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# WELCOME ABOARD PACKAGE



Relocation Assistance Program  
Fleet and Family Support Center  
Commander Navy Installation  
Atsugi, Japan  
May 2023

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## **Welcome to Japan**

Welcome and congratulations on your assignment to Naval Air Facility Atsugi, Japan!

The 1,249 acres of Naval Air Facility Atsugi lies in the heart of the Kanto Plain on the main island of Japan, Honshu, Kanagawa (Prefecture), Ayase (ah-ya-sey). Co-located with the Japanese Maritime Self Defense Force (JMSDF), it is located about 16 km west of Yokohama and about 36 km southwest of Tokyo. The base is divided into two areas: individual mission operating areas for exclusive use by each nation; and a joint area for administrative functions. Our mission is to provide facilities, services, material and logistics support for U.S. Navy aviation operations for Carrier Air Wing FIVE, deployed aboard USS Ronald Reagan (CVN 76). Homeport of the Ronald Reagan is Yokosuka Naval Station.

While the idea of moving to a new location can be overwhelming, this Welcome Aboard Package contains a wealth of information to help you in 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 Atsugi to make this a tour you enjoy.

If you have not already done so, please contact your Command Admin Office and Housing prior to moving. They can provide you with information on travel pay, entitlements, and allowances, arranging a successful move. Those with families and personnel not assigned to bachelor quarters are encouraged to make reservations in advance with the NAF Atsugi Gateway Inns & Suites <https://ngis.dodlodging.net/property/Atsugi-NAF-011-81-467-63-3696/264-3696> to secure lodging until housing is assigned.

We are all here to help with every aspect of your relocation so please do not hesitate to connect with us have you any additional questions regarding your new assignment to Atsugi.

Relocation Assistance Program  
Fleet and Family Support Center  
Atsugi, Japan  
315-264-3372

Email: [M-AT-NAFA-FFSC-DutyOffice@us.navy.mil](mailto:M-AT-NAFA-FFSC-DutyOffice@us.navy.mil)

Facebook: <https://m.facebook.com/AtsugiFleetandFamilySupportCenter/>

Website: [https://www.cnrc.navy.mil/regions/cnrj/installations/naf\\_atsugi/ffr/support\\_services.html](https://www.cnrc.navy.mil/regions/cnrj/installations/naf_atsugi/ffr/support_services.html)

## **Fleet and Family Support Center**

Visit the QR code below to view our monthly class calendar and for a list of classes, workshops and trainings provided by FFSC, Atsugi. For information about a specific class, the monthly schedule, or to register, please call 264-FFSC (3372) International 011-81-467-63-3372

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)
- Check in with your Administrative department
- Complete your Noncombatant Evacuation Operations (NEO) packet
- Register for Housing
- Visit Personal Property Office
- Visit Tricare Benefits Coordinator



## **Informational Websites**

### **Naval Air Facility Atsugi Japan:**

CNIC Atsugi webpage: [http://www.cnic.navy.mil/regions/cnrj/installations/naf\\_atsugi.html](http://www.cnic.navy.mil/regions/cnrj/installations/naf_atsugi.html)  
The official website of Commander, Naval Installation Command, Atsugi

Facebook: <https://www.facebook.com/naf.atsugi>

### **Military INSTALLATIONS:**

<https://installations.militaryonesource.mil/installation-booklet/naval-air-facility-atsugi>

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

The Japan Times– your go-to English language resource for when a disaster strikes.  
<https://disaster.japantimes.co.jp/>

CNIC Facebook page: <https://www.facebook.com/naf.atsugi>

Find out about what events and important information

### **NAF Atsugi Japan Towers/Townhouse information:**

3 bedroom towers: <http://www.youtube.com/watch?v=kojMmC82qFQ>

3 bedroom townhouse: <http://www.youtube.com/watch?v=-oHFeY0Pzv4>

Single sailors/Geo-Bachelor's barracks: <http://www.youtube.com/watch?v=8Fp3e0UuyG8>

Duty in Japan YouTube channel: [http://www.youtube.com/watch?v=2f0LkG\\_iyTI](http://www.youtube.com/watch?v=2f0LkG_iyTI) Videos about things to see, housing options, and many other useful topics

Japan National Tourism Organization: <http://www.jnto.go.jp/eng/location/regional/nagasaki/index.html>  
Cultural and tourist information about Japan

### Emergency Management Office

Living and working in Japan is a once-in-a-life-time experience to enjoy history, beauty and culture like no other place on earth. It is also a place that is subject to a wide variety of natural and made-made hazards -- earthquakes, the potential for volcanic activity, typhoons and high winds, snow and cold weather conditions, terrorism or extremists activities, or a major industrial accident.

It is each member's responsibility to ensure awareness and preparedness for the inevitability that an emergency situation will occur. Emergency Management Plans assume you can take care of yourself (and your family) for *at least* five days and have things ready to use; such as food, water, heat source, cash, and a portable radio.

Other items to have ready:

- A *first aid kit* that includes your family's *prescriptions and medications*.
- *Emergency tools* such as a whistle, flashlights, plenty of *extra batteries* and tools such as a wrench or pliers to shut off your Utilities.
- Special items for infant, elderly, disabled family members, and pets.
- A blanket/sleeping bag per person. Practical *footwear* and extra clothes.
- Sanitation supplies (TP, baby wipes, garbage bags, feminine items).
- Important *family documents* in a fire proof container & water proof bag.

