

CHECK-IN PROCEDURES

Travel Planning

Temporary Quarters

We recommend that the Navy personnel who assigned to NAF Atsugi to make reservation for temporary lodging/ billeting in advance. Month of June, July and August are the busiest month for reservation. A military personnel who has order to NAF Atsugi has priority for rooms. Pets are not allowed, Camp Zama and Kamiseya Base have kennels but it's limited, reservation in advance is highly recommended.

Temporary Lodging

The Atsugi Navy Lodge is available for incoming families. Reservations must be made directly with the Lodge, at commercial, 011-81-467-63-6880 or DSN 315-264-6880.

Single Service Member Housing (Navy Gateway Inn)

Enlisted -- The member should be given directions to his/her Bachelor Enlisted Quarters (BEQ). If not, please check in at the Combined Bachelor Housing Office located in Building 1290, next to McDonalds.

Officer -- Bachelors Officers Quarters (BOQ) main office in BOQ Building 482. Please have your sponsor notify the BOQ as soon as possible of your pending arrival. This will help the BOQ staff place you in a Permanent Party Room upon arrival. Occasionally, incoming unaccompanied personnel are placed in Transient Quarters until Permanent Party Rooms become available.

Navy Gateway Inn is available for unaccompanied personnel. Make a reservation at DSN- 315-264-3696 or 011-81-467-63-3696.

Command Sponsorship

Learn to be a well-informed sponsor and ensure inbound personnel and family members are briefed and warmly welcomed in Japan. The instructor will highlight ways to help your in-coming command families before they arrive, how to help them adjust once they have arrived, and places that you and the incoming family can go for information.

Each Command has its own representative to help you find a sponsor. Classes are being held at the Fleet and Family Support Center every month. Sponsorship workshop is available to all tenant commands upon request if they are not being able to attend the monthly training. Welcome aboard CD is available to all service members who are sponsoring new comers in Atsugi as well. This CD can be requested at the Fleet and Family Support Center, NAF Atsugi.

Reporting Procedures

Everybody needs to report to your command and call Navy Pay and Personnel Support Center customer service for an appointment for you to check-in. If your command is deployed please call DSN 315-264-3381/3389, but if you are stationed at NAF Atsugi you can call DSN 315-264 3074. Navy Pay and Personnel Support Center is located in Bldg. 71 across the Aerodrome. Hours of operation are Monday through Friday. 8:00 am - 4:00 pm.

By direction of the NAF Atsugi Commanding Officer, as of July 1, 2006, all personnel assigned to NAF Atsugi, and its tenant commands, are required to attend the Area Orientation Brief (AOB)/ Intercultural Relations (ICR) course in addition to the Driver's Safety/License Class in order to receive a driver's license. No one will be issued a driver's license until they have completed the requirements above without a special waiver from the Base Commanding Officer. This applies to the following: active duty service members, DOD Civilians, DODEA personnel, civilian contractors and the family members of all personnel listed above. It is recommended to register as soon as possible.

Reservation for Area Orientation Brief and Intercultural Class is recommended 3-4 weeks in advance at the Fleet and Family Support Center, NAF Atsugi.

Schedule of Classes:

Area Orientation Brief - Every Monday 8:30 am - 4:00 p.m.

Intercultural Class - Tuesday 8:30 a.m.- 3:45 p.m. Service members and spouses who submitted registration forms for driving class on Tuesday morning need to do verification of license after ICR class.

Wednesday class: 8:30 a.m. - 3:15 p.m.

Thursday - Guided and unguided field trip. All participants will meet at FFSC RM. 129 at 8:30 a.m.

Friday- starts at 8:30 a.m. - 3:00 p.m.

Your sponsor will be able to assist you in finding a home off base. If you don't have a sponsor please contacts your corresponding command and each command has s sponsor coordinator.

What to do if you Get Married Enroute

If you get married before you PCS, you must inform your commander and follow the procedure exactly as you are given them. The military will not pay for travel and housing of your spouse if you do not follow proper procedure.

CHILD CARE

Child Development Center (CDC)

Eligibility

In order for children to be enrolled in child development center in Atsugi Japan, You must update the required immunizations. Immunizations record needs to be transcribed at Branch Medical Clinic. A full time care requires a completion of CDC packets, registration forms and LES but for short term child care registration form and immunization records are required.

Costs

There is no annual registration fee at CDC. Payments are made every 1ST of the month and service members have an option to pay every week if they want. 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. The spouse's most recent pay stub will be used to verify the income of military personnel. 20 percent discount is given to a family who has a second child enrolled at CDC. CDC fees are based on 6 categories of rank and rate with corresponding amount. All fees are in effect as of September, 2007.

Programs Offered

Full Day Childcare for ages 6 weeks to Pre-Kindergarten- from \$245 to \$564 per month. Before/After School Care - \$100 to \$236 per month. Half Day Kindergarten - \$96 to \$188 per month. Hourly Care has a fixed rate of \$3.00 for all service members. Drop in/ Hourly care and limited Family Home care provider are available as well.

Fleet and Family Support Center pays for childcare fee while the service member and the spouse attend the Area Orientation Brief and Intercultural class from Monday to Friday. A voucher is issued at the front desk after the completion of each class. The parents are responsible for any costs beyond the authorized FFSC Childcare voucher time. Command Sponsor may assist in making the reservation of your child/children in advance at CDC.

MWR pays for 5 hours per month for child care fee at Child Development Center for IA Family. Child must be registered at CDC and immunization records must be completed and transcribed by medical clinic in Atsugi.

Availability

Waiting time for infant spaces varies because we have small CDC and can only accommodate 8 infants at a time. Hours of Operation are Monday to Friday from 6:00 a.m. to 6:00 p.m.

School Program

NAF Atsugi Youth Center serves children ages 5-12 years old. It's open Monday through Friday from 6:00 a.m. to 6:00 p.m. Fees ranges from \$32- 76 per month before school and \$ 68- \$160 per month after school per child depending on 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 ages 10-18 years old. 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. Monday through Thursday at 2:15 - 8:00 p.m. and 2:15 -10:30 p.m on Friday and Saturday. If there's no school and children are release early in school , Teen Center is open Monday through Thursday at 12:00 p.m - 8:00 p.m. and 12:00 p.m. to 10:30 p.m. on Friday and Saturday. Closed on Sunday and Holidays.

DIRECTIONS FROM YOKOTA AB AND NARITA AIRPORT

Directions to NAF Atsugi

NAF Atsugi is located southwest of Tokyo, and due to the distance, it is highly recommended for your Sponsor to arrange your ground transportation to NAF Atsugi.

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 Transportation at (315) 265-3900.

Narita (Tokyo) Airport arrival via Commercial Air

A daily shuttle bus is available, departing Narita to NAF Atsugi approximately 6:30pm. Either your sponsor or yourself should make reservations with NAF Transportation.

Immigration/Customs:

1. Follow the signs to the Arriving Passenger area.
2. Pass through the Medical/Quarantine desk (if you have pets, stop here and ask for assistance).
3. Continue to the Immigration Processing, Foreigners.
4. Present your passport and/or ID card, and your COMPLETED forms.
5. Proceed down the stairs to the Baggage Claim Area. Retrieve your luggage
6. Proceed to Non-Resident for Customs inspection.
7. Left into the Main Terminal.
8. Proceed to the Military Passenger Liaison for ground transportation to NAF Atsugi (located across the passenger meeting point of the Main Terminal, near the foreign exchange shop).
9. Upon arrival at NAF Atsugi, the bus will stop at BOQ, BEQ, and the Navy Lodge.

Note: The majority of international flights arrive at Terminal One, however should you arrive at Terminal Two, take the free Airport Shuttle Bus to Terminal One and get off the bus at either Stop Number 8 or Stop Number 18 in front of Terminal One.



General Airport Information

1. American style restrooms and changing rooms are available at the terminal.
2. Recommend exchanging some money to Yen (Japan's currency). An Exchange Center is located on the first floor of Terminal One. Recommend not exchanging all your money as Atsugi Base, accepts U.S. dollars.
3. Available on the fifth floor of the central building of Terminal One are:
 - Retail/convenience stores
 - The Observation Deck
 - Various fast food restaurants (both Japanese and American). Payment in Japanese currency (Yen).

To Pick Up Your Pet from Narita Airport

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.

DOD Counter, Narita Airport Japan

To locate DOD Counter Terminal 1. From the North wing after departing customs, turn look left and you will see the DOD counter next to Meiji Milk and Café shop. From the South wing departing customs turn left and walk down corridor until you see DOD counter located on the right side.

To locate the DOD counter if flight arrives at Terminal 2, go outside to bus stop 8 or 18. Catch a free shuttle that runs every ten minutes to Terminal #1; get off at the second stop (street level). Enter the terminal and DOD Counter will be located across from the flight arrival exit of Terminal one.

Check in at the DOD counter and NAF Atsugi bus will leave at 6:30 pm. The DOD staff will guide you to the bus stop across the parking lot of Terminal 1. Other modes of transportations information are available at the information desk of Terminal one.

Calling the DoD Counter in Narita Airport (from the US): 011-81-476-32-0469. Calling the Transportation Office in Atsugi (from the US): 011-81-467-63-3563 / FAX (from the US): 011-81-467-63-4072.

*** Important Note:** Bus reservations are made by calling the Transportation Office in Atsugi, not the DoD counter in Narita Airport. For folks on official travel (TAD/PCS), please fax orders to Atsugi's transportation office (number listed above) to reserve seating. For those travelling without orders, reservations still could be made. However, it will depend on space availability.

EDUCATION

DoD Schools

Shirley Lanham Elementary School and Camp Zama American High School are part of the Department of Defense Dependent School (DoDDS) System, providing an education program for the dependents of U. S. military and civilian SOFA status personnel at NAF Atsugi.

Entrance Requirements

DoDEA has changed its Early Child Hood Education programs entrance requirements for all DoD Schools for Calendar Year 2009-2010. Age requirements are:

- *Sure Start and Pre-Kindergarten Programs*, a child must be 4 years of age by September 1.
- *Kindergarten Programs*, a child must be 5 years of age by September 1.
- *First Grade*, a child must be 6 years of age by September 1.

If you have any questions about exceptions, contact DoDEA.

Bus Service -- All DOD students who live off base, attending middle school and high school in Camp Zama must register to Shirley Lanham Elementary School bus office to obtain a bus pass. For children who live off base, a bus will come and pick them up at the closest bus stop of their residence.

Meals -- Free and reduced lunch applications are also available at Fleet and Family Service Center. If qualified for free / reduced lunch, ticket can be obtained at the main store only. Full price (\$41.00/ month) for lunch ticket can be purchased at the main store and mini mart. Schedule of meals are posted at Shirley Lanham Elementary website calendar.

For Horizon Lunch System, parent or guardian pays a minimum of \$20.00 at the customer service counter of main NEX store. Receipt should be turned-in at the cash cage for a printed receipt of a 4 digit number for the child to punch in at the lunch line. This option is for K-6th grade at Shirley Lanham Elementary School. For middle school and high school please go to AAFES customer service in Camp Zama.

Before and After School Program -- Shirley Lanham Elementary School provides a lot of school activities for the kids such as Kick Ball, Running, Multicultural Dance, Reading Counts, Mural Club and English as a Second Language.

Exceptional Children Program -- 0-3 y/o are being handled by EDIS (Educational and Intervention Service) they offer early childhood intervention, language and speech, assist in parenting and transitioning the child as well as home visitation program.

Local School and/or DoD Schools

Number of students enrolled at Shirley Lanham Elementary School in Atsugi is 533 and the teacher/pupil ratio is 1:21. The grading system is in Academic mark (A 90%-100%, -B-80%-89%-C-70-79%-D-60%-69%, F -0%-59%. For Music, Physical Education and Arts it is graded as P-passing/participate, P+-extra participation and N-no participation). Standardized test scores for the Atsugi Schools are available through the DoDEA Data Center via the following links: [Shirley Lanham Elementary School Test Scores](#), [Zama Middle School Test Scores](#), [Zama High School Test Scores](#).

Alternative Options

School Attendance policy for school age dependents of US Naval Air Facility Atsugi is covered by the Status of Forces Agreement (SOFA) between the US government of Japan that encouraged all eligible dependents that has not completed high school to enroll in DoD dependent school system (DoDDS). If the program is unsuitable to the parents, the installation commander will encourage the parents to enroll their dependents in an alternate program.

Home schooling, local Japanese schools, both public and private, and a few international schools are available around Yokohama and Tokyo area.

Home Schooling

Guidelines have been set by the DoDEA Policy Memorandum 02-OD-002, dated 06 November 2002 regarding home schooling. DoDEA encourages DoD sponsors who wish to home school their dependents to communicate their desire to their commanders to determine if there are any command policies or other rules ensuring that home schooling practices meet host nation, state, commonwealth, or territory requirements. The Kanto Home Educators' Association (KHEA) provides information, support and guidance for home schooling families. KHEA offers monthly meetings to provide continual support.

Adult Education

Adult continuing education courses are available at Navy College Office, University of Maryland, Central Texas College and Phoenix University. Navy Learning Center is also available to assist navy personnel, spouses and their dependents to review for SAT, GED, ACT, ASVAB and other courses free of charge.

Tuition Assistance

Atsugi Enlisted Spouse Organizations (AESAs)

AESA provides fifteen spouse scholarships throughout the year. These scholarships are available to the spouse of any active duty service member or civilian employee assigned to commands at NAF Atsugi.

AESA provides five Son/Daughter scholarships throughout the year. These scholarships are available to any high school senior or high school graduate who resides with and is a dependent of an active duty service member parent or civilian employee assigned to command at NAF Atsugi.

AESA can be reached by calling DSN 315-264 -3879 or 011-81-467-63-3879 or you may access the [AESAs website](#). Hours of Operation are Monday to Friday 8:30 am - 4:00 pm.

Navy Marine Corps Relief Society - Atsugi Emergency Services Office (ESO)

The Spouse Tuition Assistance Program (STAP) is open to spouses residing with the active duty service member while stationed at overseas locations. The program provides a loan of up to 50% of the tuition for education. Programs, up to a maximum of \$350 per undergraduate term, or \$400 per Graduate term, not to exceed \$1,750/\$2,000 per academic year. An applicant need not be a full-time student.

NMCRS Atsugi can be reached by calling DSN 315-264-3691 or 011-81-467-63-3691. Hours of operation are Monday, Wednesday, & Friday from 11:00

Overseas Schools

Overseas Schools -- What You Should Know

Moving your family from one installation to another in the U.S. can be challenging enough; but moving your family overseas presents an even more complex situation. One of the most important challenges can be summed up by this question, "Where are my children going to go to school?"

This article will provide resources to help guide military families through the many questions and decisions regarding local schools abroad.

Where do I start?

Start with the information on your new installation. Visit [Plan My Move](#) and review the installation's Education - Overview article. All of the overseas installations have dedicated a portion of the Education Overview to discussing the education options available in the local community as well as the DoD schools located on the installation, if available. Most installations overseas that allow accompanied family travel have one or more DoD schools.

What is the difference between a DoD school and an international or national school?

[DoDEA](#) is the Department of Defense Education Activity. DoDEA operates DoD schools in 12 foreign countries, Guam and Puerto Rico. All DoDEA schools are fully accredited by U.S. accreditation agencies and maintain high academic standards with well rounded educational programs.

In addition to DoDEA, the [U.S. Department of State's Office of Overseas Schools](#) mission is to promote quality educational opportunities for dependents of American citizens overseas at the elementary and secondary level. If a DoD school is not available on your installation there may be a school in the local community that is an American-Sponsored Elementary and Secondary School. International schools are English-language schools whereas National schools are schools where courses are taught in the native language. The curriculum and grading system of an International school tends to be similar to the traditional American education system. This is a consideration if your family will be returning to the U.S. prior to your child or children graduating high school. Remember, when choosing a school it is best to try to match the school with your child's needs and expectations.

Where can I find a list of International schools in the country where my family is moving?

The Internet can be an excellent resource for finding International Schools overseas. You can find a complete directory of overseas schools on the [International Schools Services' website](#).

In addition, the [World Wide Schools](#) website is an excellent resource. From the homepage you can select the country. Once you have done this, a list of schools will appear and you can then choose which one you are interested in researching. All of the information appearing on this website is provided by the schools directly. Some of the information you may find on a school includes: a background summary about the school, the school's address, phone number, website, and even the email address of the director of the school. This information should be explored so that you can make comparisons with other International schools in the area to determine the best place for your child/children.

How do I decide what school is best for my child?

This process is much the same as it would be in the U.S. You may not have as many choices but it is important to make a list of possible schools and then begin to ask around. This is a daunting task since it is likely that there will be a language barrier. However, talk to the Relocation Personnel in the Family Center and your sponsor at your new installation who may be able to put you in touch other families with children around the same age as your child/children. Always contact the school directly and ask for references.

Once you have narrowed down your options, interview the school or schools directly. This is best done in person, if possible. Ask about: attendance, atmosphere, curriculum; grading system, tuition, accreditations, the staff and administration; as well as other practical details such as, does the school provide meals, what types of extra curricular programs are available, is there transportation, holidays and schedule, sports programs, before and after school care programs, and how is the facility maintained.

Now that I have chosen a school, how do I successfully facilitate the transition for my child?

