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# WELCOME ABOARD PACKAGE

## 2017



Fleet & Family Support Center  
Relocation Program  
FFSCSasebo@fe.navy.mil  
252-3372  
Updated November 2016

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Congratulations on your orders to Sasebo, Japan!

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

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

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

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

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

Again, congratulations and we will see you soon!

V/R,

The Relocation Team  
Fleet and Family Support Center  
Commander Fleet Activities Sasebo Japan  
[FFSCSasebo@fe.navy.mil](mailto:FFSCSasebo@fe.navy.mil)  
PSC 476 BOX 62  
FPO AP 96322-0001  
DSN: 252-FFSC (3372)  
USA: 011-81-956-50-3372  
JAPAN: 0956-50-3372

## Informational Websites

### Commander Fleet Activities, Sasebo (CFAS):

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

*The official website of Commander Fleet Activities, Sasebo*

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

*Find out about what events and important information*

Fleet and Family Support Center, Sasebo Facebook page: <https://www.facebook.com/ffscsasebo>

Military INSTALLATIONS: [www.militaryinstallations.dod.mil](http://www.militaryinstallations.dod.mil)

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

Welcome to Sasebo on YouTube:

[http://www.youtube.com/watch?v=KalIPdctZQw&feature=player\\_embedded](http://www.youtube.com/watch?v=KalIPdctZQw&feature=player_embedded)

*Discover Commander Fleet Activities, Sasebo*

American Forces Network (AFN) Sasebo Facebook page: <http://www.facebook.com/afnsasebofanpage>

*Follow what is happening on CFAS*

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

*Another resource to discover CFAS and Sasebo*

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

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

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

*Playgroups, social events, and facility use*

### Sasebo and Japan:

*Sasebo is in the Nagasaki prefecture, located on Kyushu Island*

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

*English website about tourist attractions in Sasebo, Japan*

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

*Cultural and tourist information about Japan*

## **Fleet and Family Support Center Resources**

For information about a specific class, the monthly schedule, or to register, please call 252-FFSC (3372) or e-mail FFSC at FFSC.Sasebo@fe.navy.mil.

### ***Work and Family Life Programs***

#### Deployment Readiness

- Exceptional Family Member Program (EFMP)
- Family Readiness Group (FRG) Training
- Individual Augmentee (IA) Support
- Ombudsman Training
- Pre-Deployment & Mid-Deployment
- Return and Reunion

#### Family Employment Readiness Program (FERP)

- 10 Steps to Federal Employment
- Career Support Retention
- Resume Writing / Interview Techniques
- Transition Assistance Management Program (TAMP)
- VA Benefit Information

#### Life Skills Education

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

#### Personal Finance Management (PFM)

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

#### Relocation Assistance Program (RAP)

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

### ***Crisis Response***

#### Domestic Abuse Victim Advocacy (DAVA)

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

#### Family Advocacy Program (FAP) for victims of abuse

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

#### Sexual Assault Prevention and Response (SAPR)

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

### ***Clinical Advocacy Program Counseling Services***

#### Couples Counseling

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

#### Family Therapy

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

#### Individual Counseling

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

### ***New Parent Support***

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

## Moving Checklist – Pre-Arrival to Sasebo Checklist

### AS SOON AS ORDERS ARE RECEIVED:

- Make at least 10 copies of your Permanent Change of Station (PCS) orders and Dependent Entry Approval Letter.
- Discuss and plan your move with your spouse and children.
- Contact sponsor assigned by command at next duty station by utilizing the e-mail located on the first page of your orders.
- Visit Military INSTALLATIONS website for PCS information regarding next duty station and utilize the “Plan My Move” resources. ([www.militaryinstallations.dod.mil](http://www.militaryinstallations.dod.mil))
- Visit your local Fleet and Family Support Center to attend a Smooth Move Workshop and reserve Hospitality Kit.
- Set your date of transfer.
- Collect shot records and make copies.
- Make medical appointments for Dental, Immunizations, and Overseas Screening Appointments\*.  
*\*Complete Medical History (DD Form 2807-1) and Suitability Screening (NAVMED 1300/1) forms before making appointment.*
- Obtain Dependent Entry Approval Letter.
- Apply for No Fee Passport at local Personnel Support Detachment (PSD).
- Begin tracking tax deductible expenses.
- Visit your local military veterinary clinic to find out travel restrictions and specifics at new location.  
(Sasebo: DSN: 315-252-3585 International: 011-81-956-50-3585)
- Make financial plans and preparations.

### AT LEAST 3 MONTHS BEFORE MOVE:

- Check to make sure Tourist and No Fee Passport(s), Military ID card(s), and State Driver’s License(s) are not going to expire soon.
- Visit your local military legal office for a Power of Attorney, required by PPO and Housing Office if Sponsor is deployed. (Sasebo: DSN: 315-252-3347 International: 011-81-956-50-3347)
- Contact your local Personal Property Office to arrange shipment or storage of personal property. You are encouraged to self-counsel using the Defense Personal Property System. Go to [www.move.mil](http://www.move.mil) to review information and obtain an Electronic Transportation Acquisition User ID and password. If you perform self-counseling in DPS you must either email, FAX, or hand-carry your orders to the PPPO for review/approval. Failure to do so may result in your shipment not being arranged on the dates you requested. For further information contact the FLCY Site Sasebo PPPO: DSN 252-3418;