In an effort to ensure you and your family members are well prepared for these events and have what you need to subsist or evacuate, you need education and training. One of the first things to do when you check into your command is meet with your command's Non-combatant Operations (NEO) Warden. They will provide information on completing your Emergency Evacuation Program (EEP) package and getting your go-kit in order. For more information, please contact the NAF Emergency Management Office at 264-4181/4184. ***Be Informed, Make a Plan, and Build a Kit*** <https://www.ready.navy.mil/>  
<https://cnrj.cnrc.navy.mil/Operations-and-Management/Emergency-Management/>



## Traveling to Japan

Traveling to Japan can be an adventure in itself. Pre-planning is a must in order to reduce the stress associated with relocating. Weigh your luggage prior to leaving for the airport. Pre schedule taxi or shuttle to airport. Double check that you have all important papers with you: Orders with Dependent Entry Approval, Passports, I.D. Cards, snacks if allowed in carry-on luggage. The average flight from Los Angeles is approximately 10-12 hours non-stop. If leaving from other parts of the US it can take much longer.

While traveling can be an arduous experience it can be even more difficult and costly when traveling with pets. If you are considering bringing pets to Japan, please consider using the Patriot Express Flight. It will be cheaper than standard commercial flights.

NAF Atsugi is located southwest of Tokyo (Narita Airport) and due to the distance, it is highly recommended for your Sponsor to arrange your ground transportation to NAF Atsugi. Reservations can be made by dialing DSN 315-264-2433/International 011-81-467-63-2433 or by e-mail at [M-AT-NAFBUSGS@fe.navy.mil](mailto:M-AT-NAFBUSGS@fe.navy.mil)

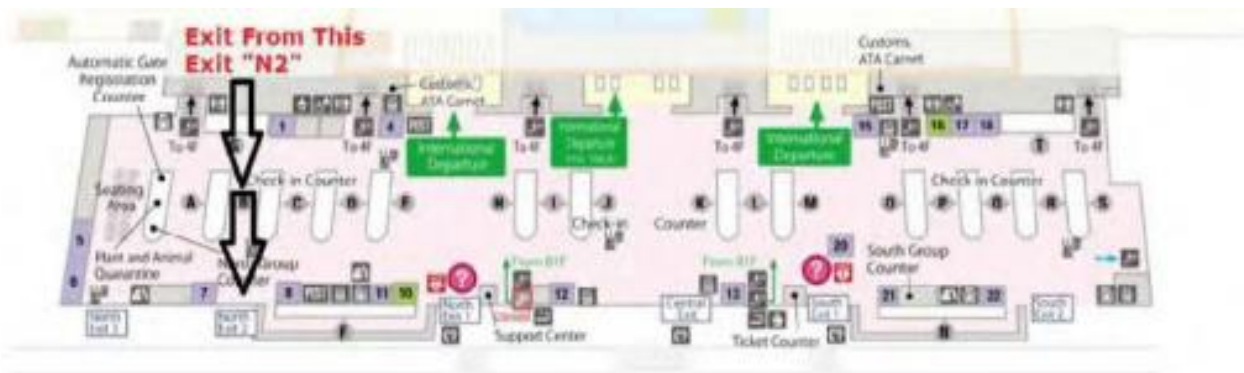
From Yokota Air Force Base via Air Mobility Command, an on-demand shuttle bus is available, either your sponsor or yourself should make reservations with NAF Atsugi Transportation at 011-81-467-63-3563 or DSN 315-264-3563.

### **Narita Airport Terminal Pick Up Locations**



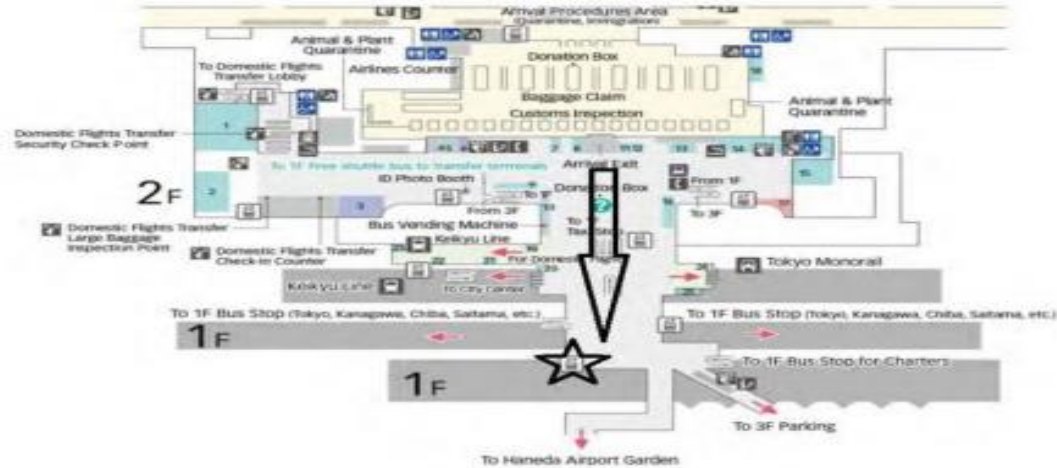
### **Narita International Airport-Terminal 1 (NRT T-1)**

- Personnel arriving at the South Wing of the Terminal will need to head to the North Wing.
- Exit from “N2” to cross the street to the parking lot where the shuttle marked “NAF Atsugi” arrives.



### Narita International Airport- Terminal 2 (NRT T-2)

- Personnel arriving will need to go to the **North Wing departure lobby on the 3<sup>rd</sup> floor.**
- Exit the “N2” door. The shuttle marked “NAF Atsugi” will arrive at **Bus Stop #2**



### Haneda International Airport- Terminal 3 (HND)

- Personnel arriving will need to use the elevator marked for “Chartered Bus.”
- Go to the 1<sup>st</sup> floor and exit the elevator to the parking lot.
- Driver will be waiting there with a sign for “NAF Atsugi.”