A successful transition should be a priority during planning the move and once the move has been completed. The more knowledge you provide your child with, the more confident he/she will feel once he/she arrives at the new school. Allow your child to be a part of the decision making process, if he/she is old enough, and take his/her opinions into account.

[MilitaryStudent](#) provides several valuable tools to facilitate the transition process. Although many of these tools are not geared specifically to an international move the resources provided do apply to any military student transitioning to a new school in the U.S. or overseas.

SPECIAL EDUCATION

Exceptional Family Member Program

Exceptional Family Member Program (EFMP) screening is mandatory for all family members who will accompany a service member to an overseas duty location. EFMP screening includes educational screening when the family member is under the age of 21. The military service considers the needs of the family member when considering an overseas assignment.

The Department of Defense operates two programs that provide educational services to children with developmental delays and disabilities, in compliance with the Individuals with Disabilities Education Act (IDEA). Eligibility for services is determined according to procedures outlined in DoD Instruction 1342.12, Provision of Early Intervention and Special Education Services to Eligible DoD Dependents, April 11, 2005.

Infants and Toddlers (birth to 3 years old)

Educational and Developmental Intervention Services (EDIS) is a military medical department program that provides early intervention services to infants and toddlers from birth until three years of age. EDIS is available at all locations where there is a DoD school.

The EDIS teams, with Early Childhood Special Educators and multi-disciplinary allied health professionals, assist families of infants and toddlers with developmental delays to achieve goals that enhance functional independence and support school readiness. EDIS provides services in the child's natural environment (home, childcare center, etc.), and embedded in family routines.

School Age (3-21 years)

The Department of Defense Dependents Schools (DoDDS) provides special education to school aged children with a disability. In overseas communities, the availability of services varies according to the size of the community, its location, and the military mission.

Services Available

At Shirley Lanham Elementary School, DoDDS provides the following level of services.

Autism Spectrum Disorder (ASD): The schools provide direct instruction in the regular classroom or in a resource room. This location would not be appropriate for children with the diagnosis of autism who require individual support or more intensive special education service.

Communication/Speech Impaired: Services are available to provide comprehensive speech and language interventions in individual, small group, and/or general education classroom settings. Additionally, services are available to provide student and general education teacher training in the use of augmentative communication devices and/or alternate communication systems and/or FM systems in individual, small group, and classroom settings.

Emotionally Impaired: Part time services are available on an as-needed-basis to support children in the general education classroom. These services may not be available within the school complex. This placement would not be appropriate for children coming out of a residential placement and/or an alternative educational setting.

Hearing Impaired: Services are available on an as-needed-basis to provide consultation for students with hearing impairments who can be served in the general education classrooms. The Hearing Impaired Specialist is not located within the school complex and on-site visits may be limited. Minor environmental modifications and some special materials are available. Support is provided for children whose hearing disability is typically corrected with hearing aids. This is not an appropriate location for children who are deaf or who require the services of an interpreter.

Specific Learning Disability: Services are available to provide the majority of individualized instruction in a resource room setting (75% of the of the day or more).

Intellectual Disability (Mental Retardation): Services are available for children who have moderate to severe mental retardation and require a specialized environment for the majority of the school day. A specialized curriculum, including training in activities of daily living and pre-vocational support are available.

Preschool (3-5 years of age): Services are available for children with developmental delays and/or other identified disabilities who require daily or less frequent support in a developmental preschool classroom setting.

Visually Impaired: Consultation services are provided on an as-needed-basis to support children with low vision who can be served in a general education classroom. The Visually Impaired Specialist is not located within the school complex and on-site visits may be limited. This may include equipment for providing magnification and high contrast, large print books, and environmental modifications for light control and/or preferential seating. This is not an appropriate location for children who are blind and require pre-Braille or Braille instruction or orientation and mobility training.

Special Education Record

Parents of children enrolled in special education should hand-carry all pertinent school and medical documents to include their children's Individualized Education Program (IEP) and current testing and evaluation reports.

If your child requires specialized equipment (for example large print books, an FM trainer, or Braille services) contact the Area Special Education Coordinator in Okinawa.

Contacts

Pacific Area Office

Special Education Coordinator

DoDDS-Pacific, Area Office

Unit 35007

FPO AP 96373-5007

011-81-98-876-0279

DSN 315-645-2755

Fax: 011-81-98-876-4263

[Email](#)

Japan District Superintendent's Office

DoDDS Japan District

Unit 5072

APO AP 96328-5072

DSN 315-225-3954

011-81-425522510 ext .5-3940

[Email](#)

College/Technical Training

Navy College Office

[Navy College Office](#) offers the Pre-GED, ACT / SAT, ASSET, DANTES Independent Study Courses, CLEP, NCPACE, SMART, SOCNAV, Excelsior, Distance Learning and other traditional and non-traditional degree programs. Proctoring services are available and study guides for DANTES, CLEP and Excelsior.

The Navy College Office helps with Tuition Assistance paperwork, processing, and reimbursement issues, academic counseling and college degree planning.

College

University of Maryland University College (UMUC), Asian Division is located in Building 153. UMUC, Asian Division offers academic courses toward Associate and Bachelor degrees. Classroom or on-Base class term is eight weeks and online term is 12 weeks; there are five terms per year. Visit the office during normal hours, Monday-Friday, 8 am until 5 pm for more information.

Central Texas College (CTC) is located in the Building 153. Visit the office during normal hours, Monday-Friday, 8 am - 5 pm. Central Texas College specializes in vocational technical programs. Each term is eight weeks for classroom and Distance Learning courses (video tapes), with 5 terms per year.

Military students receive 100% tuition assistance for 16 credit hours per fiscal year at a cap of \$250.00 per credit hour.

Courses are also available at the University of Phoenix.

Tuition Assistance

Tuition Assistance (TA) is the Navy's educational financial assistance program. It provides active duty personnel funding for tuition costs for courses taken in an off-duty status at a college, university or vocational/technical institution, whose regional or national accreditation is recognized by the Department of Education. Navy TA pays for both classroom and independent study/distance learning courses, regardless of course length. Courses must be offered in Semester Hours, Quarter Hours, or Clock Hours. The credit earned must show on the institution's transcript.

All Navy Tuition Assistance pays up-front the tuition and fees charged by educational institutions for course enrollments. Navy TA pays 100% of tuition costs for courses applicable to the completion of a high school diploma or equivalency certificate. For other education levels, there is a fiscal year credit limit of 16 Semester Hours, 24 Quarter Hours, or 240 Clock Hours per individual. (Waiver requests cannot exceed the FY \$4500 DoD program limit.) Payment for tuition and fees will not exceed the following:

- \$250.00 per semester hour
- \$166.67 per quarter hour
- \$16.67 per clock hour

TA is available to both Naval Officer and Enlisted active duty personnel and Naval Reservists on continuous active duty. It is also available to enlisted Naval Reservists ordered to active duty 120 days and to Naval Reservist Officers ordered to active duty for 2 years or more. To qualify, service members must:

- be on active duty for the whole length of the course.
- Attend an institution accredited by a regional, national, or professional accrediting agency recognized by the Department of Education.
- receive counseling from a [Navy College Office](#)
- (Optional) determine if a CLEP/DSST exam could take the place of the course to be funded (either ask your school or your Navy College Office). If a CLEP/DSST exam credit could apply, consult with your Navy College Office for instructions on taking the practice test and scheduling an appointment for the test.
- Provide all grades from previously funded TA courses and reimburse all W and F grades. (Withdrawals for involuntary reasons may be granted with command verification.)
- Agree, if an officer, to remain on active duty for at least two years upon completion of courses funded by TA. This obligation runs concurrently with remaining obligated service time. Those who fail to serve the obligation must repay the TA funds expended on their behalf during the last two years of active duty on a pro rated basis.

EMERGENCY ASSISTANCE

Planning for Emergencies

Emergency Services for NAF Atsugi includes American Red Cross that provides relief to victims of disasters and help people prevent, prepare, respond to emergencies, financial assistance, emergency communication and help with Humanitarian. ARC can be contacted at 011-81467-63-6794 or DSN 315-264-6794.

Navy Marine Corps Relief Society

The Navy-Marine Corps Relief Society is a nonprofit, charitable organization that provides financial, educational, and other assistance to members of NAF Atsugi. Counseling, loans, grants, various services, baby budgeting and referral to other community resources are available. There are no fees for such help. NMCRS can be contacted at DSN 315-264-3691.

NEO (Non Combatant Evacuation Operation)

Each Command of NAF Atsugi has a NEO representative that will assist you in filling out NEO forms as well as provide training to prepare you for an evacuation. You can call at DSN 315-264-4181 or 011-81467-63-4181. NEO forms are available [online](#).

In case of emergency just dial 119 or 911 for on Base and for off base is 119 or 0462730119.

Information and Referral Assistance

Information is the key to enjoy your stay in Japan, and the Atsugi Fleet & Family Support Center Information and Referral (I&R) staff strives to find answers/solutions to a variety of personal questions/needs. The I&R professionals are bi-lingual Japanese/English speaking staff that assist newcomers with getting acquainted to their new duty station, and provide referral services for a variety of complex personal needs. I&R staff translate our selection of detailed Japanese neighborhood, train, bus and ferry maps for customer.

Fleet and Family Support Center

NAF Atsugi, Japan

[Visit us on the web](#)

[Email us](#)

Location: Bldg 949

Operating Hours: M-T-Th-F- (0730 - 1700)

Wed-(0630-1530 Staff Meeting)

DSN: 264-3628/4188

INFORMATION AND REFERRALS

- * Maps on "How to Get There"
- * Info on the community, public transportation, cultural activities, military facilities.
- * Commissary Coupons

RELOCATION ASSISTANCE PROGRAM

- * Sponsorship Training
- * Hospitality Kits
- * MILITARY HOMEFRONT (www.militaryhomefront.dod.mil)
- * Relocation Counseling and
- * PCS Workshop
- * Space-A
- * Pre-deployment support and briefings
- * Mid-deployment counseling, training and services
- * Return & Reunion, Home Coming
- * Deployment Support for Children
- * Area Orientation Brief
- * Teen AOB- ICR
- * AOB-ICR Class for children
- * Home Alone Class

FAMILY EMPLOYMENT READINESS PROGRAM

- * Volunteer Opportunities
- * Govt. Applications Tips
- * Computer Resource Center
- * English Teaching*
- * Fashion Modeling for Print or TV.
- * Teaching English class is recommended.

TRANSITION ASSISTANCE PROGRAM

- * TAP Workshops
- * VA Benefits
- * Job Search
- * Resume Writing
- * 10 Steps to Federal Job
- * CONSEP

Wednesday, August 19, 2009

PERSONAL FINANCIAL MANAGEMENT

- * Military Pay Issues
- * Credit Mgmt.
- * Financial Counseling
- * Command Financial Specialists
- * Financial Planning for PCS
- * Reduced/Free Lunch Applications
- * Home Buying, Car Buying and TSP
- * Identity Theft
- * Saving and Investing
- * Banking and Finance

RETIRED AFFAIRS OFFICE (Volunteer Program ONLY)

Information and assistance for retirees and their family members.

SURVIVAL JAPANESE CLASS

- * Convenient evening time-frame
- * No cost

PROFESSIONAL AND CLINICAL COUNSELING

The Fleet and Family Support Center provides solution-oriented programs to develop knowledge and social skills to enhance self-esteem and interpersonal relations.

Training, workshops and resources deal with deployment, relocation and the responsibilities of raising a FAMILY.

FAMILY ADVOCACY PROGRAM

- * Counseling & Assistance in dealing with family abuse, neglect/problems
- Please call 264-4188

SEXUAL ASSAULT VICTIM INTERVENTION

- *SAVI Advocate Training
- *Victim Sensitivity Services and Training
- *Victim Assistance

NEW PARENT SUPPORT

- * Pre/Post Natal workshop and learning opportunities
- * Training in effective child-rearing techniques
- * Playgroup (0- 5 y/o)
- * Newborn Care Class, Breastfeeding class, Boot camp for Dad
- * Home Visitation Program

MARRIAGE COUNSELING

- * Pre- Marital Seminar
- * Marriage Enrichment Classes

JAPANESE ICR PROGRAM

- * Advance ICR Class
- * Kimono Wearing
- * Off Base Living
- * Off Base Grocery Shopping
- * American Culture and Basic English
- * Home Visitation
- * Craft for Event

Wednesday, August 19, 2009

RELOCATION ASSISTANCE PROGRAM

Programs and Services

While moving is always stressful, your stress can be drastically reduced if you take full advantage of the information, education, and personal assistance provided to you by the Relocation Program. This is the place to find answers and get referral to other installation resources as well as assistance with in-transit emergencies. The most important thing you can do to ensure a smooth move is to start planning early using the many Relocation Assistance program services and tools available.

Individual PCS Planning -- Most relocation programs offer one-on-one consultation for anyone needing assistance. In particular those making their first military move, first overseas move, or those with challenging and complex situations such as special needs family members or financial problems should call the Relocation Program for an appointment.

Military Installations and Plan My Move -- For managing and planning your move, use these two DoD sponsored web-based relocation tools with information on over 250 installations worldwide. You can estimate expenses, find the forms necessary for housing and household goods, keep a calendar of events and take other necessary actions to ensure a successful move.

Loan Closet -- Basic household goods items are available to borrow while waiting for your personal property pre-departure or upon arrival. The typical items in stock include: pots and pans, dishes, silverware, irons, ironing boards, portacribs, high chairs, and infant/toddler car seats. Generally, towels and bed linens are not available, so these should be packed in your hold baggage.

Workshops and Briefings -- The classes offered vary from installation to installation but you can generally find classes on buying, selling and renting smart, budgeting and finance, moving with children, general moving preparation and many other moving related topics.

Pre-departure Briefings -- Sometimes called Smooth Move or PCS Briefings, you and your spouse will want to attend for sure. These briefings provide essential information that can prevent you from making uninformed and costly decisions before your move.

Settling-in Services -- These may include welcome wagon services, local area tours with childcare often provided, or basic household items to use until your goods arrive. Overseas arrival services may include introductory language classes and cultural awareness training.

Deployment Support -- The Family Center assists unit family readiness groups and Ombudsman programs during the entire deployment cycle. Support includes services for special needs, classes on deployment preparation, managing finances, helping children adjust, family separation, return and reunion, and information on resources available locally and on-line.

Foreign Born Spouse Support -- Whether your question concerns immigration and naturalization, learning the English language or how to take local transportation, the Relocation Program provides assistance, classes and referrals.

Emergency Assistance -- From time-to-time emergencies occur while moving, the Relocation Program office has the resources to provide emergency financial assistance and referrals.

Transition Assistance -- This is a mandatory program available to assist personnel and family members when they separate from the military. The Relocation Assistance office will establish your individual transition plan and refer you to all the installation and community resources necessary to complete a successful transition.

Installation Specific Information

Relocation Assistance Program (RAP) -- Relocation services at Atsugi's Fleet and Family Support Center help service members and families deal with the stress of moving by providing education, information, and individual assistance. Relocation specialists provide services to help you adjust to your move quickly and successfully, whether you are arriving or departing the NAF Atsugi area. Classes and workshops are offered to ease your transition.

Area Orientation Brief (AOB)/Inter-Cultural Relations (ICR) Class -- By direction of the NAF Atsugi Commanding Officer, as of July 1, 2006, all personnel assigned to NAF Atsugi, and its tenant commands, are required to attend the Area Orientation Brief (AOB)/ Intercultural Relations (ICR) course in addition to the Driver's Safety/License Class in order to receive a driver's license. No one will be issued a driver's license until they have completed the requirements above without a special waiver from the Base Commanding Officer. This applies to the following: active duty service members, DOD Civilians, DODEA personnel, civilian contractors and the family members of all personnel listed above. It is recommended to register as soon as possible.

Reservation for Area Orientation Brief and Intercultural Class is recommended 3-4 weeks in advance at the Fleet and Family Support Center, NAF Atsugi. The Area Orientation Brief is offered 8:30 am-4:00 p.m. every Monday.

The Intercultural Class schedule is as follows:

- Tuesday- 8:30 a.m.-3:45 p.m.
- Wednesday - 8:15 a.m. - 3:15 p.m.
- Thursday - Guided and unguided field trip. All participants will meet at FFSC RM. 129 at 8:30 a.m.
- Friday - 8:30 a.m. -3:00 p.m.

Permanent Change of Station (PCS) Workshop -- Get the latest on travel rules and pay, household goods shipments, and vacating quarters or your Japanese home.

Sponsor Workshop -- Learn to be a well-informed sponsor and ensure inbound personnel and family members are briefed and warmly welcomed in Japan. The instructor will highlight ways to help your incoming command families before they arrive, how to help them adjust once they have arrived, and places that you and the incoming family can go for information. If you plan on sponsoring a command family, this class will provide you with a wonderful checklist to ensure that you don't miss any important issues for incoming families.

Loan Closet -- Fleet and Family Support Center, Atsugi offers a temporary use basis Hospitality Kits, which includes: Dish, Cooking and Accessory Kits.