CML 0956-50-3418; FAX -3704; email M-SA-FISC-ppty@fe.navy.mil. You are encouraged to review the “It’s Your Move” pamphlet to help you understand your allowances and responsibilities involving shipment or storage of personal property: [http://www.ustranscom.mil/dtr/part-iv/dtr\\_part\\_iv\\_app\\_k\\_1.pdf](http://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_1.pdf)

- Contact TRICARE Health Benefits Advisor for any changes.  
(Sasebo: DSN: 315-252-3625 International: 011-81-956-50-3625 or [www.tricare.mil](http://www.tricare.mil))
- Contact local housing office and file Intent-to-Vacate Quarters.  
(Sasebo: DSN: 315-252-3402 International: 011-81-956-50-3402 [M-SA-CFASHousingInformation@fe.navy.mil](mailto:M-SA-CFASHousingInformation@fe.navy.mil) )
- Reserve room(s) at Navy Lodge for last nights.  
([www.navy-lodge.com](http://www.navy-lodge.com))
- Make arrangements for lodging at next duty station, check to see if sponsor has arranged.  
(Sasebo: DSN: 315-252-3608 International: 011-81-956-50-3608 or [www.navy-lodge.com](http://www.navy-lodge.com))

AT LEAST 4-8 WEEKS BEFORE MOVE:

- Start Command/Base Checkout Sheet
- Reserve seat(s) on Fukuoka Airport Blue bus Shuttle.\*\*  
(Follow link at [https://www.cnic.navy.mil/regions/cnrj/installations/cfa\\_sasebo.html](https://www.cnic.navy.mil/regions/cnrj/installations/cfa_sasebo.html))  
*\*\*Contact [M-SA-CFASFMAT@fe.navy.mil](mailto:M-SA-CFASFMAT@fe.navy.mil) for pet transportation from Fukuoka International Airport.*
- Notify child’s current school registrars regarding child’s transfer.
- Prepare the requisite documents and records to register your child for school in Sasebo  
(<http://www.dodea.edu/parents/registration.cfm>)
- Change your address at the Post Office or at [www.usps.gov](http://www.usps.gov) for subscriptions and bills.

AT LEAST 1-2 WEEKS BEFORE MOVE

- Contact the utility companies to terminate services and pay final bill.
- Contact the phone and internet companies to terminate services and pay final bill.  
*Don’t forget to separate their equipment and turn it in to avoid additional costs.*
- Contact cell phone service provider to cancel plan or discuss military suspension and pay final bill.
- Check-out of medical and transfer your family members’ medical records to CFAS.  
(Sasebo: DSN: 315-252-2550 International: 011-81-956-50-2550)
- Arrange for childcare and pet care for moving day.

### Moving Checklist – Arrival to Sasebo Checklist

- Check-in at your Command's Quarter Deck.
- Check-in at the Navy Lodge Sasebo if you are an accompanied service member.  
(Sasebo: DSN: 315-252-3608 International: 011-81-956-50-3608 or [www.navy-lodge.com](http://www.navy-lodge.com))
- Check-in at Transient Personnel Detachment (TPD, bldg. 63) if you are an unaccompanied service member and/or your ship is not in port.  
(Sasebo: DSN: 315-252-3587 International: 011-81-956-50-3587)
- Visit Legal Assistance (RLSO, bldg. 47) to obtain a Power of Attorney, required by PPO and Housing Office if Sponsor is deployed.  
(DSN: 315-252-3347 In Japan: 0956-50-3347)
- Check-in at Personal Support Detachment (PSD, bldg. 200) regarding your Temporary Lodging Allowance (TLA) if CFAS, Tenant Command, or if your ship is at sea. If in port, check in directly to your ship's Personnel Office.  
(Sasebo: DSN: 315-252-6959 International: 011-81-956-50-6959)
- Contact the Fleet and Family Support Center (FFSC, bldg. 310) to enroll and/or confirm your registration for the Area Orientation Brief/Intercultural Relations (AOB/ICR) Training. Completion of this class is mandatory within 30 days of arriving in Sasebo, in accordance with COMNAVFORJAPANINST 1740.5 and CFASINST 1740.1D.  
(Sasebo: DSN: 315-252-FFSC International: 011-81-956-50-FFSC Email: [FFSCsasebo@fe.navy.mil](mailto:FFSCsasebo@fe.navy.mil))
- Children are not allowed to attend AOB/ICR. Families must arrange for child care in advance (information for coordinating childcare is located further in this packet).
- Contact Housing Office and schedule your Housing Welcome Brief. Bring copy of PCS orders, DD Form 1746 (Page 2), Detaching Endorsement and Dependent Entry Approval Letter.  
(Sasebo: DSN: 315-252-3402 International: 011-81-956-50-3402 or [M-SA-FASHousingInformation@fe.navy.mil](mailto:M-SA-FASHousingInformation@fe.navy.mil) )
- Contact Personal Property Office. The Transportation Service Provider or their destination agent will contact you directly upon arrival of your personal property shipment at your new duty station. You are responsible for keeping contact information updated in the Defense Personal Property System. TSP contact information is available on your shipment record in the DPS. If the TSP is unable to contact you your personal property will be placed in temporary storage at Government expense (Storage-in-Transit). The basic allowance for SIT is 90 days. For information about checking inbound shipment status or requesting a temporary storage authorization extension go to [www.move.mil](http://www.move.mil) and follow this link:  
[http://www.move.mil/dod/start\\_your\\_move/inbound\\_shipments.cfm](http://www.move.mil/dod/start_your_move/inbound_shipments.cfm)
- Check-in at the Branch Health Clinic, Dental Clinic and Tri-Care Office (bldg. 1529).  
(Sasebo: DSN: 315-252-2551 International: 011-81-956-50-2551)