#### AM Shuttle (Arrival)

- 1400: B980 (Transient ROM) – King Ave
- 1405: B1290 (UH Barracks) – Ranger ST
- 1410: B946 (Navy Lodge) – Oriskany ST
- 1415: B482 (NGIS) – Halsey Ave

#### PM Shuttle (Arrival)

- 2200: B980 (Transient ROM) – King Ave
- 2205: B1290 (UH Barracks) – Ranger ST
- 2210: B946 (Navy Lodge) – Oriskany ST
- 2215: B482 (NGIS) – Halsey Ave

### **Picking up Your Pet from Narita Airport**

**Note: (pets are not allowed on base shuttle or commercial busses and trains)**

Immigration/Customs:

Upon arrival, you may claim your pet from the Japanese Animal Quarantine Officials between the hours of 8:00 a.m. - 11:00 p.m. to avoid overtime charges. However, to avoid any problems, schedule your pet's arrival between 8:00 a.m. - 4:00 p.m. Monday-Friday when the Japanese Animal Quarantine Office is fully staffed. If your pet is still at the Quarantine Office after 4:00 p.m., you will pay a hefty overtime fee.

<https://phcp.health.mil/Commands/Public-Health-Activity-Japan/Camp-Zama/>

If traveling with pets it is recommended you start the process at least **6 months** in advance with an Army vet. To ensure proper import procedures are followed. Please download the below PDF File: <https://www.usarj.army.mil/Portals/33/organization/vet/doc/Web%20-%20Pet%20Import%20Memo.pdf>

### **Commercial Transportation**

Should you decide to take commercial transportation from the airport, located inside terminal #1 near bus stop #8 is the commercial bus ticket booth. The average cost for a bus from Narita airport to Yokohama is approximately 3600 yen (**pets are not allowed on public transportation**). From the Yokohama train station, you can catch a train to the Sagamino Station. From there, NAF Atsugi is approximately 1 mile away. Taxis are available outside the train station.

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

This training is **MANDATORY** for all military, DoD civilians, and SOFA sponsored adult family members arriving to commands in Atsugi within 30 days, in accordance with COMNAVFORJAPANINST 1740.5. AOB/ICR ensures newly reporting personnel understand and are fully aware of all CNIC policies, programs, services, responsibilities and facilities aboard NAF Atsugi.

#### **ICR Waiver:**

Although AOB is mandatory for ALL new arrivals, there are provisions in place for waiving ICR:

- A. Sailor has > 1 year gap between tours in Japan: Full AOB/ICR
- B. Sailor on orders from Okinawa to Atsugi: Full AOB/ICR
- C. Sailor on orders from Sasebo or Misawa: AOB only. However, gaining command must ensure Annual Refresher has been completed within the last 12 months. Otherwise, liberty is curtailed IAW USFJ Liberty Order para. 5.a.(3).
- D. Sailor on orders from Yokosuka to Atsugi: AOB only, see note above about annual refresher.
- E. Sailor on back-to-back orders to Atsugi: None, see note above concerning Annual Refresher. ICR may be requested by the sailor or family member if they would like to attend if from another local geographic location.



**Decision:** If a sailor from an individual unit command wishes to attend AOB/ICR in order to fulfill the annual refresher requirement, that sailor must seek approval from the NAFA Commanding Officer with an endorsement from the sailor's unit CO explaining why refresher training cannot be accomplished at the unit level.

**Waiver request submission:**

Please inform FFSC that you are requesting a waiver for a Japanese spouse by providing a first and last name of the spouse, command, and date of arrival.

**Waiver request processing:**

If the waiver is approved:

Member may contact the FFSC to request class registration for AOB Class Only status. Upon completion of the AOB Class, the AOB facilitator shall issue an AOB completion certificate.

If the waiver is disapproved:

Member may contact the FFSC to request class registration for AOB/ICR.

For more information:

Please visit the FFSC located in NAF Atsugi Headquarters (Building 949) or call 264-FFSC (3372).

### **AOB/ICR Schedule**

**Monday** – Area Orientation Brief (AOB): 0800-1600

\*Working Uniform of the Day for service members\*

- Policies and procedures for Commander Naval Installation Command, Atsugi
- Networking Luncheon 1140-1200
- Guest speakers include NAF Atsugi Leadership, Fleet and Family Support Center, Navy Legal Service Office, Security, Religious Ministries, NCIS, and more.

**Tuesday** – Japanese Driver's License Training, Bldg. 146: 0830-1100 \*Note\* If you are transferring from another base in Japan you are required to attend the training but will not have to take the exam.

SAFETALK (Suicide Prevention Training), Bldg. 949: 1300-1600

\*Civilian attire authorized\*

**Wednesday** – Inter-Cultural Relations Topics include: 0800-1600 \*Civilian attire authorized\*

- Welcome Aboard – Introduction of the course
- Cultural Sensitivity – Story Exercise & Discussion
- Customs, Manners & Japanese Lifestyle
- **Lunch 1100 – 1230**
- Brief history of Japan
- Train system – Public Transportation / Train map. Etc.
- Culture shock brief
- Japanese Language Part 1- Pronunciation & Basic Phrases
- Japanese Language part 2 / More Phrases & Numbers

### **Childcare Information**

While family members are welcome to attend the AOB/ICR Training, we ask that personnel with children make arrangements for childcare. Childcare reservations should be made prior to attending AOB/ICR. Contact the Child Development Center (CDC) at 315-264-3524 for registration.