- Dish Kit: Silverware, Plates, Glasses, Cups
- Cooking Kit: Pots and Pans, Knives, Utensils, Cutting Board
- Accessory Kit: Toaster, Iron, Coffee Maker, Can / Bottle Opener, Handheld Mixer, Electric Knife, Telephone

These kits are designed and intend to support the basic living needs of a family during brief arrival and departure periods to ease the relocation stress. The service members and their family even civilians can loan the kit for a month. Extensions of loaning the kits are granted on a case by case basis.

FLEET & FAMILY SUPPORT CENTER

Programs and Services

A key resource on your installation and a gateway to accessing all of the resources available to you, the Fleet and Family Support Center provides information, support and services to help you balance the demands of family and the military lifestyle. The Fleet and Family Support Center is one part of the overall installation family support system, which is the network of agencies, programs, services, partnerships and individuals that supports your personal and family life readiness, mobilization and deployment readiness, and mobility and economic readiness. The Fleet and Family Support Center should be one of your first stops upon arriving at an installation; its programs and services will be an important resource for you and your family.

Deployment/Individual Augmentee Support - We will assist during all phases of the deployment cycle, providing workshops, online and virtual support groups, deployment handbooks, family preparedness seminars and much more. During the deployment, we'll help your family cope with the challenges of extended absences and connect them with resources to ease the burden of family separation. Upon return from deployment, we offer return, reunion, and reintegration seminars to help transition from deployment to homecoming.

Family Deployment Support

Fleet and family Support Center Provides quality educational program for deploying and returning service members. Basic training and workshops are provided to spouses and children to cope up with the different challenges that they may encounter during deployment. Kid's Fun day is offer to Shirley Lanham Elementary School. List of the following classes are listed below:

- Pre-Deployment Briefs
- Deployment for Kids
- Kids Fun Day
- Home Alone
- Playgroup for Children
- Return and Reunion Workshops
- Stress Management
-

Relocation Assistance - From "Smooth Move" workshops to household hospitality kits, we can provide information, referral, resources and tools to make your permanent change of station (PCS) moves efficient and simple. Services include a loan closet from which families may borrow basic household goods; assistance with in-transit emergencies; classes on move-related topics such as buying or selling homes; and individual PCS planning, among others.

Transition Assistance - Leaving the Navy may involve a total lifestyle change. We host the U.S. Department of Labor-sponsored Transition Assistance Program (TAP) Employment Workshop for sailors planning to leave the Navy or retire. These information-packed workshops are designed to provide you with the skills and knowledge necessary to plan and execute a successful transition. The Department of Veterans Affairs (VA) presentation on VA benefits is also included.

Personal Financial Management - A program to assist you in developing a personal and/or family financial management plan. Our trained personal financial fitness staff can help you analyze your finances. You can learn more about setting priorities, creating budgets, debt liquidation, Thrift Savings Plan, consumer and credit issues, and predatory lending. We'll help you set a course for financial independence and guide you through your journey of becoming a Million Dollar Sailor. The FFSC staff is a centralized training source for command financial specialists.

Employment Assistance - The training, information, and personalized career coaching will help you identify and reach your employment and career development goals, manage the challenges associated with a mobile lifestyle and develop job search skills. Our network with local employers can have you climbing the ladder of success. Employment assistance professionals can assist with a wide variety of family employment issues.

Life Skills - We offer proactive workshops to enhance and assist with balancing your personal and professional life. This program provides you with information and education about a variety of life cycle issues, including parenting and relationships to help you strengthen your relationships.

Information and Referral - An integral function of the family center, information and referral services can assist you in locating needed services and programs available on your installation, through civilian agencies in the local community, and via national resources.

Ombudsman - The morale, health, welfare and efficiency of command personnel are the responsibility of the Commanding Officer. The Command Ombudsman acts as a liaison between the command and its families. Our highly-trained Ombudsmen help provide you with information necessary to meet the unique challenges of a military lifestyle.

Family centers may also provide other services, such as Counseling, Family Advocacy, New Parent Support, Sexual Assault Victim Intervention, Volunteer and exceptional family member support. Services vary by location.

Installation Specific Information

The Atsugi Fleet and Family Support Center is located in the Admin Headquarters 1st floor Bldg. 949.

New Parent Support Program -- New Parent Support Program provides education and support for new parents who maybe separated from their other supportive networks. It promotes positive quality of life and information that will assist them with being successful in their role as parents and provide families with knowledge of other available resources in the community. New Parent Support team consists of a registered nurse, a home visitor and admin assistant.

To enroll in these classes call DSN 315-264-4188 or Commercial number 011-81-0467-63-4188. Eligibility for the Home Visitation Program is determined by those mothers who scored 4 and above in the Family Needs Screener, single mothers, first time pregnancies, and parents that have children ages 1-4 years old who need assistance in parenting.

The NPS Program offers a variety of classes such as Prepared Childbirth, Prenatal Care, Breastfeeding, Newborn Care, Dad's Baby Boot Camp, 1,2,3,4 Parents, Support group for Breastfeeding Mothers, Playgroup and Home Visitation Program. Please visit our [website](#). Parenting classes are also offered in EDIS (Education and Developmental Intervention Center) at Camp Zama Japan.

Counseling -- Clinical counseling services can directly improve quality of life of Sailors and their family members by addressing the stressors facing them in today's Navy. From time to time, most of us have needed guidance to maintain or improve quality of life. This assistance may have taken various forms to include clinical counseling. If you encounter problems or a crisis in your life, let our professional, caring and understanding counselors help you deal with life's challenges.

Family Advocacy -- The Navy's Family Advocacy Program (FAP) responds to incidents of domestic violence, child abuse, and child neglect. If you are a victim of domestic violence you can receive services without triggering a command or law enforcement investigation. Individual, marital, and family therapy as well as skill building classes are available.

Sexual Assault Victim Intervention -- The Navy Sexual Assault Victim Intervention (SAVI) program offers a standardized, consistent, victim-sensitive system to prevent and respond to sexual assault Navy-wide 24/7. The Navy's standardized sexual assault prevention and response guidance in SECNAVINST 1752.4, states:

- Sexual assault is a criminal act that is absolutely incompatible with the Department of the Navy's core values, high standards of professionalism, and personal discipline.
- Commanders shall take appropriate action under U.S. laws and regulations in all cases of sexual assault.

Volunteer Services -- The FFSC Volunteer Program offers an opportunity to work within the FFSC or the community. There are two main components to the program:

- Augment paid staff in order to be able to provide additional services.
- Provide military members and their families the opportunity to learn new skills to share with their community and to enhance their personal marketability for employment.

NAF Atsugi FFSC is a Presidential Volunteer Service Award (PVSA) certifying organization.

Exceptional Family Member Program -- FFSC has no Exceptional Family Member program. Support is provided through the Branch Health Clinic.

For NAF Atsugi FFSC Calendar of classes, please go to the [FFSC website](#).

FINANCIAL PLANNING

Financial Planning

The cost of living in Japan is higher. The Navy compensates for this difference by a Cost of Living Allowance (COLA) included in the active duty service member's pay. The amount of COLA is adjusted as the yen rate fluctuates.

We recommend you carry yen when you are traveling with your family in Japan. Dollars are not accepted and not all credit cards are accepted throughout Japan. You can change dollar to yen at Narita Airport upon your arrival.

It would be wise for incoming personnel to pay off as much debt as possible before coming to NAF Atsugi. CSD does not encourage personnel to take advance pay for any purpose other than to cover debt. Please remember that advance pay is a loan, not a gift. It must be paid back.

Housing Costs

The Navy will provide assistance including Temporary Lodging Assistance (TLA) and Move-In Housing Allowance (MIHA). However, incoming personnel will not receive this assistance directly upon arrival. To move into a Japanese residence, one must pay the following: Appreciation Money (one month's rent) + Agent's Fee (one month's rent) + Security Deposit (one month's rent) + one month advance rent. Therefore, one should have four month's rent to move in to his/her off-base residence. The Appreciation Money and Agent's Fee are reimbursed by the Navy. It is wise to prepare to pay for miscellaneous expenses out-of-pocket and consider allowances to come later as reimbursement.

House rental off base will be based on rate and rank, number of dependents and the yen rate. The leasing amount is from \$2,500-\$1,950. Allowance for utilities are the following:

ALLOWANCE UTILITIES	Percentage	Amount
With Dependents	100%	\$797.18
Without Dependents	75%	\$597.18
Sharing	50%	\$398.40

Transportation Costs

We recommend to incoming personnel to have \$1,500 - \$3,000 to cover the purchase of a car and miscellaneous expenses such as: Fees are based on rank, rate and age of an individual.

- Insurance or JCI- 30,000 yen or (\$300)
- Registration Initial payment- 4,200 yen (\$42)
- Weight Tax -8,400-21,000 (\$84-\$210)
- License Plate-1,500 (\$15)
- If you live off base you have to pay for parking certificate -2,600 yen (\$26)
- Weight tax decal 700 yen (\$7)

Personal Financial Management (PFM)

Atsugi's Fleet and Family Support Center's Personal Financial Management Program provides financial education, training and counseling that emphasize long-term financial responsibility through instruction on sound money management, debt management, saving, investing and retirement planning. Classes offered:

- Home and Car Buying Strategies
- Checkbook Management and Banking Basics
- Consumer Awareness
- Developing Your Spending Plan
- Credit Management
- Financial Planning for Deployment
- \$\$\$\$ and the Move
- Military Pay Issues
- Savings & Investments Introduction
- Insurance Issues
- The Basics of Retirement Planning
- Mutual Fund Basics
- Teens and Money

Financial Management Services

Counseling and resources are available as well as a variety of workshops including savings and investment, car buying strategies and budgeting assistance. Classes are given both as requested and on a scheduled basis.

HEALTH CARE

Moving With TRICARE

Your [TRICARE](#) coverage is completely portable—meaning it moves with you. You're covered worldwide—both in transit to your new duty location and once you arrive—but depending on where you go you may use a different TRICARE health plan option. Additionally, you may have different steps depending on which health plan option you are using now.

When Enrolled in a TRICARE Prime Option

The TRICARE Prime options include TRICARE Prime and TRICARE Prime Remote in the United States, and TRICARE Prime Overseas and TRICARE Global Remote Overseas in regions outside of the United States. Follow these simple steps to ensure you have no break in coverage when you move.

1. Do not disenroll from your TRICARE Prime option before you move.
2. Once you arrive at your new location, update your personal information in the [Defense Enrollment Eligibility Reporting System \(DEERS\)](#) immediately.
3. Select a new primary care manager (PCM), when moving within the same region or submit a new Prime enrollment form within 30 days if you're moving to a new region.

Where you are moving will determine which Prime option you will enroll in.

Prime Options in the United States

TRICARE Prime

TRICARE Prime is offered in Prime service areas—geographic areas typically located around a military treatment facility—throughout the country.

- North Region [Health Net Federal Services, Inc.](#), 1-877-TRICARE (1-877-874 2273)
- South Region [Humana Military Healthcare Services, Inc.](#) 1-800444-5445
- West Region [TriWest Healthcare Alliance](#) 1-888-TRIWEST (1-888-874-9378)

If you move to a new Prime service area, transfer your enrollment by submitting a TRICARE Prime Enrollment and PCM Change Form to your regional contractor. Be sure to include all family members who wish to use Prime on the form.

TRICARE Prime Remote

In non-Prime service areas, TRICARE offers TRICARE Prime Remote. To enroll, submit a TRICARE Prime Enrollment and PCM Change Form to your regional contractor. Any TRICARE-eligible family members living with you in a TRICARE Prime Remote area can enroll in TRICARE Prime Remote for Active Duty Family Members. Be sure to include them on the enrollment form.

Prime Options Outside of the United States

TRICARE Prime Overseas

TRICARE Prime Overseas is offered in overseas areas where there are military treatment facilities or areas in which TRICARE has established a network of qualified host nation providers.

- TRICARE Europe Toll free: 1-888-777-8343; Commercial 011-49-6302-67-7432; DSN 314-496-7432 Fax Numbers: Commercial 011-49-6302-67-6374; DSN 314-496-6374 or [e-mail](#)
- TRICARE Pacific Toll free: 1-888-777-8343; Commercial 011-81-6117-43-2036; DSN: 643-2036; Remote Sites: 011-65-6-338-9277 Fax Numbers: Commercial 011-81-611-743-2037; DSN: 643-2037 or [e-mail](#)
- TRICARE Latin America & Canada (TLAC) Address: TAO-LAC, Bldg 38802, Ft Gordon GA 30905-5650; Toll free 1-888-777-8343; 1-706-787-2424; DSN: 773-2424 Fax Number 1-706-787-3024 or [e-mail](#)

If you move to an area in which TRICARE Prime Overseas is offered, transfer your enrollment by submitting a TRICARE Prime Enrollment Form to the nearest TRICARE Service Center. Command-sponsored family members who reside with you are eligible for TRICARE Prime Overseas. Be sure to include all family members who wish to use TRICARE Prime Overseas on the form.

TRICARE Global Remote Overseas

TRICARE Global Remote Overseas is a Prime option offered in designated remote overseas locations. If you move to an area in which TRICARE Global Remote Overseas is offered, you and any authorized family members living with you may enroll by submitting a TRICARE Prime Enrollment Form to the nearest TRICARE Service Center.

Before you move to another overseas area or to an area within the United States, contact the nearest TRICARE Service Center. Then, when you arrive in your new area, transfer your enrollment.

When Using TRICARE Standard and Extra

TRICARE Standard and Extra are available to family members only. Active duty service members are required to enroll in one of the Prime options described above.

TRICARE Standard and Extra are available throughout the United States and enrollment is not required. Any active duty family member who is registered in DEERS may use these programs by seeing any network or non-network providers that are authorized by TRICARE. In areas outside of the United States, active duty family members who don't want to use a Prime option may use TRICARE Standard Overseas by seeing qualified host nation provider.

If you're already using TRICARE Standard and Extra, moving is easy.

1. Once you arrive at your new location, update your personal information in the Defense Enrollment Eligibility Reporting System (DEERS) immediately.
2. Then, find TRICARE-authorized providers in your new area.

Here are a few things to remember about using TRICARE Standard and Extra in a new region

- In the U.S.: Visit your new regional contractor's Web site for a list of providers. Remember, if you see network providers, you'll be using the Extra option and pay lower copayments.
- Outside of the U.S.: Contact your TRICARE Service Center for help locating a qualified host nation provider. The TRICARE Extra option is not available in overseas areas.
- If you move to a new region, you'll have a new claims address for submitting your TRICARE claims.
- Learn your new region's prior authorization requirements because these requirements can differ by region.

When Using TRICARE For Life

TRICARE For Life—TRICARE's coverage for those who are eligible for Medicare—requires no enrollment and you'll have a smooth transition when you move. [TRICARE for Life](#) contact information: WPS TRICARE For Life, P.O. Box 7889, Madison, WI 53707-7889; 1-866-773-0404; TDD 1-866-773-0405

- Once you arrive at your new location, update your personal information in the Defense Enrollment Eligibility Reporting System (DEERS) immediately.
- Find Medicare providers in your new area.

If you move overseas, your TRICARE For Life coverage may change depending on where you move. In U.S. Territories such as Guam, Puerto Rico and the U.S. Virgin Islands, TRICARE For Life coverage works the same as the stateside program. But, in all other overseas locations, TRICARE For Life Overseas works differently because Medicare does not provide coverage in most overseas locations. Therefore, TRICARE is the primary payer. You can get care from any host nation provider and you will be responsible for TRICARE deductibles and cost shares.

Contact the TRICARE Area Office for the overseas area where you are moving or the nearest American Embassy Health Unit for assistance finding a host nation provider.

Getting Care Along the Way

- Routine Medical and Dental Care—Get it before you go.

Before you move, make sure you've received any routine medical or dental care you think you might need during the time you'll be traveling. Or, delay the care until you get to your new duty location.

- Emergency Care in the United States—Call 911 or go to the nearest emergency room. TRICARE defines emergency care as medical services provided for a sudden or unexpected medical or psychiatric condition, or the sudden worsening of a chronic (ongoing) condition that is threatening to life, limb, or sight and needs immediate medical treatment, or which has painful symptoms that need immediate relief to stop suffering. If you're traveling near a military treatment facility (MTF), you should go to the MTF or military dental treatment facility for emergency services. If you are hospitalized in a civilian facility for more than 24 hours, contact your regional contractor

- Urgent care in the United States—Coordinate with your PCM and/or regional contractor. TRICARE defines urgent care as medical care for a condition that will not result in disability or death if not treated immediately but should be treated within 24 hours to avoid further complications. If you are in a Prime program, you must coordinate urgent care with your primary care manager and/or regional contractor before receiving care. If you are in TRICARE Standard and Extra or TRICARE For Life, you can receive care as you normally would. You should, however, contact your contractor as soon as possible to coordinate any prior authorizations that are needed.

- Emergency or Urgent care Overseas—Contact closest TRICARE Area Office or TRICARE Global Remote Call Center.

You don't need prior authorization for emergency or urgent care but the TRICARE Area Office or TRICARE Global Remote Call Center will help you find the best care available in the overseas area in which you are traveling.

Filling Prescriptions on the Road

You should have all your prescriptions filled before you leave, but if you need a prescription filled while you're traveling in the United States, you have several options:

- If near an MTF, fill the prescription at the MTF pharmacy.
- Find the closest TRICARE network pharmacy.
- If a network pharmacy is not available, you can visit a non-network pharmacy. In this case, you may have to pay up front for your medications and file a claim with Express Scripts, Inc., for reimbursement. For more details, visit the [TRICARE web site](#).
- The mail-order option is not recommended for a prescription you need right away, but if you'll be traveling for a long time, you can arrange for any regular prescriptions to be filled via the mail-order pharmacy.