- Visit FFSC Sasebo (bldg. 310) regarding the Loaner Locker Program to reserve a Hospitality Kit, which allows you to borrow basic household items for a limited time at no cost.  
(Sasebo: DSN: 315-252-FFSC International: 011-81-956-50-FFSC)
- Contact your command Ombudsman and Family Readiness Group (FRG) using the updated list at FFSC.  
(Sasebo: DSN: 315-252-FFSC International: 011-81-956-50-FFSC)
- Visit FFSC Sasebo (bldg. 310) for information and referral regarding available resources and services on Family Employment Readiness Program (FERP).  
(Sasebo: DSN: 315-252-FFSC International: 011-81-956-50-FFSC)
- Register your children for school using, either in person or using the online registration <http://www.dodea.edu/parents/registration.cfm>. Information about each school can also be found at <http://www.dodea.edu/Pacific/>
- Arrange for you P.O. Box in Sasebo at the Post Office on Main Base (bldg. 310). Only families are allowed a P.O. Box on base. Single and unaccompanied service members will receive mail at their command.  
(Sasebo: DSN: 315-252-3426 International: 011-81-956-50-3426)
- Contact the Family Member Assistance Team (FMAT) to arrange a one-time courtesy move of personal items \*(luggage and groceries) from temporary lodging to your permanent residence.  
(Sasebo: DSN: 315-252-3627 International: 011-81-956-50-3627 or M-SA-CFASFMAT@fe.navy.mil)
- Register personal vehicles at Vehicle Registration Office (VRO, bldg. 320).  
(Sasebo: DSN: 315-252-2377 International: 011-81-956-50-2377  
E-mail: M-SA-CFAS-SEC-VRO @fe.navy.mil) and for online information and FAQs  
<https://www.facebook.com/CFASVRO>
- Obtain a cellular telephone from local carrier: AU, Docomo, Softbank, etc.
- Keep in contact with your command assigned sponsor for assistance upon and after your arrival in Sasebo.

\*Please note, all COM phone numbers listed are from USA to Sasebo. For all other international calls to Sasebo, Japan, please dial your International Access Code + 81 + 956 + 50 + last 4 digits of the phone number. In Japan, please dial 0956 + 50 (or 24) + last 4 digits of the phone number.

**Pet Information – Need to Know**

**Pet Checklist for Import into Japan from the USA**  
**Please visit website below for detailed official information:**

[http://www.usarj.army.mil/organization/vet/doc/dog\\_and\\_cat\\_processing\\_summary\\_201508.pdf](http://www.usarj.army.mil/organization/vet/doc/dog_and_cat_processing_summary_201508.pdf)

Name of Pet: \_\_\_\_\_

\_\_\_ Animal has been in country of export for at least 180 days.

\_\_\_ **International Microchip-** must be done before BOTH rabies vaccines.

Date of Microchip: \_\_\_\_\_

Microchip #: \_\_\_\_\_ Type of Microchip: \_\_\_\_\_

\_\_\_ **Previous Rabies Vaccine-** Animal must be at least 90 days old

Rabies Vaccine #1 date: \_\_\_\_\_

\_\_\_ **Current Rabies Vaccine-** Must have been given at least 30 days after Rabies Vaccine #1 but no more than 1 year.

Rabies Vaccine #2 date: \_\_\_\_\_

**After Rabies Vaccine #2:**

\_\_\_ **Rabies Titer Test (FAVN)**

Date of Rabies Titer Test: \_\_\_\_\_

Titer results: \_\_\_\_\_ (must be greater than 0.5 IU/ml)

Quarantine period of 180 days begins the date the rabies titer test was done. This test is good for two years as long as the rabies vaccines do not expire.

Day 180 is on \_\_\_\_\_ (mm/dd/yyyy)

**1-11 months prior to arrival:**

\_\_\_ DA2PP or DHLPPC (canine) vaccination date: \_\_\_\_\_

\_\_\_ Bordetella (canine) vaccination date: \_\_\_\_\_

\_\_\_ FVRCP (feline) vaccination date: \_\_\_\_\_

\_\_\_ Kennel reservation in Sasebo at Paws and Claws Boarding Facility

\_\_\_ Arrange pick up from airport with FMAT

**At least 40 days prior to arrival (if flying commercially):**

\_\_\_ Advanced notification for import submitted to Japan.

Approval number for entry: \_\_\_\_\_

**Within 10 days of arrival:**

\_\_\_ Health Certificate- MUST include USDA certification if not done by a military vet.

\_\_\_ Internal and External parasite testing/treatment

**Upon Arrival:**

\_\_\_ Check your pet into the boarding facility on base.

\_\_\_ Check in at Sasebo Veterinary Treatment facility within 72 hours of your arrival.