#### **Child Care (CDC/SAC) Form Downloads**

[CYP Parent Handbook.pdf](#)

[CYP Registration Form Sep18.pdf](#)

[Permission Statements Form Sep18.pdf](#)

[Health Information Form Sep18.pdf](#)

[MFLC Parent Authorization Form.pdf](#)

Complete and email to [m-at-mwr-cdc@fe.navy.mil](mailto:m-at-mwr-cdc@fe.navy.mil)  
CDC Orientation every Friday@10am (Call CDC 264-3524)  
**Must be attended by one parent prior to AOB**

#### **Child Development Center (CDC) Eligibility**

In order for children to be enrolled in the Child Development Center in Atsugi Japan, they must be up to date with the required immunizations. Full Day Care requires a completion of CDC packets, registration forms, and proofs of Total Family Income (regardless of marriage status). Full Day Care Request must be made by parents through [militarychildcare.com](http://militarychildcare.com) website. Orientation is required before your child/ren's start date.

#### **Costs for Full Time Care**

There is no annual registration fee for the CDC. Payments are made every 1<sup>st</sup> and 15<sup>th</sup> of the month. A Total Gross Family Income will be verified through the service member's most recent LES. Military income includes Base Pay, Basic Allowance for Subsistence and Basic Allowance for Housing ([BAH chart](#) will be used regardless residing on or off-base). And the spouse's most recent pay stub will be used to verify their total gross family income. A 20 percent discount is given to a family who has a second child enrolled at CDC. There are 14 fee categories.

#### **Programs Offered:**

Full Day Childcare for ages 6 weeks to Pre-Kindergarten- from \$252 to \$798 per month

Before/After School Care = \$170 to \$542 per month

Hourly Care has a fixed rate of \$8.00 for all patrons.

NAF Atsugi MWR pays for childcare fee while the service member and spouse attend the Area Orientation Brief, Driver's License Class, and Intercultural Class from Monday to Wednesday. A voucher is issued at FFSC after the completion of each class. The parents are responsible for any costs beyond the authorized CDC/SAC Childcare voucher time. Your Command Sponsor may assist in making the reservation of your child/children in advance at CDC/SAC, but the reservation will not be confirmed until parents attend an orientation for CDC/SAC.

**School Age Program:**

NAF Atsugi Youth Center serves children ages 5-12 years old. It is open Monday through Friday from 6:00 a.m. to 6:00 p.m. on no school days.

Before School Hours: 6:00 a.m. to 8:15 a.m.

After School Hours: Mon, Wed – Fri 2:30 p.m. to 6 p.m.; Tue, 1:30 p.m. to 6:00 p.m.

Fees range from \$60- \$192 per month for Before School and \$110- \$350 per month After School per child depending on a total gross family income. Arts and crafts, indoor and outdoor play, field trips, homework clubs and enrichment programs are featured.

The Teen Center of NAF Atsugi Japan is free to 6<sup>th</sup> – 12<sup>th</sup> grade. They offer a lot of activities such as field trips, games, basketball, dance, tennis and a lot more. Snacks are provided. The Teen Center is open on School days: Mon, Wed to Fri from 3:00 pm - 7:00 p.m., Tue from 2:00 pm – 7:00 pm. If there is no school and/or early release days, the Teen Center is open at 11:00 p.m. - 7:00 p.m.

**CYP Contact Information:**

Child Development Center (CDC): 6 weeks\* to 5 years\*\* DSN 264-3524/3588

Youth Center (SAC) DoD Kinder – 6<sup>th</sup> Grade DSN 264-3878

Teen Center \*\*\* 6<sup>th</sup> – 12<sup>th</sup> Grade DSN 264-6381

\* For children 6 weeks – 35 months, (unless your child is “potty” trained) 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 DoD School, child should go to Youth Center (before school/after school care).

**Housing Information**

The Housing Service Center will be one of your first stops after arriving in Japan. You will find us conveniently located in building 84.

Office hours:

Monday, Tuesday, Thursday & Friday 08:00 am – 12:00 pm; 13:00 pm – 1600 pm

Wednesday 08:00 am – 12:00 pm; 1300 pm – 1500 pm

Phone Number:

DSN: (215) 264-3795/3237

Local: 0467-63-3795/3237

Mailing Address:

Atsugi Housing Service Center (AHSC)

PSC 477 Box 33 FPO AP 96306 0033

Web site:

<https://ffr.cnmc.navy.mil/Navy-Housing/Housing-By-Region/Japan/NAF-Atsugi/>

E-mail: [Atsugi\\_Housing@navy.mil](mailto:Atsugi_Housing@navy.mil)

**Housing Services****Military Member Eligibility:**

NAF Atsugi stationed personnel with accompanying bona fide family members who have received dependency status and/or dependent entry approval, and will reside with the sponsor for nine consecutive months or more each year. The following are the documents required for you to apply for Military Family Housing (MFH).

1. Housing application DD Form 1746
2. PCS Orders
3. Dependent Entry Approval or Command Sponsorship Approval
4. Detaching Information Report (L20/L01 Activity Loss, from last Permanent Duty Station (PDS))
5. Page 2 (Record of Emergency Data (RED))
6. Marriage Certificate (married after arrival member)
7. Pregnancy Certificate (single pregnant member)
8. Valid Power of Attorney (POA) for your spouse or representative if sponsor is absent.