Your pharmacy coverage is limited overseas:

- TRICARE network pharmacies are only located in the United States, Puerto Rico, Guam and the U.S. Virgin Islands. You can have prescriptions filled at host-nation pharmacies, if necessary. Host-nation pharmacies are treated the same as non-network pharmacies. If you have prescriptions filled at a host-nation pharmacy, you should expect to pay for the total amount up front and file a claim with Wisconsin Physicians Service for partial reimbursement. To learn more about pharmacy claims, visit the [TRICARE web site](#).
- To use the mail-order pharmacy overseas, the prescription must be from a U.S. licensed provider and you must have an APO or FPO address.

If You Have Questions

Your regional contractors and TRICARE Area Offices are available to answer your questions. These offices are listed above. Find even more information about moving, updating DEERS, the TRICARE regions and much more at the [TRICARE web site](#).

Installation Specific Information

NAF Atsugi offers excellent clinical Branch Medical and Branch Dental services. Specialized services are many times redirected to US Army Camp Zama or US Naval Base Yokosuka.

Branch Health Clinic

The Branch Health Clinic provides primary health services, dental services and flight medicine to approximately 30 commands and activities stationed aboard the NAF. Health care is limited to primary medical and dental care. Specialists are located at USNH Yokosuka which is approximately one to two hours from NAF Atsugi. A weekday shuttle is available; otherwise, the roundtrip tolls are 2,200 yen, out-of-pocket. The clinic does not provide Obstetrics service. Pregnant women may elect to be sent to Yokosuka Naval Hospital for delivery or they may choose to have their baby in a Japanese local hospital. Reservation for "Stork's Nest" at USNH Yokosuka is highly recommended at least 3-4 weeks before delivery.

The Primary Care Clinic provides primary health care to our family members; shore based active duty, and civilian beneficiaries. The Primary Care Clinic hours of operation are 7:15 a.m. - 11:45 am and 12:45 p.m. - 4:00 p.m. on Monday, Tuesday, Thursday and Friday. On Wednesdays the clinic is open from 7:15 a.m. until noon. The clinic is closed 12:00 p.m. - 4:00 p.m. on Wednesdays for continued medical, nursing, and staff training and education.

Dental Clinic

The Branch Health Dental Clinic is located inside the Branch Medical Clinic in Building 21. It consists of 2 clinics, a main clinic and the Flight Line Dental Annex. These clinics provide primary dental care for the Air Wing, NAF tenant commands and family members. Branch Dental Clinic has same operating hours with Branch Medical Clinic. All Dental Specialists are available at Naval Dental Clinic, Yokosuka. Patients from NAF Atsugi are seen at Yokosuka on a referral basis.

Referrals from BHC Dental Dept. are required for an orthodontic evaluation at Camp Zama Dental Clinic. Availability of treatment is based on severity of case (extent of need).

HOUSEHOLD GOODS

Arranging Household Goods Shipments

As soon as you are alerted to your upcoming PCS move, you can start getting your house and family ready. Clean up and get rid of junk. Hold a yard sale or take serviceable items you no longer need to a thrift shop or donate to charity. Get important family records together in one place. You can even estimate the weight of your household goods before you visit your transportation office to set up the move. If you are going overseas, you should begin to plan what items you will take in your unaccompanied baggage, in your household goods shipment, and what might need to go into permanent storage. Remember for overseas assignments, electricity is different and houses are generally much smaller and cannot handle large furniture.

Set up an appointment with your transportation office as soon as you have a copy of your PCS orders. The earlier you call or visit your transportation office, the greater your chances of moving on the date you desire. The transportation office may instruct you to use the government's new automated moving system and process, DP3. The counselors will explain all your PCS move entitlements in detail. Your first decision is whether to have the government move you or whether to move yourself. There are pros and cons to each type of move. Your counselor will answer all of your questions. If you choose a government move, they will book your shipment and put you in contact with your mover (Transportation Service Provider - TSP). The TSP will contact you for a pre-move survey and let you know the exact dates the movers will come. If you choose to move yourself, the counselor can assist with recommendations and tips on how to do a personal move.

Automobile

The government may ship one Privately Owned Vehicle (POV) at their expense to your new overseas location. This is handled through your transportation office. Remember to discuss your POV needs at your initial counseling session. The shipping contractor has established a website where you can track the location of your POV through the shipping process.

Shipping Pets

Planning for shipment of your pet includes researching airline requirements, and quarantine restriction laws in your new location. You will need to ask the airlines the requirements for size, weight, number of animals, kennel construction, documentation and season of the year limitations. Occasionally, small pets can be shipped on military flights but availability and regulations are always changing as well as fees. Check the DoD Household Goods Portal website for details on shipping pets.

Many international locations have strict importation laws including extended quarantines and restrictions on breeds or types of animals that can be brought into the country. Carefully research these rules as they could impact your moving schedule. Not only do overseas locations have strict rules but many locations have restrictions on dangerous dogs as well. Review your destination installation's Shipping Pets article for details.

Arrival and Delivery of Household Goods Shipments

Follow the instructions you are given at counseling carefully. Depending on how your shipment moves, it is your responsibility to contact the transportation office or mover (TSP) as soon as you arrive at your new duty station. Let them know how you can be contacted, phone, mobile phone and e-mail. If you already have new quarters, they will help arrange delivery of your personal property shipments. Otherwise they will arrange for temporary storage until you have permanent housing.

Make certain that you, or someone who can act in your name, is available at your new home on delivery day. If the TSP arrives and cannot deliver the shipment, you may be charged for the attempted delivery and any additional storage that may result.

Customer Satisfaction Survey

Once your personal property is delivered, you'll be asked to rate the your satisfaction with the customer service you received from the TSP. Make sure you take the time to do this. Your feedback will make the process better for everyone. The SDDC website provides detailed information about [completing the Customer Satisfaction Survey](#).

Claims

DoD customers are eligible for Full Replacement Value (FRV) protection on most DoD sponsored shipments. With this protection, the TSP will either repair or pay to repair damaged items and pay the full replacement cost for items that are lost or destroyed.

Providing prompt notice of loss or damage is an essential part of the process. Use the front of [DD Form 1840/1840R](#) to notify the mover of any loss or damage you find at the time of delivery. If further loss or damage is discovered after the transportation provider departs, use the reverse side of the form, DD Form 1840R. You must **file DD Form 1840/1840R with the TSP within 75 days of delivery**. The TSP has the right to inspect the damaged item once they receive the notice forms. If you have any loss or damage to your personal property you will need to file a claim. Completing and submitting the DD Form 1840/1840R does not constitute filing a claim. You must file the claim directly with the TSP within nine months of delivery to receive FRV protection. Once the claim is filed directly with the TSP, the TSP is responsible for obtaining repair and replacement estimates and settling the claim by paying repair or replacement costs.

As in the past, the Military Claims Office (MCO) is available to help you understand the claims process and your rights and responsibilities. You may still transfer your claim to the MCO if you wish. However, if you transfer your claim the MCO will only be responsible for the lower depreciated cost of items on the claim

HOUSING

Government Housing

Main Base Government housing office is found directly across the Main Headquarters Bldg. Navy Base and residents utilize all base facilities including the Food Court, commissary, medical and dental clinic, 2 gyms, indoor and outdoor swimming pool, Movie Theater, banks, restaurants, golf course, chapel, post office & Navy Exchange. Mini- mart and Laundromat. Located within the Main Base housing area you will find Shirley Lanham Elementary School, Teen Center, Youth Center, and Child Development Center.

Effective October 1, 2007 upon arrival to NAF Atsugi, accompanied junior enlisted personnel (E-1 thru E-6) who are eligible for two bedrooms will be assigned to adequate government housing. If the incoming member elects to decline available government housing, they will relinquish their Overseas Housing Allowance (OHA). Should government housing not be available, the member can go on a waiting list and pursue a lease for off base housing. The option to defer your application for a junior enlisted two bedroom home is not authorized. Once government housing becomes available, the member will be authorized a government-funded move to the assigned home or the member may choose to remain in the leased home off base and relinquish their OHA. Assignment is based on family composition not on the ownership of pets. Should a member not be able to accept a home due to a pet and must pursue a lease for off base, they will relinquish their OHA.

A junior enlisted two bedroom home is not authorized. Once government housing becomes available, the member will be authorized a government-funded move to the assigned home or the member may choose to remain in the leased home off base and relinquish their OHA. Assignment is based on family composition not on the ownership of pets. Should a member not be able to accept a home due to a pet and must pursue a lease for off base, they will relinquish their OHA.

NAF Atsugi has different styles of government housing, including high-rises, townhouses, garden apartments and single family dwellings. Please contact your Atsugi Housing Welcome Center (AHWC) when planning your move to NAF Atsugi, Japan. The best way to obtain housing info is to contact housing directly. The housing office wants to give the most accurate and current information to their customers.

Housing will not allow non sofa sponsored to live in the government housing. A special permission is required to stay.

Availability

There is a waiting list for on base housing since NAF Atsugi is unable to accommodate all eligible members. Therefore, incoming personnel can expect to temporarily rent housing in the Japanese economy until on base quarters are offered. The average waiting time for all pay grades for on base housing is approximately ten months. Waiting time for particular pay grades are provided upon arrival.

Application

Members will be counseled on the process of obtaining off-base housing and on-base waiting status. Advance application by mail or fax has no effect on a member's placement on the waiting list. Sponsors are assigned after the service member has signed into their new command and in-processed with housing. It is strongly recommended that any military or civilian members accepting orders to Atsugi should e-mail the Housing Office as soon as possible to get accurate information on off and on-base housing. All e-mails will be answered within 24 working hours.

Temporary Quarters

We recommend that the Navy personnel who assigned to NAF Atsugi to make reservation for temporary lodging/ billeting in advance. Month of June, July and August are the busiest month for reservation. A military personnel who has order to NAF Atsugi has priority for rooms. Pets are not allowed, Camp Zama and Kamiseya Base have kennels but it's limited, reservation in advance is highly recommended.

Temporary Lodging

The Atsugi Navy Lodge is available for incoming families. Reservations must be made directly with the Lodge, at commercial, 011-81-467-63-6880 or DSN 315-264-6880.

Single Service Member Housing

Enlisted -- The member should be given directions to his/her Bachelor Enlisted Quarters (BEQ). If not, please check in at the Combined Bachelor Housing Office located in Building 1290, next to McDonalds.

Officer -- Bachelors Officers Quarters (BOQ) main office in BOQ Building 482. Please have your sponsor notify the BOQ as soon as possible of your pending arrival. This will help the BOQ staff place you in a Permanent Party Room upon arrival. Occasionally, incoming unaccompanied personnel are placed in Transient Quarters until Permanent Party Rooms become available.

Bachelor Officer/Enlisted Quarters are available for unaccompanied personnel. Make a reservation at DSN- 315-264-3696 or 011-81-467-63-3696.

Non-Government Housing

Off-base Housing

Eligibility -- All members (military, DOD civilian employees, contractors, including single personnel) with command endorsement are eligible for off-base housing.

Orientation Tour Service

The AHWC office offers an orientation tour that shows the off base Japanese housing area, landmarks and other facilities within the local community. The tour runs every Wednesday from 9 AM to 11:30 AM. Please sign up for this tour at the front desk. Children under the age of twelve are not allowed on the tour.

House Hunting

A daily referral listing with pictures of the house and its floor plans are provided at the AHWC's lobby. All units are under the approval of a Navy Lease Contract. AHWC counselors will assist in finding an off base home.

Japanese Home

Few private rentals exceed 1,000 sq ft and have limited or no storage. Single unit dwellings and 3-4 bedroom units are difficult to find. Very few homes have garden or yard space and more than 2-car parking. The number of Tatami mats determines each room size. The standard bedroom has six Tatami mats that are approx. 9 x 12 and a larger master bedroom is eight Tatami mats, 12 x 12. (*Tatami mat is about two inches thick, filled with rush, covered on both sides by woven straw). Homes often have narrow doors, hallways and narrow staircases (e.g., 27-inch wide doors). In some cases, queen or king-size bed will not fit upstairs. Doorframes are often lower, approx. six feet from floor. The ceiling is approx. eight feet. Do not bring oversized furniture, major household appliances or too much gear! Take advantage of stateside storage. Oversized furniture may not fit in to the home. It is a major Japanese custom to never wear shoes inside any home. Most owners do not allow dogs.

Costs to live in Japanese Home

TEMPORARY HOUSING

Local landlords require 4 months advance rent (agent fee, landlord fee, security deposit, 1st month rent). Agent fee and landlord fee are covered by the military with command approval endorsement the other 2 are paid by the member. Pay grade determines a member's rental ceiling. Overseas Housing Allowance (OHA), Cost of Living Allowance (COLA) and Utility Allowance will help subsidize the cost of living in Japan.

*It is difficult to find housing in Japan that compares to something you would be entitled to in the states. Recommend leaving family members behind until the suitable on or off-base housing is obtained.

Temporary Lodging Facility

Accompanied Personnel

Point of Contact: NAF Atsugi Navy Lodge. Hours: 24 hours a day, 7 days a week.

Navy Lodge in NAF Atsugi has a total of 83 rooms. It has 58 rooms with kitchen that cost \$69/day, 20 rooms without kitchen that cost \$66/day and 4 Family rooms that cost \$91/day and one handicapped room cost \$66/day. Service members and their family can stay with the maximum of 60 days if they have PCS orders to Atsugi. Reservations for family guests are also available for a short period of time.

Reservations

Reservations can not be made via the 1-800-NAVY-INN. Reservations must be made directly with the Atsugi Navy Lodge or at their [website](#). Please ensure to print your confirmation number. Your sponsor should make reservations for you as soon as your itinerary has been established.

Payment

You do **not** have to pay your entire bill for lodging up front. You will receive your Temporary Lodging Allowance (TLA) every 10 days. You will also be required to pay your Navy Lodge bill every 10 days.

Pets

Pets are not allowed in the Navy Lodge, so please make separate arrangements for your pets.

Unaccompanied Personnel

Point of Contact: NAF Atsugi Combined Bachelor Housing. Hours: 24 hours a day, 7 days a week.

Reservations

Reservations can be made at least 120 days prior to arrival if possible and should be reconfirmed within 72 hours, but not less than 24 hours prior to arrival. This reconfirmation ensures your billeting requirement is awaiting your arrival.

GOVERNMENT HOUSING

Atsugi Housing Welcome Center

There are 925 military family housing (MFH) units available at NAF Atsugi Base, including Garden units and Tower units. The average waiting period for on base housing is dependent upon the type of housing required, member's rank, bedroom entitlement, and time of year of arrival. Please check with the housing office upon arrival to verify your estimated wait. Please contact your Atsugi Housing Welcome Center (AHC) when planning your move to NAF Atsugi, Japan. The best way to obtain housing info is to contact housing directly. The housing office wants to give the most accurate and current information to their customers.

Atsugi Housing Welcome Center (AHC) is found directly across the Main Headquarters Bldg. Navy Base and residents utilize all base facilities including the Food Court, commissary, medical and dental clinic, 2 gyms, indoor and outdoor swimming pool, Movie Theater, banks, restaurants, golf course, chapel, post office & Navy Exchange. Mini- mart and Laundromat. Located within the Main Base housing area you will find Shirley Lanham Elementary School, Teen Center, Youth Center, and Child Development Center.

Mandatory Assignment to Government Family Housing

Effective October 1, 2007 upon arrival to NAF Atsugi, accompanied junior enlisted personnel (E-1 thru E-6) who are eligible for two bedrooms will be assigned to adequate government housing. If the incoming member elects to decline available government housing, they will relinquish their Overseas Housing Allowance (OHA). If the government housing is not being available, the member can go on a waiting list and pursue a lease for off base housing. The option to defer your application for a junior enlisted two bedroom home is not authorized. Once government housing becomes available, the member will be authorized a government-funded move to the assigned home or the member may choose to remain in the leased home off base and relinquish their OHA. Assignment is based on family composition not on the ownership of pets. If a member will not be able to accept a home due to a pet and must pursue a lease for off base, they will relinquish their OHA.

Availability

There is a waiting list for on base housing since NAF Atsugi is unable to accommodate all eligible members. Therefore, incoming personnel can expect to temporarily rent housing in the Japanese economy until on base quarters are offered. The average waiting time for all pay grades for on base housing is approximately ten months. Waiting time for particular pay grades are provided upon arrival. Housing will not allow non sofa sponsored to live in the government housing. A special permission is required to stay.

Application

Members will be counseled on the process of obtaining off-base housing and on-base waiting status. Advance application by mail or fax has no effect on a member's placement on the waiting list. Sponsors are assigned after the service member as signed into their new command and in-processed with housing. It is strongly recommended that any military or civilian members accepting orders to Atsugi should e-mail the Housing Office as soon as possible to get accurate information on off and on-base housing. All e-mails will be answered within 24 working hours.