## **Sasebo Veterinary Treatment Facility**

### **Hours of Operation:**

**Monday, Wednesday, Friday: 0900-1600**

(closed for lunch)

**Tuesday & Thursday: Closed**

*This facility observes federal and Army training holidays and closes early on the last pay-day of the month.*

### **Contact Information:**

DSN (from base): 315-252-3585

From Cell Phone: 0956-50-3585

Facebook Page: Sasebo Veterinary Treatment Facility

### **Accepted Methods of Payment:**

Visa, MasterCard, Check, Money Order, or Cash (exact change)

### **Information About The Sasebo VTF**

The Sasebo Veterinary Treatment Facility is authorized to provide care for your privately owned pet(s) as time, space, personal resources permit. Care for privately owned animals is just one of the many missions we perform; therefore we cannot guarantee veterinary services will always be available.

There is an Army veterinarian that is stationed here that does provide services for privately owned animals. The primary mission of our Sasebo veterinarian is to provide medical care for the Military Working Dogs and to provide food inspection services for the base. Due to other obligations of our veterinarian, we do advise that you become familiar with the off base veterinary clinics. You will find a list of off-base veterinary clinics within this welcome packet.

This clinic is not equipped to perform surgical procedures or emergency services due to limited resources and staffing. If your pet requires surgery or emergency care please seek off-base assistance.

Our clinic can perform annual exams, vaccinations, health certificates, sick-call appointments, microchip implantations and general care for your pet.

If you have SOFA status, you are required to register your pet with this veterinary facility. Your pet is also required to be current on vaccinations and to have a microchip. This applies to pets living both on and off-base. Please remember to register any pets that you adopt during your time in Japan.

Please contact us for further information on these requirements.

Be aware that Japanese law requires **annual rabies vaccinations** for all pets.

Please keep your pet current on their vaccinations.

Please call your stop in if you have any questions.

**Welcome to Sasebo!**

### Off-Base Veterinary Clinics

#### Ikeda Veterinary Clinic

**Phone Number:** 0956-28-4045

**Hours:** M-T-F-S-Sun 0900-1145 and 1530-1730 and W 0900-1145

Closed Thursdays and national holidays

**Note:** Clinic is located near OK home store and LaLa shopping center.

**Address:** 1002-37 Hino-cho, Sasebo City

**Directions:** Go toward the OK home store and take a left at the light. The LaLa shopping center will be on your right-hand side. Do down four lights. Turn left at the 4<sup>th</sup> light. Go over the bridge and you will see a coke machine ahead on your right. Turn left at the coke machine. Then take an immediate left. The vet clinic will be on the left-hand side. You will see a blue and green sign on the vet clinic building.

#### Hamaguchi Veterinary Clinic

**Phone Number:** 0956-25-9914

**Hours:** M-S 0900-1200 and 1500-1830

Closed Sunday and national holidays

**Note:** Walk-ins welcome

**Address:** 10-8 Kamishima-cho, Sasebo City

**Directions:** Go up the hill by officer housing. At the top of that hill, you will come to a light. Take a left at that light. Go through 3 lights. After the 3<sup>rd</sup> light, the road will curve to the left. On the right-hand side of that curve, you will see a chain-link-fence around a parking lot. You will also see a large teal colored sign with an arrow pointing into the vet clinic. The parking lot of the vet clinic has paintings of dogs and cats.

**Website:** <http://www8.ocn.ne.jp/~hamavet/>

#### Mine Veterinary Clinic

**Phone Number:** 0956-25-9914

**Hours:** M-W-F 0900-1200 and 1300-1900

T-TH 0900-1200 and 1300-1800

Sat 0900-1230 (Closed Sundays and national holidays)

**Notes:** Located in the Haiki area

**Address:** 1101-22 Gonyoji-cho, Sasebo City

**Directions:** Pass the Home Wide Store on the left-hand side. Go straight; pass the Lawson store on the left. The vet clinic is on the left before the next light.

#### Matsuo Veterinary Clinic

**Phone Number:** 0956-42-1881

**Hours:** M-T-TH-F-Sat 0900-1200 and 1500-1900

Sun 0900-1200 and 1300-163 (closed national holidays)

**Address:** 11-8 Katsutomi-Cho, Sasebo City

**Directions:** From the Ginza, take a right on the 35 and head toward the big green bridge with the stairways running up each side. Take a left there. Follow the road and you will see a furniture store call LIM on your left. Pass this and keep following the road. On your right-hand side you will see a green canopy with a very short driveway. This is the vet clinic. The name of the clinic is on the outside.