Note: When you apply for MFH, other supporting documents maybe required on a case-by-case basis

**Civilian Member Eligibility:**

Civilians assigned to NAF Atsugi who have transportation agreement, drawing Living Quarters Allowance (LQA), and are accompanied with Command Sponsored bona fide family members who will reside with the sponsor for nine consecutive months or more each year are eligible to make application for MFH. **Application does not guarantee assignment.** The following are the documents required for you to apply for MFH.

1. Housing Application DD Form 1746
2. DoD Travel Orders
3. Transportation Agreement DD Form 1617
4. Letter of Employment
5. Dependent Entry Approval or Command Sponsorship Approval if applicable
6. SF50
7. Valid POA for your spouse or representative if sponsor is absent

**Note 1:** When you apply for MFH, other supporting documents maybe required on a case-by-case basis

**Note 2:** Civilian employees normally will be expected to rely on surrounding civilian communities for housing support whether stationed in the Contiguous United States (CONUS), Hawaii, U.S. territories and possessions, or foreign areas. Where the Housing Authority (HA) determines appropriate and adequate community services and support facilities do not exist, are substandard, or cannot be enjoyed without restriction, housing will be allocated to provide reasonable and equitable treatment to both eligible military personnel and eligible U.S. citizen civilian employees. Where applicable, Fair Market Rental rates will be established in accordance with local instruction. Local HA will establish policy for collection of rental payment.

**Advance Application:**

If you would like to send your application form and required documents in advance, you are more than welcome to do so. We will hold your application and that will be activated on a waiting list AFTER you reported to your new command on board NAF Atsugi. Your name will not go on a waiting list until you have physically arrive to the installation, reported to your new command and completed the application process with counselor.

Please contact the housing office at 011-81-46-763-3795 or DSN: 315-264-3795  
[www.cnmc.navy.mil/ffr/housing/heat.html](http://www.cnmc.navy.mil/ffr/housing/heat.html)

**Check-in Procedure:**

Members reporting in person will be placed on a waiting list AFTER you reported to your new command. A Service member, spouse or designated representative with an authorized POA must visit the housing office with required documents and see an on-base counselor for applying to the Family Housing waiting list. Housing reviews, offers and assignments will be completed with the counselor.

Members reporting to deployed units: Application and documents may be made by letter, fax, email or message and by a designated representative with POA. The application needs to be annotated to show that the unit is deployed. Members will report to AHSC within 30 days of return from deployment.

**Bedroom Entitlement:**

The number of bedrooms is based on pay grade & family composition. For example, member, spouse and two children are qualified for a three-bedroom. All senior officers (O6) are eligible for minimum of four-bedroom. All field grade officers (O4 & O5), chief warrant officers (W2-W5), limited duty officers (LDO), junior officers with nine-years prior enlisted service, and senior enlisted (E7 to E9) personnel are eligible for a minimum of three-bedroom regardless of family composition.

**Control Date & Waiting List Placement:**

1. Military member's \*Control Date will be usually date detached from last PDS, activity loss departure date. You must apply to the waiting list within 30 days of reporting to your new command in NAF Atsugi. (\*Control date is the effective date of eligibility for MFH). Control date determines the position on a waiting list and waiting time period. Older date is better for you and higher position on the list. If you fail to apply for MFH within 30 days, your control date will be the actual date of application (walk-in date). You still start at the bottom of the waiting list and you will not be authorized for a government funded local move from your off-base residence.
2. Civilian member's \*Control Date will usually be effective date on the SF50. You must apply to the waiting list within 30 days of reporting to your new command at NAF Atsugi. (\*Control date is the effective date of eligibility for MFH). Control date determines the position on the waiting list and waiting time period. If you fail to apply for MFH within 30 days, your control date will be the actual date of application (walk-in date) and you will not be authorized for a government funded local move from your off-base residence.

**Availability and Estimated Waiting Time Period:**

The waiting times are estimates and subject to change daily. Please call or email us for more information.

**House Offer & Assignment, Important!**

There will be an initial waiting list based on your pay grade and bedroom eligibility. No preference for location or type/style or the accommodation of dogs will be considered on the first offer of on-base housing. You will be offered the next available unit at the earliest move-in date unit. The first offer could be a high-rise for you even if you have a dog. House offer and assignment are based on your pay grade and family composition listed on your Dependent Entry Approval. You may either accept or move in or you may refuse the first offer. If you refuse the first offer, then you will have a preference on

a list with same control date. Second offer will be your preferred type/style from the categories you are eligible for. If you decline the second offer, your name will be removed or placed at the bottom of the list and control date will be the reapplication date.

**Note 1: Declining the first offer will result in the termination of Temporary Lodging Allowance (TLA). Please remember, if you refuse the first offer of on-base housing, TLA will stop after 30 days from the date you signed the refusal paperwork or earliest available date of the unit offered, whichever is later. Possibly, you will have to pay for the lodging expense from the 31st day until 2nd offer unit's move-in date or move to off-base housing.**

**Note 2:**

**If you decline the first offer and reside in the local community then when you are moving back to on-base housing, the movement of your household goods is your expense (Self-Move).**

**Pets:**

Families with dogs should make contact with the Atsugi Housing office prior to coming to Japan to check on the probabilities of having to live off base (due to on base availability) and the likelihood of acquiring on base, pet friendly housing. Families with pets, especially dogs, may have a very difficult time finding a suitable house.

Bringing dogs may delay the occupancy of family members.

Therefore, you should carefully consider bringing your pet prior to arriving.