Temporary Quarters

We recommend that the Navy personnel who assigned to NAF Atsugi to make reservation for temporary lodging/ billeting in advance. Month of June, July and August are the busiest month for reservation. A military personnel who has order to NAF Atsugi has priority for rooms. Pets are not allowed, Camp Zama has kennels but it's limited, reservation in advance is highly recommended.

Temporary Lodging

The Atsugi Navy Lodge is available for incoming families. Reservations must be made directly with the lodge, at commercial, 011-81-467-63-6880 or DSN 315-264-6880. Navy Lodge in NAF Atsugi has a total of 83 rooms. It has 58 rooms with kitchen that cost \$69/day, 20 rooms without kitchen that cost \$66/day and 4 Family rooms that cost \$91/day and one handicapped room cost \$66/day. Service members and their family can stay with the maximum of 60 days if they have PCS orders to Atsugi. Reservations for family guests are also available for a short period of time.

Eligibility

Military member eligibility -- NAF Atsugi stationed personnel with accompanying bona fide family members who have received dependency status and / or family entry approval, and will reside with the sponsor for 9 consecutive months or more each year. Documents needed:

- PCS Orders
- Family Entry Approval or Command Sponsorship Approval
- Detaching Information Report (issued by last permanent duty station)
- Page 2 (Record of Emergency Data)
- Marriage Certificate (married after arrival member)
- Pregnancy Certificate (single pregnant member)

Civilian member eligibility -- NAF Atsugi stationed employees of the U.S. Forces who have transportation agreement are drawing Living Quarters Allowance (LQA), and are accompanied with Command Sponsored bona fide family members are eligible to make application for Military Family Housing (MFH). Application does not guarantee assignment. Documents needed:

- DOD Travel Orders
- Transportation Agreement
- Family Entry Approval or Command Sponsorship Approval
- Letter of Employment at NAF Atsugi
- SF50

Application

Applications / Check-in -- Applications may be submitted at any time following receipt of PCS / Travel orders. To place name on waiting list, the sponsor, or designated representative with power of attorney **must report in person** to the Atsugi Housing Welcome Center (AHWC) within 30 days of reporting to NAF Atsugi to activate the application in order to receive the earliest possible control date.

Members reporting to deployed units -- Application may be made by letter, fax, e-mail or message, and by a designated representative with power of attorney. The application needs to be annotated to show that the unit is deployed. Members will report to AHWC within 30 days of return from deployment. Request for waiver of the 30-day rule shall be submitted to the AHWC via the member's chain of command.

Bedroom Entitlement

The number of bedroom is based on pay grade & family composition. (e.g., sponsor, spouse and 2 children are qualified for 3 bedroom). *This policy does not apply to families already housed prior to 1 Oct 05. All Senior Officers (O6) and equivalent civilian personnel are eligible for a minimum of four bedrooms. All Field Grade Officers (O4 and O5), equivalent civilian personnel, Chief Warrant Officers, Limited Duty Officers, Junior Officers with nine years prior enlisted service, and Senior Enlisted personnel are eligible for a minimum of three bedrooms regardless of family size.

Waiting List Placement

There will be an initial waiting list based on pay grade and bedroom eligibility, no preference for location or type / style or the accommodation of pets will be considered. Should the initial offer be declined then member will be placed on a preferred waiting list. (e.g., Junior Enlisted 3 bedroom high-rise, 3000 series townhouse list, etc).

Availability and Estimated Waiting Time Period

In almost all cases, members should expect to live on the Japanese economy until on-base quarters are available. Normally on-base housing is offered 30 to 45 days prior to the estimated occupancy date. Bringing dogs may result in a significantly longer wait for on-base housing and may not receive the government funded-move from off-base residence. Refer to **OneStop** website for waiting time period, please [Click here](#). The waiting times are estimate and are subject to change daily.

Floor Plans

These are available for viewing at the One-Stop website, please [Click here](#).

Movements of Household Goods

There are two criteria that must be met in order to receive government funded local move into MFH from off-base residence.

1. Member must apply for MFH within 30 days of reporting to NAF Atsugi.
2. Adequate MFH is not available for occupancy within 60 days of application. If application is made after the 30th day or first offer of MFH is declined subsequent move into MFH will be solely at member's expense.

Acceptance of on-base Quarters

To accept on-base housing, member must be accompanied with their dependents or have them arrive within 30 days of their move-in date to quarters. The member or a representative with a Power of Attorney are the only individuals authorized to accept or decline quarters.

Temporary Lodging Allowance (TLA)

Member must check-in to AHWC to submit an application for housing within 3-working days to be eligible for TLA after arrival to their new command. TLA CANNOT be initiated until after reporting to the Housing Office and receive the off-base 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 quarters, 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.

Pet Policy

Family with dogs can only move to 1-story home, townhouse or garden apartment. Bringing dogs may result in a significantly longer wait for on-base housing and may prevent a government funded-move from off-base residence. No more than a total of two dogs and / or cats are allowed in on-base housing. Strongly recommended leaving pets in CONUS until on-base quarters or rental quarters that accept pets can be located. Kennel space is costly, availability is limited, and spaces for large dogs are few. Please check the pet policy on the [website](#) or send us e-mail with any additional questions.

Furniture / Appliances

Temporary furniture is available for on / off-base residents for maximum of 90 days or until household goods shipment arrives. Appliances are provided both on / off base for the duration of member's tour. This service is only for military and civilian members with command sponsored dependents. (Single members may obtain furniture / appliances through the Bachelor housing office). Off-base electricity - 100V / 50MHZ, on-base is same as U.S.

Bachelor Housing

NAF Atsugi Gateway Inns & Suites

Unaccompanied Personnel Housing

Reservations

Reservations can be made at least 120 days prior to arrival if possible and should be reconfirmed within 72 hours, but not less than 24 hours prior to arrival. This reconfirmation ensures your billeting requirement is awaiting your arrival. All reservations require a credit card number be provided for a guaranteed confirmation.

Accommodations

E1-E4: shared room/shared bath. E5-E6: private room when available. E7 and above: private room/private bath. Telephone, AC, clock radio, TV, VCR, coffee maker, refrigerator, iron, ironing board.

Single Service Member Housing

Enlisted -- The member should be given directions to his/her Bachelor Enlisted Quarters (BEQ). If not, please check in at the Combined Bachelor Housing Office located in Building 1290, next to McDonalds.

Officer -- Bachelors Officers Quarters (BOQ) main office in BOQ Building 482. Please have your sponsor notify the BOQ as soon as possible of your pending arrival. This will help the BOQ staff place you in a Permanent Party Room upon arrival. Occasionally, incoming unaccompanied personnel are placed in Transient Quarters until Permanent Party Rooms become available.

Bachelor Officer/Enlisted Quarters are available for unaccompanied personnel. Make a reservation at DSN- 315-264-3696 or 11-81-467-63-3696

EMPLOYMENT

Employment Opportunities

Family Employment Readiness program helps family members to assist in their resume writing, interview skills and enhance their career development. Basic employment opportunities in NAF Atsugi are plenty through MWR and NEX. Majority of the jobs are customer service, clerk, food service, child care provider, admin work, book keeper, computer technician and etc. Supervisory positions and advanced skills positions are very limited. Substitute teachers are always needed in both Elementary School in Atsugi, Middle School and High School in Camp Zama which is the Army Base.

Modeling: Many Japanese modeling agencies look for diversity and are interested in people of any size, shape, age, race, or appearance. The FFSC has a list of the most popular modeling agencies. Modeling fairs are offered by FFSC twice a year.

Teaching English: Native speakers of English are very often in demand by schools, companies, or private citizens. Quite often, formal teaching credentials are not necessary. Monthly workshops to help you get started teaching English are provided by FFSC.

Employment Documentation

Be sure to plan in advance for your overseas job search. Bring copies of college transcripts and professional licenses with you, as well as letters of reference. In addition, it is advisable to bring addresses, phone numbers, etc. for completing application forms or background checks. If you are prior Civil Service, be sure to bring your most recent SF-50.

This information is often difficult to gather once you have arrived. Bring all your documents with you; do not pack them in your household goods shipment!

Local employment websites:

- [Human Resources Office](#)
- [Employment at MWR](#)
- [Employment at Navy Exchange \(NEX\)](#)

Note: *Each office has their own procedures for applying for their respective vacancies.*

LEGAL ASSISTANCE

Legal Services

Limited legal assistance is available, free of charge, at the NAF Atsugi Legal Office. Additional service available at the Navy Legal Service Office located at Fleet Activities Yokosuka. Appointments are required. Yokosuka Navy Legal available at NAF Atsugi every first Wednesday of the month.

Types of Services

Services cover personal legal needs in the following general areas:

1. Wills and estates
2. Powers of attorney
3. Adoptions
4. Divorce/separation
5. Non-support problems
6. Income taxes
7. Consumer problems
8. Indebtedness
9. The Soldiers and Sailors Civil Relief Act
10. Immigration and naturalization
11. Real estate

Appointments are required and can be made by calling DSN 315-243-5141 ext 3.

Japanese Legal Advisor

A Japanese Legal Advisor is also available for assistance to those who have questions or problems concerning:

1. The Japanese civilian community, including the Status of Forces Agreement
 2. Japanese criminal law
 3. Divorces and adoptions
 4. Real estate matters
 5. Other issues that may arise in one's personal daily contacts with the local community
- The Japanese Legal Advisor is available five days a week.

Powers of attorney and notary services are available every Tuesday and Thursday, from 1:30 p.m. - 3:00 p.m. No appointment is necessary. *All services are available to active duty members, military retirees, DoD civilians and all family members.*

Claims Services

For Household claims we recommend that you must deliver the DD Form 1840 (Notice of Loss or Damage) to your local Personal Property office within 70 days of delivery of your household goods or your claim will be reduced or will be denied. A power of attorney is recommended if military service member is deployed.

MAJOR COMMAND LISTING

Naval Pacific Naval Aviation Forecast Detachment

Contact Information:

Officer in Charge

COMM: 011-81-467-63-4346

DSN: 315-264-4346

COMM FAX: 011-81-467-63-3497

DSN FAX: 315-264-3497

Aircraft Intermediate Maintenance Detachment

Contact Information:

Officer in Charge

COMM: 011-81-467-63-4246

DSN: 315-264-4246

COMM FAX: 011-81-467-63-3346

DSN FAX: 315-264-3346

Naval Air Pacific Repair Activity

Contact Information:

Admin

COMM: 011-81-467-63-3771

DSN: 315-264-3771

COMM FAX: 011-81-467-63-4494

DSN FAX: 315-264-4494

Commander Fleet Air, Western Pacific

Contact Information:

Officer in Charge

COMM: 011-81-467-63-3170

DSN: 315-264-3170

COMM FAX: 011-81-467-63-3347

DSN FAX: 315-264-3347

Center for Naval Aviation Technical Training

Contact Information:

Officer in Charge

COMM: 011-81-467-63-3232

DSN: 315-264-3232

COMM FAX: 011-81-467-63-3218

DSN FAX: 315-264-3218

Naval Air Technical Data and Engineering Service Command

Contact Information:

Officer in Charge

COMM: 011-81-467-63-3246

DSN: 315-264-3246

COMM FAX: 011-81-467-63-3245

DSN FAX: 315-264-3515

Helicopter Anti-Submarine Squadron (Light) 51

Contact Information:

Officer in Charge

COMM: 011-81-467-63-3975

DSN: 315-264-3975

COMM FAX: 011-81-467-63-3319

DSN FAX: 315-264-3319

Fleet Logistics Support Squadron 30 Det. 5

Contact Information:

Officer in Charge

COMM: 011-81-467-63-4346

DSN: 315-264-4346

COMM FAX: 011-81-467-63-3497

DSN FAX: 315-264-3497

Carrier Airborne Early Warning Squadron 115

Contact Information:

Officer in Charge

COMM: 011-81-467-63-3295

DSN: 315-264-3295

COMM FAX: 011-81-467-63-3395

DSN FAX: 315-264-3395

Strike Fighter Squadron 192

Contact Information:

Admin

COMM: 011-81-467-63-3882

DSN: 315-264-3882

COMM FAX: 011-81-467-63-3581

DSN FAX: 315-264-3581

Strike Fighter Squadron 102

Contact Information:

Officer in Charge

COMM: 011-81-467-63-3649

DSN: 315-264-3649

COMM FAX: 011-81-467-63-3607

DSN FAX: 315-264-3607

Helicopter Anti-Submarine Squadron 14

Contact Information:

Admin

COMM: 011-81-467-63-3391

DSN: 315-264-3391

COMM FAX: 011-81-467-63-4642

DSN FAX: 315-264-4642

Strike Fighter Squadron 195

Contact Information:

Admin

COMM: 011-81-467-63-4611

DSN: 315-264-4611

COMM FAX: 011-81-467-63-4610

DSN FAX: 315-264-4610

Public Works Department

Contact Information:

Officer in Charge

COMM: 011-81-467-63-3351

DSN: 315-264-3351

COMM FAX: 011-81-467-63-3146

DSN FAX: 315-264-3146

Tactical Electronics Warfare Squadron 136

Contact Information:

Officer in Charge

COMM: 011-81-467-63-4503

DSN: 315-264-4503

COMM FAX: 011-81-467-63-3727

DSN FAX: 315-264-3727

Strike Fighter Squadron 27

Contact Information:

Admin

COMM: 011-81-467-63-3296

DSN: 315-264-3296

COMM FAX: 011-81-467-63-4385

DSN FAX: 315-264-4385

Defense Contract Management Agency

Contact Information:

Officer in Charge

COMM: 011-81-467-63-3517

DSN: 315-264-3517

COMM FAX: 011-81-467-63-3505

DSN FAX: 315-264-3505

Carrier Air Wing 5 (CAG-5)

Contact Information:

Officer in Charge

COMM: 011-81-467-63-3251

DSN: 315-264-3251

COMM FAX: 011-81-467-63-3252

DSN FAX: 315-264-3252

Home of the Nation's only "911" Air Wing. The Wing consists of the following forward deployed squadrons:

VFA-27

VFA-102

VFA-192

VFA-195

VAQ-136

VAW-115

VRC-30 Det 5

HS-14

HSL-51-Det 3

FAST FACTS ABOUT NAF ATSUGI, JAPAN

Location: 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 George Washington(CVN-73) commonly known as GW. Homeport of GW is Yokosuka Naval Station. For more information please visit the installation [homepage](#).

Cost of Living: The cost of living in Japan is higher than the U.S. The Navy compensates for this difference by a Cost of Living Allowance (COLA) included in the active duty service member's pay. The amount of COLA is adjusted as the yen rate fluctuates.

Base Operator: 011-81-467-63-1110

Population:

- 3,022 military members
- 455 DOD Civilians
- 2,648 Dependents
- 1,210 Japanese MLC/IHA
- 2,000 JMSDF

Area Population: 229,199 in Atsugi

Child Care: Child and Youth Programs provide Child Development and recreational services for children 6 weeks to 18 years of age. The Child Development Center provides full and part day care for children 6 weeks to 5 years of age. The Youth Age Center provides before and after school care for children 5 - 12 years of age. The Teen Center of NAF Atsugi Japan is free to ages 10-18 years old. They offer a lot of activities such as field trips, games, basketball, dance, tennis and a lot more. For more information the Child Development Center at 011-81-467-63-3588, DSN 315-264-3588.

Schools: [Shirley Lanham Elementary School](#) and [Zama American High School](#) are part of the Department of Defense Dependent School (DoDDS) System, providing an education program for the dependents of U. S. military and civilian SOFA status personnel at NAF Atsugi.

Youth Services: The Fleet and Family Support Center at NAF Atsugi is an active, on going program that keeps the military children busy and involved. For information on programs and activities call, 011-81-467-63-3878, DSN 315-264-3878.

Fleet and Family Support Center: [FFSC](#) 011-81-467-63-3628, DSN 315-264-3628

Housing: NAF Atsugi has different styles of government housing, including high-rises, townhouses, garden apartments and single family dwellings. Please contact your Atsugi Housing Welcome Center (AHWC), at 011-81-467-63-2664, DSN 315-264-3795 when planning your move to NAF Atsugi, Japan. The best way to obtain housing info is to contact housing directly. The housing office wants to give the most accurate and current information to their customers.

Employment: Family Employment Readiness program helps family members to assist in their resume writing, interview skills and enhance their career development. Basic employment opportunities in NAF Atsugi are plenty through MWR and NEX. Majority of the jobs are customer service, clerk, food service, child care provider, admin work, book keeper, computer technician and etc. Supervisory positions and advanced skills positions are very limited. Substitute teachers are always needed in both Elementary School in Atsugi, Middle School and High School in Camp Zama which is the Army Base. Call the Family Employment Readiness Office 011-81-467-63-3514, DSN 315-264-3514, for more information.

Base Services:

- MWR Facilities numerous indoor and outdoor recreational facilities and clubs
- Commissary
- Exchange
- Navy Federal Credit Union

Medical Services: Branch Health Clinic, 011-81-467-63-3958, DSN 315-264-3958. Dental Clinic 011-81-467-63-3958, DSN 315-264-3958. NAF Atsugi offers excellent clinical Branch Medical and Branch Dental services. Specialized services are many times redirected to US Army Camp Zama or US Naval Base Yokosuka.