**Website:** <http://nttbj.itp.ne.jp/0956421881/index.html>

Kaize Veterinary Clinic

**Phone Number:** 0956-40-7667

**Hours:** M-T-TH-F 0900-1200 and 1500-1900

Sat 0900-1200 and 1530-1800

Sun 0900-1200 (closed national holidays)

**Address:** 1307-4 Yoshioka-Cho, Sasebo City

**Website:** <http://kaize-ah.com/index.html>

Emergency Clinic

There is an emergency clinic in Fukuoka

**Name:** Fukuoka Yakan Kyukyu Doubutsu Byouin (福岡夜間救急動物病院)

**Hours:** 2100-0500 everyday

**Address:**

5 Chome-2-40 Tsukiguma Hakata Ward, Fukuoka, Fukuoka Prefecture 812-0858 Japan

【住所】 〒812-0858 福岡県福岡市博多区月隈 5 丁目 2-40 →地図

**Phone Number:** 092-504-8999

**Website:** <http://www.pet99.net/>

**Note:** Wellness exam fee is 8,000 yen. A credit card can be used for payment

### Common Health Concerns for Pets in Japan

Heartworm Disease: heartworms are large worms that live in the hearts of dogs. While the disease is more common in dogs, cats can also be affected by heartworm disease. Heartworms are transmitted by mosquitoes, causing all dogs (and cats that go outdoors) to be exposed to the disease. The infection can be life-threatening, and treatment can be expensive, painful, and time consuming. To prevent heartworm disease, we recommend all dogs (and cats who go outdoors) to be on a monthly heartworm prevention. **Prevention is affordable and is given in a treat form once a month.** Dogs require an initial heartworm test to ensure they have not been infected prior to starting the prevention, and then annual tests thereafter.

Heat Stress: summers in Sasebo are very hot and humid, and dogs can be at a high risk for heat injury from July through September. Risk factors for heat injury include age (very young and older dogs), breed (dogs with short noses, such as bulldogs, pugs, and boxers), and conditioning (overweight dogs, dogs not acclimated to high temperatures). To reduce the risk of heat injury, always provide fresh water to your pet. Provide shady areas in your yard to seek shelter, and do not leave your pet unattended in the yard during the hot summer days. Avoid exercising during the hot times of day and be cautious with the pavement temperature when walking your dog. Additionally, NEVER leave your pet unattended in a vehicle.

Venomous Snakes: *Mamushi snakes* are pit vipers with venom similar to water moccasins and rattle snakes from the United States. They are typically 1-3 feet long with a pale gray, reddish brown, or yellow brown background color with large, darker, irregularly shaped blotches along its length. It can be found in swamps, marshes, meadows, woodlands, and rocky areas. *Yamakagushi snakes* are dark green with black and bright orange markings and are usually 2-3 feet long. This snake frequently flees larger predators and bites are uncommon.

Insects: fleas and ticks are common in Japan and may be a significant issue for your pet depending on their lifestyle. Giant centipedes (*mukade*) can grow up to 20 cm long. Their stings can cause intense pain and swelling but are not life threatening unless there is an underlying allergy.

Feline Leukemia Virus (FeLV) and Feline Immunodeficiency Virus (FIV) (cats): these are viral diseases which are transmitted through contact with other cats, typically through fighting. Cats can be infected without showing clinical signs for months to years. Indoor cats have little exposure to these viruses, however cats that go outside have a higher exposure due to the high prevalence of the viruses in stray populations. For indoor cats, we recommend testing for FeLV/FIV once in their life, typically during kitten vaccines, to make sure they were not infected by their mothers. For indoor/outdoor cats, we recommend testing for FeLV/FIV annually and vaccinating for FeLV.

## What to Do At the Airport (s)

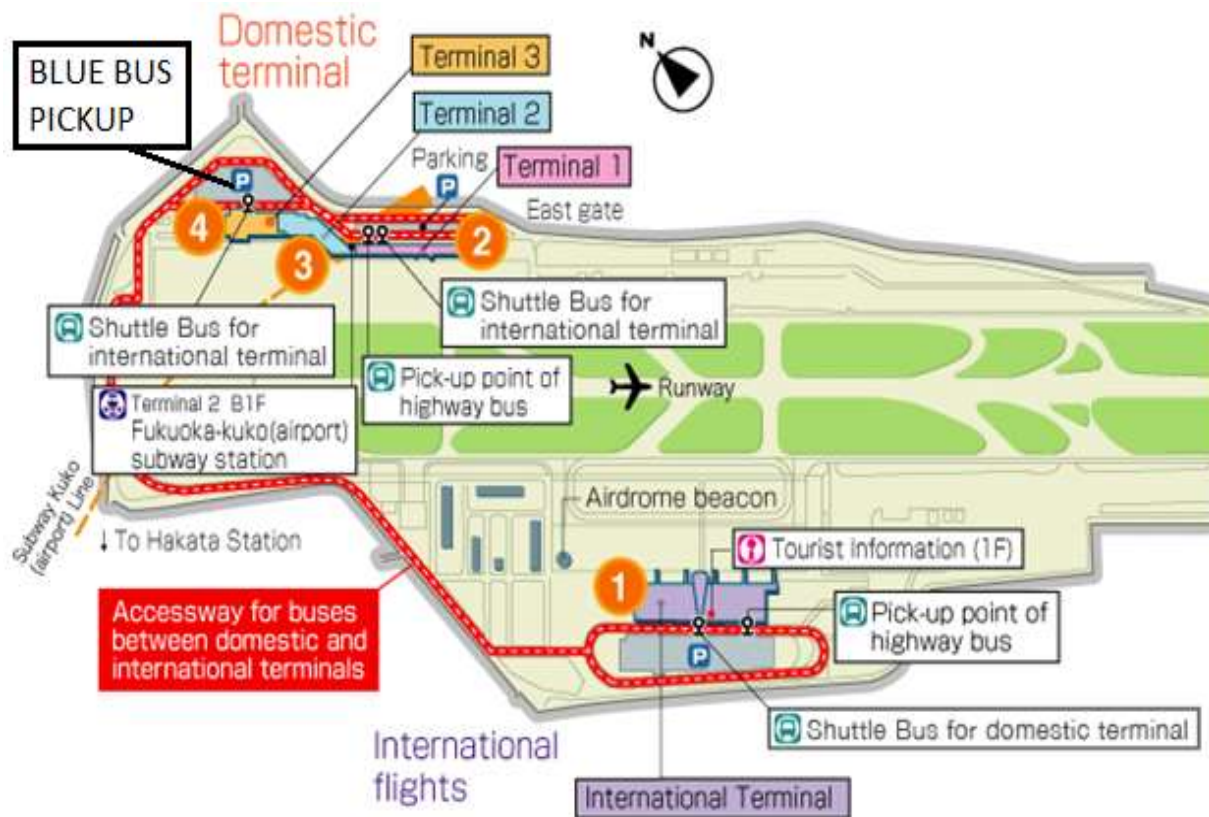
### Landing in Tokyo (Narita/Haneda) airport and/or Fukuoka International Airport