If the waiting time period is long, you may have to seek off-base housing and reside in the local community during the waiting time period. You may have a maximum of 2 registered pets (dogs & cats) in government quarters. Kennel space is costly, availability is limited, and space for large dogs is few. All dogs and cats must be registered with the U.S. Army Veterinary Activity, Japan upon arrival. Camp Zama Veterinary Treatment Facility is located 4 miles from Atsugi, 20-55 minutes by car.

<https://www.usarj.army.mil/Portals/33/organization/vet/doc/Web%20-%20Pet%20Import%20Memo.pdf>  
<http://www.maff.go.jp/aqs/english/index.html>

**Temporary Lodging Allowance (TLA)**

TLA accrual begins the day the member reports to the new permanent duty station. Paid TLA begins when member and family report to the new duty station. Member must check-in to AHSC to submit an application for on or off-base housing to be eligible for TLA after check-in to your new command. TLA cannot be initiated until after reporting to housing office and receive the on or off-base check-in briefing by counselor. TLA is normally granted to active duty members with command sponsored dependents and dual military couples. The purpose of TLA is to help defray the cost of meals and lodging while member is seeking off-base housing. TLA may be granted for 60 days. If member declines the first offer of on-base housing, the normal entitlement of 60 days will no longer apply. Instead, TLA will be terminated 30 days from refusal or the availability date of the unit offered, whichever is later. However, payment should not be made when sincere effort to obtain a private rental quarters has not been made. TLA is a reimbursable entitlement and paid in 10 day increments.

**Delay of Family Arrival after Move-in Date:** Family members must arrive within 30 days from the move-in date, taking possession by Sponsor. And also on your move-in date, your housing allowance, BAH, LQA, OHA, TLA will be terminated.

**Movements of your Household Goods (HHG):**

**Note: You are allowed your full weight of HHG. However, it is not recommended you bring it. If you are required to live off base, you will find the houses are very small and may not accommodate oversized furniture or American made appliances. Also there is little to NO storage available.**

**Note: Fire arms are strictly prohibited in Japan, which includes Airsoft and Paintball guns. Archery equipment is not allowed on base and if brought it must be stored with base security. Japanese law prohibits the carry of pocket knives with a blade in excess of 2.1 inches.**

Normally, most accompanied tour members are eligible for one time move by PCS Orders. This is from your last permanent duty station to on or off-base housing in Japan. However, if you reside in local community due to long waiting time period, you will be authorized for government funded local move for your HHG. There are two criteria that must be met in order to receive government funded local move into Family Housing from your off-base residence.

1. Member must apply for MFH waiting list within 30 days of reporting to NAF Atsugi.
2. Member must accept first offer of MFH.

If application is made after the 30 days or do not accept first offer of MFH, subsequent move into MFH will be solely at your expense (Self-Move).

#### **Government Furniture & Appliances:**

1. All Members with dependents: Duration of your tour, housing office will provide appliances free of charge to all eligible members such as a refrigerator, electric range, dishwasher, and clothes washer & dryer for on-base residents. If you have some problems with government appliances, please contact housing furniture & appliances section, Local 0467.63.3887 / DSN (315)264.3887.
2. Furniture can also be provided on a Temporary basis. Your HHG must be in transit to be eligible for temporary furniture. You can borrow our furniture up to 90 days or until your HHG shipment arrives whichever occurs earlier. Housing will deliver and pick-up for you. If you have no HHG shipment arriving, you have to purchase your own furniture. Please take good care of government property. In case of loss or excessive damage, you will be responsible financially.

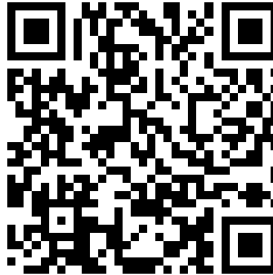
#### **Guest Policy**

Guest stays exceeding 72 hours must be requested in advance in writing for family and friends with the intent of social visits only. Social visits exclude visits for the purpose of residency, housekeeping, and childcare or care of indigent persons. Social visits by guests other than dependent family members of military, DoDDS or DoD personnel that are not command sponsored will be limited to 60 days per guest in a 365 day period beginning with the date of the first guest pass issued for each guest. Requests for visits in excess of 60 days will be reviewed on a case-by-case basis and must be pre-approved by Local/Tenant/Commander, NAF Atsugi. All requests for visits in excess of 60 days must be in writing from the sponsor/resident, via the sponsor/resident's command and the Housing Service Center. No guest may be sponsored by a second sponsor/resident in the same 365 day period. A sponsor/resident drawing any type of housing allowance may visit another MFH sponsor/resident, not to exceed 10 days per 365 day period. Unaccompanied or bachelor personnel are not authorized to occupy Family Housing.

Japanese nationals or individuals with Japanese resident visas may be a guest in MFH not to exceed 60 days in a 365 day period beginning with the date the first guest pass is issued for each guest. Guest passes shall not be issued for visitors when the intent of the visitation is to obtain dependency or

command sponsorship for the visitor. Authorization for dependency and/or command sponsorship shall be obtained prior to the intended bona fide family member's entry into Japan.

### **School Information Atsugi, Japan**



#### **School Registration Information Atsugi, 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
- 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

To register to attend a DoDEA School the following age requirements must be met. A child must be:

- four years old by September 1 to attend pre-kindergarten or Sure Start
- five years old by September 1 to enroll in kindergarten
- six years old by September 1 to attend first grade

#### **Shirley Lanham Elementary School (Grades K-5)**

Located in NAF Atsugi base, all students' grades K-5 living in NAF Atsugi base housing, and Off-Base Housing are zoned to attend Shirley Lanham Elementary School.