Special Message from this Installation:

We are guests and ambassadors in Japan. Unwavering professionalism is always emphasized with our Commanding Officer such as integrity, service, excellence, honor, courage, commitment, loyalty, duty and respect. We are warriors of character and behavior counts and moral commitment & technical proficiency become part of our daily lives by consistently doing the right thing even when no one is looking. Some critical Installation information of NAF Atsugi are the following:

- Drinking and Driving in Japan - This is punishable with large amount of money and imprisonment for years.
- To drive in Japan, you must have a valid state driver's license upon arrival in Japan. Japanese SOFA licenses will not be issued without a valid license.
- Very limited on or off-base housing is available for pets, particularly dogs. It may delay your move.
- Refrain from bringing large furniture because Japanese housing is small.
- The currency is Japanese yen. It is recommended to exchange a small amount (\$100-\$200) prior to arrival for use in the airport upon your arrival.
- Childcare is limited and reservation in advance is highly recommended

NAF ATSUGI, JAPAN

INSTALLATION OVERVIEW



Location

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. The sharing of this area of the Base allows a great opportunity to cultivate partnerships on a daily basis and through a variety of friendship events. The base operator's phone number is 011-81-467-63-1110.

History

The base was built in 1938, by the Japanese Imperial Navy as the Kamikaze Naval Air Base. On August 15, 1945, Japan announced its unconditional surrender. On August 30, 1945, General Douglas MacArthur landed with 8,000 troops at Atsugi to accept the formal surrender and assume the duties as military Governor of Japan. For several years, the Army used the base as a storage area. In 1950, at the outset of the Korean War, the Navy selected/commissioned Atsugi as its major naval air station in the Far East and base restoration and development immediately began. At the height of the Korean War, more than 250 aircraft flew daily from Atsugi. After the War, NAS Atsugi began downsizing. At this time, the U.S. Navy and Japanese Maritime Self Defense Force (JMSDF) became base partners, sharing the facilities at NAF Atsugi. For more information, please visit our [homepage](#).

Mission

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 George Washington (CVN-73) commonly known as GW. Homeport of GW is Yokosuka Naval Station.

Population Served

NAF Atsugi is home to:

- 5,670 active duty and their family members
- 455 Department of Defense (DoD) personnel and their families
- 3210 Japanese military and civilian employees

Base Transportation

The base shuttle service is free and provides transportation around the base for military when they go to work. Taxi is now available on base and off base. For base pick-up call 0120-145-286 or 0462-61-8970. Location of the taxi is just across the bookstore. Be patient because the dispatcher/driver may not understand English. Fares may vary depending on where the taxi is dispatched from.

We have only one bus that transports service members, family, guests to and from Narita Airport. The bus leaves Atsugi at 10:00 a.m. and leaves Narita Airport at 6:30p.m. Narita Bus stops five times at the different location. (BOQ- Bachelor Officer Quarters to pick up passenger with TAD/PCS orders, Bachelor Enlisted Quarter, Navy Lodge and back to the bus stop across the Bachelor Officer's Quarters to pick-up Space-A passengers before it departs to go to Narita Airport.)

Sponsorship

The Command Sponsorship program is operated at the unit level. If incoming personnel have not heard from the new commands, the easiest method to coordinate sponsorship contact is via the Command Master Chief. Upon flight arrival to either Yokota AFB or Narita International Airport, members must report to the Military Liaison Counter for assistance and transportation. Refer to Topic Check-in Procedures for more details. While enroute, incoming personnel may re-direct their personal mail to their new individual command's address. During check-in process, detailed mail instructions will be provided.



Temporary Quarters

Bachelor Officer/Enlisted Quarters are available for unaccompanied personnel. The Navy Lodge is available for incoming families. Reservations must be made directly with the Atsugi Navy Lodge, at 011-81-467-63-6880 or DSN 315-264-6880. Navy Lodge in NAF Atsugi has a total of 83 rooms. It has 58 rooms with kitchen that cost \$69/day, 20 rooms without kitchen that cost \$66/day and 4 Family rooms that cost \$91/day and one handicapped room cost \$66/day. Service members and their family can stay with the maximum of 60 days if they have PCS orders to Atsugi. Reservations for family guests are also available for a short period of time. All military personnel who have orders are priority to have a room. No pets are allowed in these quarters. Camp Zama has kennels and reservation in advance is highly recommended. For Camp Zama kennel you may call DSN 315-263-5915 and if calling off base you may dial 046-407-5915.

Relocation Assistance

The Fleet and Family Support Center, at 011-81-467-63-3628 or DSN 315-264-3628, offers a variety of relocation assistance services including Area Orientation Brief (AOB), Intercultural Relations (ICR) classes, Teen & Children's Intercultural Relations classes, Japanese translation services, and Home Visitors to orient new families who are living in off-base homes.

Important Installation Information

We are guests and ambassador in Japan. Unwavering professionalism is always emphasized with our Commanding Officer such as integrity, service, excellence, honor, courage, commitment, loyalty, duty and respect. We are warriors of character and behavior counts and moral commitment & technical proficiency become part of our daily lives by consistently doing the right thing even when no one is looking. Some critical Installation information of NAF Atsugi are the following:

- Drinking and Driving in Japan - This is punishable with large amount of money and imprisonment for years.
- *BAC (blood alcohol content) is between 0.15-0.25 MG (.03 to .05 BAC) you will lose 13 points and have your license REVOKED, instead of the 90-Day suspension given before.
- *If you are above 0.25MG (.05 BAC) you will lose 25 points and your license is suspended for 2 years. Please read the below email.
- To drive in Japan, you must have a valid state driver's license upon arrival in Japan. Japanese SOFA licenses will not be issued without a valid license.
- Very limited on or off-base housing is available for pets, particularly dogs. It may delay your move.
- Refrain from bringing large furniture because Japanese housing is small.
- The currency is Japanese yen. It is recommended to exchange a small amount (\$100-\$200) prior to arrival for use in the airport upon your arrival.
- Childcare is limited and reservation in advance is highly recommended.

NAF Atsugi Points of Contact

Adult Education Centers

Navy College Office
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

NAF Atsugi Navy College Office
PSC 477 Box 5
FPO, AP 96306-1205

Phone 011-81-467-63-3280
Phone (DSN) 315-264-3280
Fax 011-81-467-63-3356
Fax (DSN) 315-264-3356
Mon - Fri 8:00 a.m. - 5:00 p.m.
Sat, Sun and Holidays- Closed
[Email](#) | [Website](#) | [Map](#)

Automotive Services

Automotive Skills Center
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

NAF Atsugi Automotive Skills Center
PSC 477 Box 20 MWR
FPO, AP 96306-1220

Phone 011-81-467-63-3780
Phone (DSN) 315-264-3780
Fax 011-81-467-63-6886
Fax (DSN) 315-264-6886
Mon - Sun 1:00 p.m. - 9:00 p.m.
(except Sat)
Sat - 10:00 a.m. - 6:00 p.m.
Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

Automotive Services

Navy Exchange Automotive Service
Center
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

NAF Atsugi Navy Exchange Autoport
PSC 477 Box 10
FPO, AP 96306-1209

Phone 011-81-467-63-3726
Phone (DSN) 315-264-3726
Fax 011-81-467-78-2695
Fax (DSN) 315-264-3726
Mon - Sat 7:30 a.m. - 7:00 p.m.
Holidays and Sun 10:00 a.m. - 5:00
p.m.
[Email](#) | [Website](#) | [Map](#)

Barracks/Single Service Member Housing

Combined Bachelor Housing (CBH)
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

NAF Atsugi Combined Bachelor Housing
PSC 477 Box 19
FPO, AP 96306-1299

Phone 011-81-467-63-3440
Phone (DSN) 315-264-3440
Fax 011-81-467-63-3256
Fax (DSN) 315-264-3256
24 hours, 7 days a week
[Email](#) | [Website](#) | [Map](#)

Beauty/Barber Shops

Navy Exchange Barber Shop
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*NAF Atsugi Navy Exchange Barber Shop
PSC 477 Box 10
FPO, AP 96306-1209*

Phone 011-81-467-63-6201
Phone (DSN) 315-264-6201
Fax 011-81-467-63-3748
Fax (DSN) 315-264-3748
Mon- Fri 8:30 a.m. - 6:00 p.m.
Sat 8:30 a.m. - 5:00 p.m.
Sun 9:00 a.m. - 4:00 p.m.
Holidays - Closed
[Email](#) | [Map](#)

Beauty/Barber Shops

Navy Exchange Beauty Shop
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*NAF Atsugi Navy Exchange Beauty Shop
PSC 477 Box 10
FPO, AP 96306-1209*

Phone 011-81-467-63-3746
Phone (DSN) 315-264-3746
Fax 011-81-467-63-3748
Fax (DSN) 315-264-3748
Mon and Sat- 9:00 a.m. - 5:00 p.m.
Tue, Wed, Thu - 9:00 a.m. - 6:00 p.m.
Sun and Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

Beneficiary Counseling Assistance Coordinators

TRICARE
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Atsugi US Naval Branch Clinic ATTN:
TRICARE
PSC 477 Box 2
FPO, AP 96306-1602*

Phone 011-81-467-63-4686 / 011-81-6160-64-3954 (BCAC)
Phone (DSN) 315-264-4686
Fax 011-81-467-63-4680
Fax (DSN) 315-264-4680
Mon, Tue, Thu and Fri 7:30 a.m. - 3:00 p.m.
Wed 7:30 a.m.-11:45 a.m.
Wed afternoon- Closed
Sat, Sun and Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

Chapels

Chaplain Department
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*NAF Atsugi Chaplain Department
PSC 477 Box 18
FPO, AP 96306-1218*

Phone 011-81-467-63-3202
Phone (DSN) 315-264-3202
Fax 011-81-467-63-3315
Fax (DSN) 315-264-3315
Mon - Fri 8:00 a.m. - 4:30 p.m.
Sat, Sun and Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

Child Development Centers

Child Development Center (CDC)
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*MWR, CDC
PSC 477 Box 20
FPO, AP 96306-1220*

Phone 011-81-467-63-3588
Phone (DSN) 315-264-3588
Fax 011-81-467-63-6366
Fax (DSN) 315-264-6366
[Email](#) | [Website](#) | [Map](#)

Child and Youth Central Registration

Child Development Center (CDC)
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*MWR, CDC
PSC 477 Box 20
FPO, AP 96306-1220*

Phone 011-81-467-63-3588
Phone (DSN) 315-264-3588
Fax 011-81-467-63-6366
Fax (DSN) 315-264-6366
[Email](#) | [Website](#) | [Map](#)

Citizenship and Immigration Services

Navy Legal Service Office (NLSO)
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi , Japan 252-1101

*NAF Atsugi Legal Office
PSC 477 Box 9
FPO, AP 96306-1209*

Phone 011-81-467-63-0779
Phone (DSN) 315-264-3692
Fax 011-81-467-63-4580
Fax (DSN) 315-264-4580
[Email](#) | [Website](#) | [Map](#)

Civilian Personnel Office

Human Resources Office
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*NAF Atsugi HRO
PSC 477 Box 12
FPO, AP 96306-1212*

Phone 011-81-467-63-3424
Phone (DSN) 315-264-3424
Fax 011-81-467-63-3215
Fax (DSN) 315-264-3215
Mon - Fri 7:30 a.m. - 4:00 p.m.
Sat, Sun and Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

Commissary/Shoppette

Commissary
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*NAF Atsugi Commissary
PSC 477 Box 24
FPO, AP 96306-2324*

Phone 011-81-467-63-3257
Phone (DSN) 315-264-3257
Fax 011-81-467-63-3330
Fax (DSN) 315-264-3330
Tue - Fri 9:00 a.m. - 3:00 p.m.
Sat and Sun 9:00 a.m. - 6:00 p.m.
Mon and Holidays - Closed
[Email](#) | [Website](#) | [Website](#) | [Map](#)

Commissary/Shoppette

Navy Exchange Mini-Mart
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*NAF Atsugi Navy Exchange Mini-Mart
PSC 477 Box 10
FPO, AP 96306-1209*

Phone 011-81-467-63-3715
Phone (DSN) 315-264-3715
Fax 011-81-467-63-3748
Fax (DSN) 315-264-3748
Mon - Sun 7:00 a.m. - 10:00 p.m.
[Email](#) | [Website](#) | [Map](#)

Dental Clinics

Branch Health Clinic (BHC)
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Atsugi US Naval Branch Clinic
PSC 477 Box 2
FPO, AP 96306-1602*

Phone 011-81-467-63-3958
Phone (DSN) 315-264-3958
Fax 011-81-467-63-3808
Fax (DSN) 315-264-3808
Mon - Fri 7:30 a.m. - 4:00 p.m.
Sat, Sun and Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

Deployment/Mobilization

Fleet and Family Support Center
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Atsugi, Japan
PSC 477 Box 32
FPO, AP 96306-1232*

Phone 011-81-467-63-3628
Phone (DSN) 315-264-3628
Fax 011-81-467-63-3241
Fax (DSN) 315-264-3241
Mon, Tue, Thu and Fri - 7:30 a.m. -
5:00 p.m.
Wed - 7:30 a.m. - 3:30 p.m.
Sat, Sun and Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

DoD Schools

Shirley Lanham Elementary School
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Shirley Lanham Elementary School
PSC 477 Box 38
FPO, AP 96306-1299*

Phone 011-81-467-63-3664
Phone (DSN) 315-264-3664
Fax 011-81-467-63-9094
Fax (DSN) 315-264-3172
Mon - Fri 7:00 a.m. - 4:00 p.m.
Sat, Sun and Holidays - Closed
[Email](#) | [Website](#) | [Website](#) | [Map](#)

DoD Schools

Zama American High School
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Camp Zama, Japan 96343-5005

*Department of the Army
Zama American High School Unit 45005
APO, AP 96434-5005*

Phone 011-81-3117-63-3181 / In Japan
0464 07 3182
Phone (DSN) 315-263-3181
Fax 011-81-3117-63-3826
Fax (DSN) 315-263-3826
Mon - Fri 7:00 a.m. - 4:00 p.m.
Sat, Sun and Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

Educational and Developmental Intervention Services (EDIS)

Educational and Developmental
Intervention Services
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*PSC 475, Box 1
Code 002E
U.S. Naval Hospital Yokosuka, Attn:
EDIS
FPO, AP 96350-1600*

Phone 011-81-46-816-7260
Phone (DSN) 315-243-7260
Fax 011-81-46-816-9869
Fax (DSN) 315-263-6900
Mon - Fri 7:00 a.m. - 4:00 p.m.
Sat, Sun & Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

Emergency Relief Services

Navy and Marine Corps Relief Society
(NMCRS)
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Navy and Marine Corps Relief Society
Atsugi, Japan
PSC 477 Box 9
FPO, AP 96306-1299*

Phone 011-81-467-63-3691
Phone (DSN) 315-264-3691
Fax 011-81-467-63-3623
Fax (DSN) 315-264-3623
Mon, Wed and Fri - 11:00 a.m. - 3:00
p.m.
Tue, Thu, Sat, Sun and Holiday - Closed
[Email](#) | [Website](#) | [Map](#)

Emergency Relief Services

Yokota American Red Cross
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Yokota AFB American Red Cross
Bldg. 4018 Rm.212
APO, AP 96328-5000*

Phone 011-81-3117-55-7522
Phone (DSN) 315-225-7522
Fax 011-81-3117-55-9693
Fax (DSN) 315-225-9693
Mon - Fri 7:30 a.m. - 4:30 p.m.
Sat, Sun & Holiday - Closed
[Email](#) | [Website](#) | [Map](#)

Exceptional Family Member Program/Special Needs

Branch Health Clinic (BHC)
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Atsugi US Naval Branch Clinic
PSC 477 Box 2
FPO, AP 96306-1602*

Phone 011-81-467-63-3958
Phone (DSN) 315-264-3958
Fax 011-81-467-63-3808
Fax (DSN) 315-264-3808
Mon - Fri 7:30 a.m. - 4:00 p.m.
Sat, Sun and Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

Exchange(s)

Navy Exchange Home Store
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*NAF Atsugi Home Store
PSC 477 Box 10
FPO, AP 96306-1209*

Phone 011-81-467-63-3931
Phone (DSN) 315-264-3931
Fax 011-81-467-63-3748
Fax (DSN) 315-264-3748
Mon - Sat 10:00 a.m. - 7:00 p.m.
Sun - 10:00 a.m. - 5:00 p.m.
Holidays - Open
[Email](#) | [Website](#) | [Map](#)

Exchange(s)

Navy Exchange Main Store
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*NAF Atsugi Navy Exchange Retail Store
PSC 477 Box 10
FPO, AP 96306-1209*

Phone 011-81-467-63-3750
Phone (DSN) 315-264-3750
Fax 011-81-467-63-3748
Fax (DSN) 315-264-3748
Mon - Sat 10:00 a.m. - 7:00 p.m.
Sun - 10:00 a.m. - 5:00 p.m.
Holidays - Open
[Email](#) | [Website](#) | [Map](#)

Exchange(s)

Navy Exchange Mini-Mart
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*NAF Atsugi Navy Exchange Mini-Mart
PSC 477 Box 10
FPO, AP 96306-1209*

Phone 011-81-467-63-3715
Phone (DSN) 315-264-3715
Fax 011-81-467-63-3748
Fax (DSN) 315-264-3748
Mon - Sun 7:00 a.m. - 10:00 p.m.
[Email](#) | [Website](#) | [Map](#)