The majority of those PCSing to Sasebo will land at Narita International Airport then continue on to Fukuoka Domestic Airport (FUK). Others may arrive directly at the Fukuoka International Airport. At the first airport you arrive in Japan, you must go through immigration and fill out immigration's entry card, custom's declaration card, present government identification, passports and orders. You are responsible for collecting your luggage before proceeding through Customs and Immigration. After you pass through Customs and Immigration, you are responsible for the transfer and check-in process for your domestic flight to Fukuoka. (If you need any assistance, feel free to ask the airport staff.)

If arriving at the Fukuoka International Terminal, utilize the airport "free" shuttle to transfer to the Domestic Terminal. At FUK Domestic Terminal Number 3, exit the baggage claims section going into the arrivals waiting area where a uniformed military service member will be posted. The Bus Attendant will verify bus reservations, collect a copy of your orders (as applicable), and add personnel to the bus manifest based upon priority seating and space availability. Once all customers have been accounted for and verified, the bus attendant will escort everyone to the bus located in bus parking lot approximately 250 yards from the airport. If there are not enough seats available, passengers are responsible for procuring an alternate means of transportation to Sasebo.

Times and location of the Shuttle can be found at the following website:

[https://www.cnic.navy.mil/regions/cnrj/installations/cfa\\_sasebo/about/getting\\_here.html](https://www.cnic.navy.mil/regions/cnrj/installations/cfa_sasebo/about/getting_here.html)





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

This training is **MANDATORY** for all military and civilian employees arriving to commands in Sasebo within 30 days, in accordance with COMNAVFORJAPANINST 1740.5. Family members are highly encouraged to attend as well. It ensures newly reporting personnel understand and are fully aware of all CFAS policies, programs, services, responsibilities and facilities in accordance with CFASINST 1740.1D. Additionally, certified attendance is required for anyone who intends to obtain a U.S. Forces Japan driver's license during their stay in Japan. For those relocating from another duty station in Japan, Day 1 and Day 2 of AOB/ICR are still required as it pertains specifically to CFAS.

Reservations are required and suggested to be made four weeks prior to arrival in the Sasebo area. Your sponsor can sign you up for this program in advance or you can register yourself.

To sign up for AOB/ICR please send e-mail to [ffscsasebo@fe.navy.mil](mailto:ffscsasebo@fe.navy.mil) with the following information:

- Full name and rank
- Spouse's name if they will also be attending (if applicable)
- Children's ages (if applicable)
- Gaining command
- Class date you'd like to be registered for or projected date of arrival to Sasebo

Children are not allowed to attend AOB/ICR. Child care reservations should be made prior to attending AOB/ICR and as far in advance as possible. Age limits and contact numbers for each of the centers are outlined in **Error! Reference source not found.** sheet after the schedule.

### AOB Schedule:

Monday: 0800 – 1230 (**MANDATORY**)

- Policies and procedures associated with Commander Fleet Activities, Sasebo
- SAPR Training
- Responsible Drinking Training

Tuesday: 0830- 1200 (**MANDATORY**)

- Base Organization fair
- Briefs from base organizations

Wednesday: 0830 – 1230 **CULTURAL ADAPTION (MANDATORY)**

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

Thursday: 0830 – 1330 **FIELD TRIP (OPTIONAL)**

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

Friday: 0830 **DRIVING CLASS (OPTIONAL)**

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

**Childcare**

**Welcome to Sasebo!**

Personnel attending AOB/ICR with children make must arrangements for childcare as there are a limited amount of seats available for attendees. Childcare is free to attendees through vouchers that are distributed on the day of training. The vouchers only cover the time for the AOB/ICR and if more time is needed please make a reservation at \$4 per hour. Advanced reservations are required to ensure a spot in the childcare facility is available during class times. Please email [Kristine.Prince@fe.navy.mil](mailto:Kristine.Prince@fe.navy.mil) for a packet before your arrival.