Email: [Pac\\_LanhamES\\_Registrar@dodea.edu](mailto:Pac_LanhamES_Registrar@dodea.edu)

Phone: from Japan 0467-63-3664/ from the US 011-81-467-63-3664

<https://www.dodea.edu/lanhames/index.cfm>

#### **Zama America Middle/High School (Grades 6 - 12)**

Zama Middle High School (ZMHS) is a Department of Defense Education Activity School (DoDEA) located on Camp Zama Army Base in Zama, Japan. ZMHS serves primarily Army, Navy and DoD civilian dependents from Camp Zama, NAF-Atsugi, and the Sagamihara US Army Depot and Housing areas.

Phone: from Japan 046-407-3181 / from the US 011-81-46-407-3181

[www.dodea.edu/zamaamericanmhs/index.cfm](http://www.dodea.edu/zamaamericanmhs/index.cfm)



NAF ATSUGI JAPAN Command Religious Program



Mission “To assist in the free exercise of religion through the care, facilitation, advisement, and provision of ministry to the sailors, families, tenant commands, and contractors assigned or associated with Naval Air Facility, Atsugi, Japan.”

**WORSHIP SERVICES**

**SUNDAY**

**1100** – NAFA Community Christian Service  
(Childcare and Children’s Chapel Available)

**1700** – Roman Catholic Mass

**FRIDAY**

**1200** – 1st Friday Roman Catholic Mass  
(1st Friday each month)



Chaplain’s Office  
Bldg. 949, 1<sup>st</sup> Deck  
DSN: (315) 264-3202  
Duty Cell: 080-5026-6358

**SMALL GROUP MINISTRIES**

**MONDAY**

**1000** – Women’s Group Study  
(Childcare Available)

**1900** – Alcoholics Anonymous Meeting

**TUESDAY**

**1000** – Roman Catholic Women’s Study  
(Childcare Available)

**1700** – Youth Group  
(5th-12<sup>th</sup> Grade)

**WEDNESDAY**

**1930** – Roman Catholic Evening Prayer

**SATURDAY**

**0800** – Men’s Group Study

**CREDO WORKSHOPS/TRAINING**

- Marriage Enrichment
- Relationship Enhancement
- Personal Growth
- Resiliency
- Suicide Prevention
- Suicide Intervention
- Personality Assessment
- Self-Awareness Assessment

**VOLUNTEER OPPORTUNITIES**

- Operation Feed the Homeless
- Operation Taste of Home
- Operation Care Package
- Praise & Worship Teams
- Youth & Children’s Programs
- Various Charity Support

## **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) Employment Classes, Workshops and Trainings**

For more information regarding topics, schedules and to register, please call 264-FFSC (3372).

- English teaching in Japan
- Resume Writing
- Job Search Strategies
- Federal Employment
- Interview Skills
- How to KSAs (Knowledge, Skills, and Abilities)
- Career Exploration
- 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.
  
- **Federal Employment Positions**
- CNIC HRO: <https://cnrj.cnic.navy.mil/Installations/NAF-Atsugi/>
- MWR ATSUGI: <https://www.navymwratsugi.com/more/jobs>
- Navy Exchange (NEX): <https://www.mynavyexchange.com/work4us/>
- DECA Commissary: <https://www.commissaries.com/>
- Defense Contract Management Agency DCMA ATSUGI: <https://www.dcma.mil/>
- USA Jobs: <http://www.usajobs.gov/>
- Federal Jobs: <http://federalgovernmentjobs.us/>
- Department of Defense Education Activity (DoDEA): <https://www.dodea.edu/offices/hr/index.cfm>
- Security Clearance Jobs: <https://www.clearancejobs.com>

### **Supporting Organizations Jobs at NAF Atsugi**

- American Red Cross: <https://www.redcross.org>
- The Navy Marine Corps Relief Society: <http://www.nmcrs.org/jobs>
- Navy Federal Credit Union: <https://www.navyfederal.org/about/careers.php>
- Community Bank: <http://www.dodcommunitybank.com/>

### **Worldwide Organizations**

- Jobs requiring security clearance: <https://www.clearancejobs.com/>
- Zeiders: [www.zeiders.com](http://www.zeiders.com)
- General Dynamics Information Technology: <http://www.gdit.com/careers/>
- Chenega: <https://www.chenega.com/careers/>
- Magellan Federal : <https://www.magellanfederal.com/>

**Liberty Policy in Japan**

The link below will take you to the U.S. Forces Japan liberty policy information. There click on the tab for Liberty Order Memo for exact details. <http://www.usfj.mil/Liberty-Order/>

**Alcohol Laws in Japan**

While you are here in Japan, you are an ambassador for the United States as well as a representative of the U.S. Navy. The legal age for consuming alcohol in Japan is 20 years old. If you have a **BAC of 0.03** or higher and operate a motor vehicle you are considered to be driving under the influence.

**Driving Under the Influence (DUI)**

If a driver is pulled over by the Japanese Police while operating a motor vehicle and signs of intoxication are observed or an odor of an alcoholic beverage is emitting from the driver that individual and **all other occupants** can be charged with an alcohol-related offenses under Japanese law. No matter the outcome of a DUI, the penalty is always heavy. Japanese authorities can detain offenders for days, months or even years depending on the violation. Time in captivity does not include military pay.