Family Advocacy Program

Family Advocacy Program (FAP), FFSC
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Fleet and Family Support Center Atsugi,
Japan
PSC 477 Box 32
FPO, AP 96306-1232*

Phone 011-81-467-63-4188
Phone (DSN) 315-264-4188
Fax 011-81-0467-63-3643
Fax (DSN) 315-264-3643
Mon, Tue, Thu and Fri - 7:30 a.m. -
5:00 p.m.
Wed - 7:30 a.m. - 3:30 p.m.
Sat, Sun and Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

Family Center

Fleet and Family Support Center
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Atsugi, Japan
PSC 477 Box 32
FPO, AP 96306-1232*

Phone 011-81-467-63-3628
Phone (DSN) 315-264-3628
Fax 011-81-467-63-3241
Fax (DSN) 315-264-3241
Mon, Tue, Thu and Fri - 7:30 a.m. -
5:00 p.m.
Wed - 7:30 a.m. - 3:30 p.m.
Sat, Sun and Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

Family Child Care/Child Development Homes

Child Development Center (CDC)
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*MWR, CDC
PSC 477 Box 20
FPO, AP 96306-1220*

Phone 011-81-467-63-3588
Phone (DSN) 315-264-3588
Fax 011-81-467-63-6366
Fax (DSN) 315-264-6366
Mon - Fri 6:15 a.m. - 6:00 p.m.
Sat, Sun and Holidays - Closed
Hourly Care:
Mon - Fri - 8:00 a.m. - 5:30 p.m.
Sat, Sun and Holiday - Closed
Registration and Referral:
Mon - Fri - 8:00 a.m. - 5:00 p.m.
Sat, Sun and Holidays - Closed
Family Child Care:
Mon - Fri - 7:30 a.m. - 5:30 p.m.
Sat, Sun and Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

Finance Office

Family Member Assistance Team
(FMAT)
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Family Member Assistance Team Atsugi,
Japan
PSC 477 Box 6
FPO, AP 96306-1706*

Phone 011-81-467-63-3381
Phone (DSN) 315-264-3381
Fax 011-81-467-63-3380
Fax (DSN) 315-264-3380
Mon - Fri 8:00 a.m. - 4:00 p.m.
Sat, Sun and Holidays - Closed
[Email](#) | [Map](#)

Financial Institutions

Navy Federal Credit Union (NFCU)
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Navy Federal Credit Union Yokosuka
Branch
PSC 473 Box 79
FPO, AP 96349-0079*

Phone 011-81-468-16-3333
Phone (DSN) 315-243-3333
Fax 011-81-468-16-2659
Fax (DSN) 315-241-2659
Mon - Fri - 8:30 a.m.-5:30 p.m.
Sat - 8:00 a.m. - 2:00 p.m.
Sun and Holidays - Closed
[Website](#) | [Map](#)

Financial Institutions

USA Federal Credit Union
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*USA Federal Credit Union Atsugi Branch
Office
PSC 477 Box 9
FPO, AP 96306-1209*

Phone 011-81-467-63-6601
Phone (DSN) 315-264-6601
Fax 011-81-467-63-6600
Fax (DSN) 315-264-6600
Mon - Fri 9:00 a.m. - 4:00 p.m.
Sat, Sun and Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

Golf Courses

Atsugi Golf Course
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*NAF Atsugi Golf Course
PSC 477 Box 20 MWR
FPO, AP 96306-1220*

Phone 011-81-467-63-6749
Phone (DSN) 315-264-6749
Fax 011-81-467-63-6886
Fax (DSN) 315-264-6886
Mon - Sun 6:15 a.m. - 5:00 p.m.
[Email](#) | [Website](#) | [Map](#)

Gymnasiums/Fitness Centers

Halsey Gym
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*NAF Atsugi MWR ATTN: Halsey Gym
PSC 477 Box 20
FPO, AP 96306-1220*

Phone 011-81-467-63-3560
Phone (DSN) 315-264-3560
Fax 011-81-467-63-6640
Fax (DSN) 315-264-6640
Mon - Sun - 5:30 a.m.- 10:00 p.m.
[Email](#) | [Website](#) | [Map](#)

Gymnasiums/Fitness Centers

Ranger Gym
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*NAF Atsugi MWR ATTN: Ranger Gym
PSC 477 Box 20
FPO, AP 96306-1220*

Phone 011-81-467-63-6160
Phone (DSN) 315-264-6160
Fax 011-81-467-63-6440
Fax (DSN) 315-264-6440
Open 24 hours, 7 days a week
[Email](#) | [Website](#) | [Map](#)

Hospital/Medical Treatment Facility(s)

Branch Health Clinic (BHC)
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Atsugi US Naval Branch Clinic
PSC 477 Box 2
FPO, AP 96306-1602*

Phone 011-81-467-63-3958
Phone (DSN) 315-264-3958
Fax 011-81-467-63-3808
Fax (DSN) 315-264-3808
Mon - Fri 7:30 a.m. - 4:00 p.m.
Sat, Sun and Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

Household Goods/Transportation Office (inbound)

Personal Property Shipping Office
(PPSO)
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Personal Property Shipping Office
PSC 477 Box 4
FPO, AP 96306-9998*

Phone 011-467-63-3131
Phone (DSN) 315-264-3131
Fax 011-81-467-63-4138/4139
Fax (DSN) 315-264-4138/4139
Mon - Fri - 8:00 a.m. - 11:30 p.m. and
1:00 p.m. - 3:30 p.m.
Sat, Sun and Holidays - Closed
[Email](#) | [Map](#)

Household Goods/Transportation Office (outbound)

Personal Property Shipping Office
(PPSO)
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Personal Property Shipping Office
PSC 477 Box 4
FPO, AP 96306-9998*

Phone 011-467-63-3131
Phone (DSN) 315-264-3131
Fax 011-81-467-63-4138/4139
Fax (DSN) 315-264-4138/4139
Mon - Fri - 8:00 a.m. - 11:30 p.m. and
1:00 p.m. - 3:30 p.m.
Sat, Sun and Holidays - Closed
[Email](#) | [Map](#)

Housing Office/Government Housing

Atsugi Housing Welcome Center (AHWC)
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Commander Naval Forces Japan, Atsugi
Housing Welcome Center
PSC 477 Box 33
FPO, AP 96306-0033*

Phone 011-81-467-63-2664 / 011-81-
467-63-3795
Phone (DSN) 315-264-3795
Fax 011-81-467-63-0979
Fax (DSN) 315-264-3230
Mon, Tue, Thu and Fri - 8:00 a.m. -
4:30 p.m.
Wed - 8:00 a.m. - 3:00 p.m.
[Email](#) | [Website](#) | [Map](#)

Housing Referral Office/Housing Privatization

Atsugi Housing Welcome Center
(AHWC)
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Commander Naval Forces Japan, Atsugi
Housing Welcome Center
PSC 477 Box 33
FPO, AP 96306-0033*

Phone 011-81-467-63-2664 / 011-81-
467-63-3795
Phone (DSN) 315-264-3795
Fax 011-81-467-63-0979
Fax (DSN) 315-264-3230
Mon, Tue, Thu and Fri - 8:00 a.m. -
4:30 p.m.
Wed - 8:00 a.m. - 3:00 p.m.
[Email](#) | [Website](#) | [Map](#)

ID/CAC Card Processing

Customer Service Desk (CSD)
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Customer Service Desk Atsugi
PSC 477 Box 6
FPO, AP 96306-1206*

Phone 011-81-467-63-3063
Phone (DSN) 315-264-3063
Fax 011-81-467-63-3108
Fax (DSN) 315-264-3108
Mon - Fri - 8:00 a.m. - 4:00 p.m.
Sat, Sun and Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

Information and Referral Services

Information and Referral (I & R), FFSC
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Fleet and Family Support Center Atsugi,
Japan
PSC 477 Box 32
FPO, AP 96306-1232*

Phone 011-81-467-63-3628
Phone (DSN) 315-264-3628
Fax 011-81-467-63-3241
Fax (DSN) 315-264-3241
Mon, Tue, Thu and Fri - 7:30 a.m. -
5:00 p.m.
Wed - 7:30 a.m. - 3:30 p.m.
Sat, Sun and Holidays-Closed
[Email](#) | [Website](#) | [Map](#)

Legal Services/JAG

Navy Legal Service Office (NLSO)
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*NAF Atsugi Legal Office
PSC 477 Box 9
FPO, AP 96306-1209*

Phone 011-81-467-63-0779
Phone (DSN) 315-264-3692
Fax 011-81-467-63-4580
Fax (DSN) 315-264-4580
Mon - Fri 7:30 a.m. - 4:00 p.m.
Sat, Sun and Holidays - Closed
[Website](#) | [Map](#)

Library

Station Library
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Station Library NAF Atsugi, Japan
PSC 477 Box 20 MWR
FPO, AP 96306-1220*

Phone 011-81-467-63-3776
Phone (DSN) 315-264-3776
Fax 011-81-467-63-4934
Fax (DSN) 315-264-4934
Mon - Thu - 10:00 a.m. - 10:00 p.m.
Fri - Sun - 10:00 a.m. - 7:00 p.m.
Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

Loan Closet

Relocation Assistance Program (RAP),
FFSC
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*PSC 477 BOX 32
FPO, AP 96306-1232*

Phone 011-81-467-63-3628
Phone (DSN) 315-264-3628
Fax 011-81-467-63-3241
Fax (DSN) 315-264-3241
Mon, Tue, Thu and Fri - 7:30 a.m. -
5:00 p.m.
Wed - 7:30 a.m. - 3:30 p.m.
Sat, Sun and Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

MWR (Morale Welfare and Recreation)

Morale, Welfare and Recreation
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*NAF Atsugi MWR
PSC 477 Box 20
FPO, AP 96306-1220*

Phone 011-81-467-63-6615
Phone (DSN) 315-264-3781
Fax 011-81-467-63-6336
Fax (DSN) 315-264-6336
Mon - Sat - 8:00 a.m. - 4:00 p.m.
Sat, Sun and Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

Military Clothing Sales

Uniform Shop
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*NAF Atsugi Uniform Shop
PSC 477 Box 10
FPO, AP 96306-1209*

Phone 011-81-467-63-3712
Phone (DSN) 315-264-3712
Fax 011-81-467-63-3748
Fax (DSN) 315-264-3748
Mon - Fri - 10:00 a.m. - 6:00 p.m.
Sat - 10:00 a.m. - 3:00 p.m.
Sun and Holidays -Closed
[Email](#) | [Website](#) | [Map](#)

New Parent Support Program

New Parent Support Program (NPSP),
FFSC
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Fleet and Family Support Center Atsugi,
Japan*

*PSC 477 Box 32
FPO, AP 96306-1232*

Phone 011-81-467-63-4188
Phone (DSN) 315-264-4188
Fax 011-81-467-63-3241
Fax (DSN) 315-264-3241
Mon, Tue, Thu and Fri - 7:30 a.m. -
5:00 p.m.
Wed - 7:30 a.m. - 3:30 p.m.
Sat, Sun and Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

**Non-appropriated Funds (NAF)
Human Resources**

Morale, Welfare and Recreation
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*NAF Atsugi MWR
PSC 477 Box 20
FPO, AP 96306-1220*

Phone 011-81-467-63-6615
Phone (DSN) 315-264-3781
Fax 011-81-467-63-6336
Fax (DSN) 315-264-6336
Mon - Sat - 8:00 a.m. - 4:00 p.m.
Sat, Sun and Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

**Personal Financial Management
Services**

Personal Financial Management (PFM),
FFSC
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Fleet and Family Support Center Atsugi,
Japan*

*PSC 477 Box 32
FPO, AP 96306-1232*

Phone 011-81-467-63-3628
Phone (DSN) 315-264-3628
Fax 011-81-467-63-3241
Fax (DSN) 315-264-3241
Mon, Tue, Thu and Fri - 7:30 a.m. -
5:00 p.m.
Wed - 7:30 a.m. - 3:30 p.m.
Sat, Sun and Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

Personnel Support Office

Customer Service Desk (CSD)
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Customer Service Desk Atsugi
PSC 477 Box 6
FPO, AP 96306-1206*

Phone 011-81-467-63-3063
Phone (DSN) 315-264-3063
Fax 011-81-467-63-3108
Fax (DSN) 315-264-3108
Mon - Fri - 8:00 a.m. - 4:00 p.m.
Sat, Sun and Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

Personnel Support Office

Family Member Assistance Team
(FMAT)
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Family Member Assistance Team Atsugi,
Japan*

*PSC 477 Box 6
FPO, AP 96306-1706*

Phone 011-81-467-63-3381
Phone (DSN) 315-264-3381
Fax 011-81-467-63-3380
Fax (DSN) 315-264-3380
Mon - Fri 8:00 a.m. - 4:00 p.m.
Sat, Sun and Holidays - Closed
[Email](#) | [Map](#)

Personnel Support Office

SATO Travel
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Customer Service Desk Atsugi ATTN:
SATO Travel
PSC 477 Box 6
FPO, AP 96306-1706*

Phone 011-81 467 63-6291
Phone (DSN) 315-264-6291
Fax 011-81 467 63-3108
Fax (DSN) 315-264-3108
Mon - Fri - 8:00 a.m. - 3:30 p.m.
Sat, Sun and Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

Relocation Assistance Program
Relocation Assistance Program (RAP),
FFSC
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*PSC 477 BOX 32
FPO, AP 96306-1232*

Phone 011-81-467-63-3628
Phone (DSN) 315-264-3628
Fax 011-81-467-63-3241
Fax (DSN) 315-264-3241
Mon, Tue, Thu and Fri - 7:30 a.m. -
5:00 p.m.

Wed - 7:30 a.m. - 3:30 p.m.
Sat, Sun and Holidays - Closed

[Email](#) | [Website](#) | [Map](#)

Restaurants/Fast Food

Club Trilogy
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*NAF Atsugi MWR ATTN: Club Trilogy
PSC 477 Box 20
FPO, AP 96306-1220*

Phone 011-81-467-63-3736
Phone (DSN) 315-264-3736
Fax 011-81-467-63-6336
Fax (DSN) 315-264-6336
Mon - Fri - 10:30 a.m. - 2:00 p.m.
Sat - Sun - Closed in the morning
Sat - Sun - 4:00 p.m. - 8:30 p.m.
Sun - Closed

[Email](#) | [Website](#) | [Map](#)

Restaurants/Fast Food

Corner Pocket
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*NAF Atsugi Corner Pocket
PSC 477 Box 20 MWR
FPO, AP 96306-1220*

Phone 011-81-467-63-3782
Phone (DSN) 315-264-3782
Fax 011-81-467-63-3347
Fax (DSN) 315-264-3347
Mon - Thu - 10:00 a.m. - 11:30 p.m.
Fri - Sun - 10:00 a.m. - 12:00 p.m.

[Email](#) | [Website](#) | [Map](#)

Restaurants/Fast Food

Officer's Club
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*NAF Atsugi MWR ATTN: Officer's Club
PSC 477 Box 20
FPO, AP 96306-1220*

Phone 011-81-467-63-3620
Phone (DSN) 315-264-3620
Fax 011-81-467-63-6336
Fax (DSN) 315-264-6336
Mon - Closed
Tue - Sat - 11:15 a.m. - 1:00 p.m. and
5:15 p.m. - 8:00 p.m.
Sun - 8:30 a.m. - 1:30 p.m. and 5:15
p.m. - 8:00 p.m.