1. **Registration Packet and Orientation.** The included Registration Packet must be completed with 2 local emergency contacts before date of AOB/ICR class. Copies of child’s shot records will be needed to complete Registration Packet. All questions can be directed to the appropriate childcare center listed at the bottom of this sheet.
2. **FFSC – Dragon Vale Childcare Shuttle** will pick up both children and parents from Navy Lodge 30 minutes prior to start of class, take to the CDC or SAC centers and parents will continue to FFSC for class. Shuttle will pick up parents after class from FFSC, take to CDC or SAC centers to pick up children, and then take both parents and children back to the Navy Lodge.

CHILD DEVELOPMENT CENTER (CDC):	6 WEEKS* TO 5 YEARS**
<i>Dragon Vale (Main Base):</i> 252-2985	<i>Hario Village:</i> 252-8842
Hours- M-F 0600-1800-----	

YOUTH CENTER***:	5 – 10 YEARS
<i>Dragon Vale (Main Base):</i> 252-2989	<i>Hario Village:</i> 252-8866
M-F 0600-0800; 1500-1800 School days and 0600-1800 during the summer-----	

PRE-TEEN CENTER***:	10 – 12 YEARS
<i>Dragon Vale (Main Base):</i> 252-2908	<i>Hario Village:</i> 252-8968
M-TH 1500-1800 F-SAT 1500-2000-----	

TEEN CENTER***:	13 YEARS AND OLDER
<i>Dragon Vale (Main Base):</i> 252-3797	<i>Hario Village:</i> 252-8966
M-TH 1500-1800 F-SAT 1500-2000-----	

\* For children 6 weeks – 12 months, parents are to provide the following: diapers, wipes, and 2 changes of clothes. Please contact the CDC regarding food allergies. Meals are provided throughout the day.

\*\* If 5 year old is already enrolled in kindergarten the child will attend SAC Center. If not enrolled in kindergarten the child will attend the CDC.

\*\*\*For help getting children enrolled in school please contact the School Liason Officer at [Christy.Johnson@fe.navy.mil](mailto:Christy.Johnson@fe.navy.mil)

Thank you and we look forward to meeting you and your children!

### CNIC Dress code for Sasebo Naval Base

It is the policy of COMNAVFORJAPAN/COMNAVREGJAPAN that all personnel will present a good public image, and maintain good order, discipline, and morale appropriate in the Japan AOR. Each individual, whether military or civilian, is an ambassador of the U.S. and the U.S. Navy while in this AOR. As such, individual dress, attire and conduct should reflect credit upon oneself, and the U.S. Navy and the United States. The below pictures provide some examples of what is/is not appropriate.



*\* Any garment, to include caps and hats, inscribed, printed or bearing patches with slogans, words, pictures which may be interpreted by a reasonable person to be profane, sexually suggestive or obscene and that may be interpreted as directly and clearly derogatory to any ethnic, racial, religious, any military service or nation.*



*\* Hair nets, wave-caps/do-rags, handkerchiefs, bandanas or nylon socks on the head are prohibited (even if under a cap) outside of living quarters except while participating in sports or physical training activities. Females may wear scarves (not bandanas) on the head if done in a conservative, fashionable manner.*



*\* Clothing which is obviously soiled, torn, or excessively worn or frayed is prohibited.*



*\*Prohibited items include: Skirts/dresses/shorts that expose any portion of the underwear or buttocks as well as those that are excessively "baggy" or hanging off the buttocks; and jeans that have not been properly hemmed.*



*\* Undershirts, tank top style athletic shirts/jerseys are not appropriate outerwear (except while participating in picnics or athletic events). For women, tops that expose more than one inch of the midriff are unacceptable.*



*\* Shoes with laces will be tied. Shower shoes, made entirely of plastic or rubber material, are appropriate in living quarters and at recreational beaches and swimming pools otherwise they are not appropriate and are prohibited.*



\* Beach/Athletic attire is prohibited in mess halls, retail stores, clubs, restaurants and working spaces. This includes, but is not limited to, the NEX, Commissary, theaters, libraries or other similar establishments. Sweat pants may be both athletic attire or casual attire. If sweat pants are clean and wearer is going to go shopping in them, then they can be considered casual wear.  
\* Baseball-style caps may be worn with the bill directly forward or directly aft.



\* Display of tattoos, body art and brands that are prejudicial to good order, discipline and morale or are of a nature to bring discredit upon the U.S. Navy is prohibited.  
\* Earrings for men and women that are neat, clean and in good taste are authorized. Active duty men, earrings are discouraged, although they may be worn off base, in a non-duty status.  
\* Body Piercing for any individual subject to this instruction that appears excessive and brings into attention or makes the individual a spectacle is prohibited. It is not authorized for active duty personnel in civilian attire, when in duty status, or while aboard any ship.  
\* Outrageous hair styling or coloring is unauthorized, and must comply with the hair/grooming standards.



**WHAT'S OK TO WEAR...**

## **How to Present a Positive Image to our Japanese Hosts**

### **When in Public**

- Please refrain from smoking on public transportation. All trains including long distance buses and trains do not permit smoking.
- Converse in a low to moderate voice when in public. Yelling or loud conversations disturbs and frightens our hosts.
- Additionally, use earphones with portable stereos and keep your car's stereo volume down when your vehicle windows are open.
- Loud and raucous behavior in public is not acceptable. The Japanese are very calm people as a whole. Boisterous behavior is equated with hooliganism and trouble.
- While the Japanese have learned English in school, they generally are not conversationally proficient. Be patient; talk slowly and clearly. Use a translation app on your phone if you feel it necessary.
- Try to use some Japanese words or phrases when interacting with our hosts. They appreciate our effort and respect our taking the time to try to learn their language.
- Observe how the Japanese do things. "When in Rome do as the Romans do" can very well be applied to Japan.
- Unacceptable behavior usually feels inappropriate when you're doing it. Rely on your common sense. This is just one of the ways to show respect for the Japanese culture while you are here.
- Be polite and considerate. It is the way we expect foreigners to act when they're visiting the U.S.

