Navy positions.



**Working and Living in Japan  
as a  
Navy  
Civilian Employee**



**Experience Old World Culture  
and New World Charm!**

**Brochure Developed by:  
Commander, Navy Region Japan  
Regional Human Resources Office  
Yokosuka, Japan**

## ARE YOU READY FOR A CHALLENGE?

1. *Are you open to career challenges?*
2. *Are you ready to travel to new and exciting places?*
3. *Would you like to experience different ways to perform old tasks?*
4. *Are you interested in a Navy civilian career?*
5. *Have you ever wanted to climb Japan's highest mountain at noon and be back home and snuggled in your own bed before midnight?*

If you answered yes to the above questions, a civilian career with the Navy just might be right for you. The Commander U.S. Naval Forces Japan, Ship Repair Facility, Yokosuka, Fleet and Industrial Supply Center Yokosuka, Naval Hospital Yokosuka, and Naval Facilities Engineering Command are just a few of the Navy commands located in Japan. They recruit for a variety of positions including **Engineers, Engineering Technicians, Nurses, Management and Program Analyst, Human Resources Managers, Budget Specialist, Social Services, Information Technology Specialist, and other exciting career fields.**

Duty in Japan offers something for everyone: travel, recreational activities galore, and the unique chance to observe a foreign culture up close and in person. Now more than ever, the ties of friendship and cooperation with the local communities

offer Navy civil service personnel opportunities to experience "hands-on" cultural events that most Americans only read about.

The mix of the old and new Japan permeates the entire culture, not just its buildings and activities but its attitudes as well. Step outside the gate of any base in Japan and everything from street signs and billboards to store and restaurant displays are written in those distinctive and elaborately decorative Japanese characters called kanji.

Japan, or Nihon/Nippon in Japanese, is located in the Pacific Ocean, east of the Asian continent and is also known as the "Land of the Rising Sun". Japan is comprised of 3,000 Islands. The largest and main islands are Hokkaido, Honshu, Shikoku, and Kyushu. The Ryukyu Islands, including Okinawa, are southwest of the main islands.



Yokosuka Japan is located on the main island of Honshu, in the prefecture of Kanagawa just south of Tokyo. There

are a number of interesting sites to see while stationed abroad in Japan. The Imperial Palace, located in Tokyo, just north of Yokosuka is the residence of the Japanese Imperial Family. The Great Buddha in Kamakura is located a few minutes away. To the west of Yokosuka is Mount Fuji (Fuji-san). Fuji is the highest mountain in Japan.

There are other well known cities located near and around Yokosuka. Tokyo is just north of Yokosuka and has numerous popular attractions such as Tokyo Tower, the Ginza shopping district, and the electronics district of Akihabara. Yokohama, another well know city in Japan, is also located north of Yokosuka and it also has a number of shopping and site seeing areas to include Land Mark Tower and China Town.

Japan's famous trains make traveling in Japan easy for even the unseasoned traveler. For those who enjoy road trips, picture living a short drive from the ocean, from 700-year-old temples, and from a mountain so famous and sacred it is the symbol of a nation. The base's MWR programs provide all the facilities available stateside and more. They host numerous events and trips that make it easy to enjoy ski trips, camping trips, Mt. Fuji climbs and trips to Tokyo Disneyland. There are also many events held in conjunction with the local community as well. These events include marathons, concerts, cherry blossom festivals, golf tournaments, and Japanese "bon odori" dance festivals.