**Resource Numbers**

Dialing from the United States to Japan

ATSUGI.....	011 + 81 + 467 + 63 + Last 4 digits of telephone number
IKEGO.....	011 + 81 + 46 + 806 + Last 4 digits of telephone number
SASEBO .....	011 + 81 + 956 + 50 + Last 4 digits of telephone number
YOKOSUKA (241-xxxx).....	011 + 81 + 46 + 896 + Last 4 digits of telephone number
YOKOSUKA (243-xxxx).....	011 + 81 + 46 + 816 + Last 4 digits of telephone number
IWAKUNI (253-xxxx) .....	011 + 81 + 827 + 79 + Last 4 digits of telephone number
IWAKUNI (255-xxxx) .....	011 + 81 + 827 + 94 + Last 4 digits of telephone number
MISAWA .....	011 + 81 + 176 + 77 + Last 4 digits of telephone number
CELLULAR PHONE (070-xxxx-xxxx)....	011 + 81 + 70 + Last 8 digits of telephone number
CELLULAR PHONE (080-xxxx-xxxx)....	011 + 81 + 80 + Last 8 digits of telephone number
CELLULAR PHONE (090-xxxx-xxxx)....	011 + 81 + 90 + Last 8 digits of telephone number

**CHILD DEVELOPMENT CENTER**

EMAIL: [m-at-mwr-cdc@fe.navy.mil](mailto:m-at-mwr-cdc@fe.navy.mil)

PHONE: DSN 315-264-3524

**MWR KENNEL ATSUGI**

EMAIL: [Masako.Ichinose.2.In@us.navy.mil](mailto:Masako.Ichinose.2.In@us.navy.mil)

PHONE: DSN 315-264-5366

**VETERINARY SERVICES (ZAMA)**

EMAIL: [campzamavetclinic@gmail.com](mailto:campzamavetclinic@gmail.com)

PHONE: DSN: 315-263-3875

**SCHOOL LIAISON OFFICER:**

EMAIL: [M-AT-MWR-SLO@fe.navy.mil](mailto:M-AT-MWR-SLO@fe.navy.mil)

PHONE: 315-264-4732

**SHIRLEY LANHAM ELEMENTARY SCHOOL**

EMAIL: [LHES.REGISTRAR@dodea.edu](mailto:LHES.REGISTRAR@dodea.edu)  
PHONE: DSN 315-264-3664

**ZAMA MIDDLE AND HIGH SCHOOL**

PHONE: DSN 315-263-3181

**TRICARE MEDICAL**

EMAIL: [SIN.Tricare@internationalsos.com](mailto:SIN.Tricare@internationalsos.com)  
PHONE: DSN 315-264-4686

**BRANCH HEALTH CLINIC**

DENTAL PHONE: DSN 315-264-3612  
MEDICAL PHONE: DSN 315-264-3958

**FINANCIAL COUNSELING**

POC EMAIL: [M-AT-NAFA-FFSC-DutyOffice@us.navy.mil](mailto:M-AT-NAFA-FFSC-DutyOffice@us.navy.mil)  
PHONE: DSN 315-264-3372

**HOUSING OFFICE**

EMAIL: [Atsugihousing@fe.navy.mil](mailto:Atsugihousing@fe.navy.mil)  
PHONE: DSN 315-264-3795

**PERSONAL PROPERTY**

EMAIL: [M-AT-NAVSUP-FLCY-HHG@fe.navy.mil](mailto:M-AT-NAVSUP-FLCY-HHG@fe.navy.mil)  
PHONE: DSN 315-264-4403

**SAFETY OFFICE/DRIVER'S LICENSE**

EMAIL: [M-AT-SAFETY@FE.NAVY.MIL](mailto:M-AT-SAFETY@FE.NAVY.MIL)  
PHONE: DSN 315-264-3794

**FLEET & FAMILY SUPPORT RELOCATION  
ASSISTANCE**

POC EMAIL: [M-AT-NAFA-FFSC-DutyOffice@us.navy.mil](mailto:M-AT-NAFA-FFSC-DutyOffice@us.navy.mil)  
PHONE: DSN 315-264-3372

**NAFA LEGAL**

EMAIL: [Atsugi\\_legal@fe.navy.mil](mailto:Atsugi_legal@fe.navy.mil)  
PHONE: DSN 315-264-3692

**EFMP LIASION**

POC EMAIL: [M-AT-NAFA-FFSCDutyOffice@us.navy.mil](mailto:M-AT-NAFA-FFSCDutyOffice@us.navy.mil)  
PHONE: DSN 315-264-3372

**CLINICAL COUNSELING**

PHONE: DSN 315-264-4188

**OMBUDSMAN COORDINATOR**

POC EMAIL: [M-AT-NAFA-FFSCDutyOffice@us.navy.mil](mailto:M-AT-NAFA-FFSCDutyOffice@us.navy.mil)  
PHONE: DSN 315-264-3372

**YOKOTA PATRIOT EXPRESS**

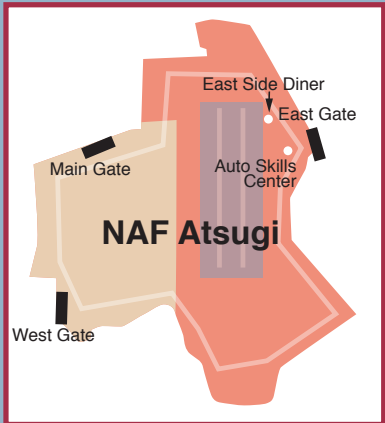
POC EMAIL: [730ams.org@us.af.mil](mailto:730ams.org@us.af.mil)  
PHONE: DSN 315-225-5661



# Welcome to NAF Atsugi, Japan



Created by NAF Atsugi MWR Marketing (rev. January 2020)



Wi-Fi Spots



MWR Field Static Display