[Email](#) | [Website](#) | [Map](#)

Restaurants/Fast Food

Parcheezi's
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*NAF Atsugi MWR ATTN: Parcheezi's
PSC 477 Box 20 MWR
FPO, AP 96306-1220*

Phone 011-81-467-63-6383
Phone (DSN) 315-264-6383
Fax 011-81-467-63-6886
Fax (DSN) 315-264-6886
Mon - Sun - 10:30 a.m. - 10:00 p.m.
Holidays - open

[Email](#) | [Website](#) | [Map](#)

Restaurants/Fast Food

Skymasters
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*NAF Atsugi MWR ATTN: Skymasters
PSC 477 Box 20
FPO, AP 96306-1220*

Phone 011-81-467-63-3658
Phone (DSN) 315-264-3658
Fax 011-81-467-63-6336
Fax (DSN) 315-264-6336
Mon - Fri - 11:00 a.m. - 8:30 p.m.
Sat - 4:00 p.m. - 8:00 p.m.
Sun - Closed

[Email](#) | [Website](#) | [Map](#)

Restaurants/Fast Food

Whispering Pines Restaurant
 KANAGAWA-KEN
 AYASE-SHI FUKAYA OOGAMI
 Atsugi, Japan 252-1101

NAF Atsugi Whispering Pines Restaurant
 PSC 477 Box 20 MWR
 FPO, AP 96306-1220

Phone 011-81-467-63-3572
 Phone (DSN) 315-264-3572
 Fax 011-81-467-63-6886
 Fax (DSN) 315-264-6886
 Mon - Fri - 6:30 a.m. - 5:00 p.m.
[Email](#) | [Website](#) | [Map](#)

Retirement Services

Retired Affairs Office
 KANAGAWA-KEN
 AYASE-SHI FUKAYA OOGAMI
 Atsugi, Japan 252-1011

Fleet and Family Support Center
 PSC 477 Box 32
 FPO, AP 96306

Phone 011-81-467-63-3628
 Phone (DSN) 315-264-3628
[Email](#) | [Map](#)

School Age Care

Youth Activities
 KANAGAWA-KEN
 AYASE-SHI FUKAYA OOGAMI
 Atsugi, Japan 252-1101

NAF Atsugi MWR ATTN: Youth Activities
 PSC 477 Box 20
 FPO, AP 96306-1220

Phone 011-81-467-63-3878
 Phone (DSN) 315-264-3878
 Fax 011-81-467-63-6886
 Fax (DSN) 315-264-6886
 Youth Activities:
 Summer Operating Hours:
 Mon - Fri - 9:00 a.m. - 6:00 p.m.
 Winter Operating Hours:
 Mon - Fri - 6:00 a.m. - 9:00 a.m.; 1:00
 p.m. - 6:00 p.m.
 Sat, Sun and Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

School Liaison Office/Community Schools

School Liaison Office/Community
 Schools
 Naval Air Facility, Atsugi Japan
 PSC 477 Box 38
 FPO, AP 96306-0005
 Phone From U.S. 011 81 467 63 3664 /
 In Japan 0467 63 3664
 Phone (DSN) 315-264-3664
[Website](#) | [Website](#) | [Map](#)

Spouse Education, Training and Careers

Family Employment Readiness Program
 (FERP), FFSC
 KANAGAWA-KEN
 AYASE-SHI FUKAYA OOGAMI
 Atsugi, Japan 252-1101

*Fleet and Family Support Center Atsugi,
 Japan*
 PSC 477 Box 32
 FPO, AP 96306-1232

Phone 011-81-467-63-3514
 Phone (DSN) 315-264-3514
 Fax 011-81-467-63-3241
 Fax (DSN) 315-264-3241
 Mon, Tue, Thu and Fri - 7:30 a.m. -
 5:00 p.m.
 Wed - 7:30 a.m. - 3:30 p.m.
 Sat, Sun and Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

Temporary Lodging/Billeting

Navy Lodge
 KANAGAWA-KEN
 AYASE-SHI FUKAYA OOGAMI
 Atsugi, Japan 252-1101

Navy Lodge, Atsugi Japan
 PSC 477 Box 10
 FPO, AP 96306-0003

Phone 011-81-467-63-3304
 Phone (DSN) 315-264-6880
 Fax 011-81-467-63-3243
 Fax (DSN) 315-264-6882
 24 hours, 7 days a week
[Email](#) | [Website](#) | [Map](#)

Transition Assistance Program

Transition Assistance Program (TAP),
FFSC
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Fleet and Family Support Center
PSC 477 BOX 32
FPO, AP 96306-1232*

Phone 011-81-467-63-4185
Phone (DSN) 315-264-4185
Fax 011-81-467-63-3241
Fax (DSN) 315-264-3241
Mon, Tue, Thu and Fri - 7:30 a.m. -
5:00 p.m.
Wed - 7:30 a.m. - 3:30 p.m.
Sat, Sun and Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

Travel Office

SATO Travel
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Customer Service Desk Atsugi ATTN:
SATO Travel
PSC 477 Box 6
FPO, AP 96306-1706*

Phone 011-81 467 63-6291
Phone (DSN) 315-264-6291
Fax 011-81 467 63-3108
Fax (DSN) 315-264-3108
Mon - Fri - 8:00 a.m. - 3:30 p.m.
Sat, Sun and Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

VA Facilities

VA Representative
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1011

*Fleet and Family Support Center
PSC 477 BOX 32
FPO, AP 96306*

Phone 011-81-467-63-3628
Phone (DSN) 315-264-3628
[Map](#)

Veterinary Services

Camp Zama District Veterinary
Command
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Commander USARJ, ATTN: District
Veterinary Command
Unit 45005
APO, AP 96343-0054*

Phone 011-81-3117-63-5914
Phone (DSN) 315-263-5914
Fax 011-81-3117-63-5912
Fax (DSN) 315-263-5912
Mon, Tue and Fri - 8:00 a.m. - 4:00
p.m.
Wed, Thu, Sat, Sun - Closed
[Email](#) | [Website](#) | [Map](#)

Victim Advocate Services

Victim Advocate Services , FFSC
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Fleet and Family Support Center
PSC 477 BOX 32
FPO, AP 96306-1232*

Phone 011-81-467-63-4188
Phone (DSN) 315-264-4188
Fax 011-81-467-63-3241
Fax (DSN) 315-264-3241
Mon, Tue, Thu and Fri - 7:30 a.m. -
5:00 p.m.
Wed - 7:30 a.m. - 3:30 p.m.
Sat, Sun and Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

Welcome/Visitors Center

Navy Lodge
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*Navy Lodge, Atsugi Japan
PSC 477 Box 10
FPO, AP 96306-0003*

Phone 011-81-467-63-3304
Phone (DSN) 315-264-6880
Fax 011-81-467-63-3243
Fax (DSN) 315-264-6882
24 hours, 7 days a week
[Email](#) | [Website](#) | [Map](#)

**Women, Infants, and Children (WIC
& WIC-O)**

Women, Infants, and Children Overseas
(WIC &WIC-O)
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*PSC 477 Box 2
Women, Infant and Children Overseas
(WIC-WICO)
APO, AP 96306*

Phone 011-81-467-63-4559
Phone (DSN) 315-264-4559
Fax 011-81-467-63-4869
Fax (DSN) 315-264-4869
Mon - Fri - 7:30 a.m. - 12:00 a.m. and
12:30 p.m. - 4:00 p.m.
[Website](#) | [Map](#)

Youth Programs/Centers

Youth Activities
KANAGAWA-KEN
AYASE-SHI FUKAYA OOGAMI
Atsugi, Japan 252-1101

*NAF Atsugi MWR ATTN: Youth Activities
PSC 477 Box 20
FPO, AP 96306-1220*

Phone 011-81-467-63-3878
Phone (DSN) 315-264-3878
Fax 011-81-467-63-6886
Fax (DSN) 315-264-6886
Youth Activities:

Summer Operating Hours:
Mon - Fri - 9:00 a.m. - 6:00 p.m.

Winter Operating Hours:
Mon - Fri - 6:00 a.m. - 9:00 a.m.; 1:00
p.m. - 6:00 p.m.

Sat, Sun and Holidays - Closed
[Email](#) | [Website](#) | [Map](#)

NEW PARENT SUPPORT PROGRAM

Navy New Parent Support Home Visitation Program

About Our Program for Expectant Parents and Parents of children ages 0 to 3

New Parent Support Home Visitation Program (NPSHVP) is an early-intervention service to families designed to foster healthy child development, specifically for families that are expecting or have children up to 3 years of age.

The Navy NPSHVP is based on the Nurturing Parenting Program ©. This program is family-centered and is responsive to the unique strengths and needs of each military family. Families that are experiencing challenges with the fast paced military lifestyle can benefit from the NPSHVP Nurturing Parenting Program. Parents learn from an evidence based, tested and proven program that assist you with a variety of topics and issues, including:

- Bonding with your new baby or toddler
- Understanding the developmental stages that your child is going through
- Alternative ways to discipline your children
- The importance of Nurturing Touch
- Learning about family roles
- Learning about how children master new skills
- Learning what you should expect from your little one

Parenting can be fun! Childhood is a special time of watching a young life grow, explore and find excitement in many things. In this program you will experience fun, closeness and enjoyment in growing together. Your Home Visitor will assess your family, so that sessions are tailor made to fit your interest and your child's needs. Parents and their children receive a sequence of lessons and activities in home-based sessions. The Home Visitor works with you, promoting positive parent-child relationships between you and your child, improving your parent knowledge and skills, and fosters healthy child development. Our program partners closely with other key community services, such as community health agencies, hospitals, social workers and educators to provide a rich and comprehensive resource base to our NPSHVP families.

About NPSHVP Home Visitors

The Navy New Parent Support Home Visitor team is composed of educators with experience in the field of maternal/child health, child development or public health child development backgrounds. Home Visitors have a bachelors or equivalent degree in education, nursing or social service related studies and often have additional training beyond the stated requirements. All Home Visitors, in accordance with DODINST 1402.5 and PERS letter 1754 Ser 660/173, who have regular contact alone with children under the age of 18 undergo a criminal history background check.

All Home Visitors have been trained to deliver the Nurturing Parenting Program ©. This program has been empirically proven to help new parents learn positive and fun strategies that make families successful. The author and creator of this program, Stephen Bavolek, Ph.D. has consulted with the United States Navy New Parent Support Home Visitation Program to develop materials and information that is relevant to today's military family. Dr. Bavolek personally teaches the Navy Home Visitors the Nurturing Parenting Program philosophy and program implementation so that Home Visitors can best serve military families.

Who is eligible?

Eligibility for this program is determined by the Service member or family member being eligible to receive treatment in a Military Medical Treatment Facility. First priority is given to families with a deployed active duty member. Every service member/family member who is expecting a child or is the parent of children ages zero to three can be screened and assessed for NPSHVP services.

How to Get Started in the Program

Contact your local Fleet and Family Support Center (FFSC) to inquire about Home Visitation or related resources in your area. If a Home Visitor is available in your area, the Home Visitor will screen your family and determine what resources would be the best fit for your family. If a Home Visitor is not available, the FFSC will provide you with information and referral resources in your community that offer support to new parents.

Installation Specific Information

New Parent Support Program provides education and support for new parents who maybe separated from their other supportive networks. It promotes positive quality of life and information that will assist them with being successful in their role as parents and provide families with knowledge of other available resources in the community. New Parent Support team consists of a registered nurse, a home visitor and admin assistant.

To enroll in these classes call DSN: 315-264-4188 or 011-81-0467-63-4188. Eligibility for the Home Visitation Program is determined by those mothers who scored 4 and above in the Family Needs Screener, single mothers, first time pregnancies, and parents that have children ages 1-4 years old who need assistance in parenting.

The NPS Program offers a variety of classes such as Prepared Childbirth, Prenatal Care, Breastfeeding, Newborn Care, Dad's Baby Boot Camp, 1,2,3,4 Parents, Support group for Breastfeeding Mothers, Playgroup and Home Visitation Program Please visit our [website](#) for more information.

Parenting classes are also offered in EDIS (Education and Developmental Intervention Center) at Camp Zama Japan.

Owning A Car in Japan

Driving in Japan

It is strongly recommended not to bring a car to NAF Atsugi. This recommendation is based upon several factors:

- Import fees and the cost of converting to Japanese emission standards are high.
- The roads are very narrow, most US cars/truck are too large.
- Driving is on the left side of the road.
- Vehicles are very reasonably priced in Japan. The average cost of most used cars is \$800-\$3200. The average cost of most used mini-vans, small SUVs is \$1500-\$4500.

With that said, it is not impossible to bring a vehicle, however prior approval must be obtained from COMNAVFORJAPAN Yokosuka (DSN: 315-243-566) to shipment. This process is quite lengthy, it is recommended to start at least 3 months prior to desired shipment date. Your local Personal Property office can provide assistance.

The minimum requirements which must be met prior to purchasing a vehicle are:

- E-4 and below must have an approved request chit to own a vehicle by their Officer-In-Charge (OIC) or Department Head.
- E-1 to E-6 twenty-six (26) years of age and younger must have completed NAF Atsugi's AWARE class (or any CAAC level program) and present a copy of the certificate of completion.
- Must have a valid USFJ Form 4/4EJ operator's license.
- Must have a Military/Civilian/Family Member (Uniformed Services of the U.S.) Identification Card.
- Power of Attorney (POA) if not the sponsor.
- Proof of employment with/copy of PCS orders to NAF Atsugi if not listed in the command alpha roster.
- Six (6) months or more initial liability insurance on the vehicle.

NOTE: VEHICLES SHIPPED INTO JAPAN FROM THE U.S. OR FROM OTHER BASES IN JAPAN ARE DEALT WITH DIFFERENTLY. BEFORE YOU RECEIVE CUSTODY OF THE VEHICLE, PLEASE REPORT TO THE VRO FOR THE PROPER PAPERWORK AND GUIDANCE.

Japanese Parking Certificate:

This is a very important requirement. Buyer must complete a verification of residency form (available in VRO). If you live in base housing, off base, or temporarily in the Navy Lodge, the Base Housing Office will sign your form. If you live in the BOQ/BEQ, the VRO will verify your residency with the BOQ/BEQ manager. Verification of residency form is used to obtain the Japanese Parking Certificate, which is required by Japanese Law to park a vehicle at an off base residence.

"Proof of having a designated parking space and Japanese Parking Certificate, is required. Vehicle owners must maintain a legal parking space for each vehicle. Personnel must show proof of having a designated parking space PRIOR TO THE PURCHASE of a privately owned motor vehicle."

Basically, what this means is, those who live off base must have a Japanese Parking Certificate issued by the Police Department of the area in which they live. VRO and Atsugi Housing Welcome Center can assist in obtaining the Japanese Parking Certificate.

Other information about the Japanese Parking Certificate:

1. If you move to a new residence off base you are required to get a new JPC.
2. If you buy an additional vehicle you are required to get a new JPC.
3. If you replace your present vehicle you are required to get a new JPC.

The entire process normally takes 3 to 7 days. The vehicle can not be registered until this is done. Temporary Plates will be issued in 5 day increments until the JPC is complete. Atsugi Pass and ID will issue a vehicle pass for the duration of the Temp Plate. If the Temp Plate expires, personnel CAN NOT legally drive the vehicle and VRO/Pass & ID will not issue a vehicle pass. Those caught driving on-base with expired Temp Plates will be ticketed and the car impounded. Additional action may include loss of driving privileges. Those caught off-base driving with expired Temp Plates will be at the discretion of the Japanese authorities. The Japanese Police may issue a fine, apprehend the driver, impound the car or all of the fore mentioned.

IMPORTANT NOTE: EVERY PERSON REGISTERING A VEHICLE MUST GET THE BASE HOUSING STAMP ON THE JPC FORM REGARDLESS IF THEY LIVE ON-BASE OR OFF-BASE.

Hands-free devices must be used while operating a motor vehicle on ALL military installations worldwide.

Driver's License

Active duty service members, DOD Civilians, DODEA personnel, civilian contractors and the family members of all personnel who desire to have a SOFA Japanese Drivers License are required to attend the Area Orientation Brief and Intercultural Relation Course. No one will be issued a driver's license until they have completed the requirements above without a special waiver from the Base Commanding Officer.

Applicants must present a valid (current) operator's permit issued by any state or territory of the US or by the District of Columbia; an international driver's permit, a valid Government of Japan operator's permit; or written proof that he or she has successfully completed a certified formal driving course.

All licensed SOFA military and civilian personnel and their dependents are considered by the Japanese Government and police to be professional drivers, and are eligible for a SOFA Japanese Driver's License after the completion of one day class.

The amendment for the new traffic law was approved by the Government of Japan effective 19 September 2007. These laws provide severe penalties for a variety of alcohol related driving offenses. Driving while intoxicated (DWI) will fine 500,000 yen (\$5,000) and 3 years imprisonment. Driving under the Influence (DUI) is a fine of 300,000 yen (\$3,000) and imprisonment of 1 year. For more information please contact Fleet and Family Service Center, NAF Atsugi.

The Vehicle Registration Office (VRO), under the Security Department, is the central point of contact for vehicle sale transfer, and registration. Anticipated ownership expenses include:

- Bi-annual vehicle inspection (NEX Auto port is an authorized inspection station)
- Annual Road Tax
- Bi-annual Japanese Compulsory Insurance (JCI)

Private (Japanese) liability insurance is mandatory of all drivers. Stateside car insurance is not valid in Japan.

PSC WORKSHOP



USEFUL WEBSITES

- Military Homefront
<http://planmymove.mhf.dod.mil>
- Military INSTALLATIONS website
<http://www.militaryinstallations.dod.mil>.
- Camp Zama District Veterinary Command
<http://www.usarj.army.mil/organization/vet/>
- Smart Web Move
<http://www.smartwebmove.navsup.navy.mil>
- LifeLines 4.0
<http://www.lifelines.navy.mil>
- Rates and Allowances
<http://www.defensetravel.dod.mil/perdiem/dla.html>
- NAF Atsugi
<https://www.cnmc.navy.mil/Atsugi/index.htm>
- NAF Atsugi Housing Welcome Center
https://www.atsugi.navy.mil/Atsugi_new/Index_Atсugi_Housing.html
- Yokohama City
<http://www.city.yokohama.jp/en/>

- Military One Source
<http://www.militaryonesource.com>
- Kids Web Japan
<http://web-japan.org/kidsweb/index.html>
- Foreign Clearance Guide
<http://www.fcg.pentagon.mil/fcg>
- Military Spouse Career Center
<http://www.military.com/spouse>
- PCS America
www.pcsamerica.net
- **Driver's Licensing in US**
<http://licenseinfo.org/find-flash.asp>.
- **JOBS**
www.usajobs.com
- **KSA(Knowledge, skills and Ability)- RESUME**
www.resumeplace.com
- Transportation Security Administration
<http://www.tsa.gov>
- City Search (Information about new community)
<http://www.citysearch.com>
- Relocation Plan Builder
<http://www.dod.mil/mapsite/buildplan.html>
- FFSC Navy
www.ffsp.navy.mil.