### **In Shops and Restaurants**

- Remember, Yen is the only currency acceptable in Japanese establishments. They do not accept dollars, as in the case of some foreign countries you may have visited.
- While bargaining is acceptable in some countries, in Japan this is not the norm. On large purchases, you may ask if there is any discount, or one may automatically be given to you.
- Do not tip in Japan. It is not expected in restaurants or taxis, and in fact is considered an insult to most Japanese people. Some American franchised restaurants and beauty salons welcome tipping. You will see the "We welcome tipping" next to the cashier.
- In some restaurants (and hospitals), you are expected to remove your shoes. Always have your socks on when you intend to dine off-base. Such establishments will provide slippers for you to put on, upon removal of your footwear.

### **In a Japanese Home**

- Always remember to remove your shoes before stepping up from the genkan (entry) area of a Japanese home into the house proper.
- Always remove your house slippers when you enter a tatami room in a Japanese home-bare feet or socks only on tatami mats.
- Be sure to lather up and rinse off thoroughly outside of a Japanese bathtub. The bath water should be reheated and reused by the entire family for a number of days before being drained.

### **Eating and Dinning In Japan**

In Japan, some restaurants and private houses are equipped with low Japanese style tables and cushions on the floor, rather than with Western Style chairs and tables.



*Restaurant with traditional low tables*

**A DAMP TOWEL** Just after you sit down at the tables, you will receive a hot (or cold one in summer) damp, white towel called o-shibori. In a restaurant it is wrapped in plastic or is often served on a small oblong tray specially made for the o-shibori. Use the towel to wipe your hands. In less formal situations, Japanese men often wash their faces with the towels, but it is best not to do this. Place the towel back on the tray. The o-shibori will stay on the table throughout the meal and often, napkins are not supplied. It is advisable to keep tissue or handkerchief with you at all times.

**ITADAKIMASU AND GOCHISOSAMA** In Japan, you say “*itadakimasu*” (“I thank you for your sacrifice”) before starting to eat, and “*gochisaosama (deshita)*” (“Thank you for the fantastic meal) after finishing the meal.

Note: According to the Buddhism philosophy, Buddhists are to thank to the ingredients (animals and plants) to have them sacrifice their lives for humans before they start eating. The Buddhists are to thank people who prepared and served the meals to finish eating.

**INDIVIDUAL VERSUS SHARED DISHES** It is not uncommon in private households and in certain restaurants (e.g. izakaya, or Japanese pub) to share several dishes of food at the table rather than serving each person with his/her individual dish. In such a case, you are supposed to move some food from the shared plates onto your own plate by yourself, using the opposite end of your hashi, or chopsticks, (if you have used them already) or with serving chopsticks that may be provided for that purpose.

**CHOPSTICKS** The proper use of the chopsticks is the most fundamental element of Japanese table manners.



### **ETIQUETTE FOR EATING WITH CHOPSTICKS:**

- Hold your chopsticks one thirds from the thicker ends.
- When you are using your chopsticks and when you are finished eating, lay them down in front of you with tip to the left.
- Do not stick chopsticks upright into your food, especially not into rice. Only at funerals are chopsticks stuck into the rice that is put onto the altar.
- Do not pass food with your chopsticks directly to somebody else's chopsticks. Only at funerals are the bones of the cremated body given in that way from person to person.
- Do not spear food with your chopsticks.
- Do not point with your chopsticks at someone or something.
- Do not move your chopsticks around in the air too much, nor play with them.
- Do not move around plates or bowls with chopsticks.
- To separate a piece of food into two pieces, exert controlled pressure on the chopsticks while moving them apart from each other.
- If you have already used your chopsticks, use the opposite end of your chopsticks in order to move food from the shared plate to your own plate.

Knife and fork are used for Western food only. Spoons are sometimes used to eat Japanese dishes that are difficult to eat with chopsticks; for example some donburi dishes or Japanese style curry rice. A Chinese style ceramic spoon is sometimes used to eat soups.

### **COMMON JAPANESE TABLE MANNERS**

- Blowing your nose in public, especially at the table, is considered bad manners.
- It is considered good manners to empty your dishes to the last grain of rice.
- Talking about distasteful topics during or before a meal is not appreciated by most people.
- Unlike in some other parts of East Asia, it is considered bad manners to burp.
- After finishing your food, try to place all your dishes in the same way they were at the start of the meal. This includes re-placing the lid of dish (if it comes with one) and re-placing your chopsticks on the holder or into their paper slip, if applicable.

### **DRINKING ETIQUETTE**

When drinking alcoholic beverages, it is a Japanese custom to serve each other, rather than pour the beverage into one's own glass. You are to periodically check your friends' cups, and serve them again once their cups are about to be empty. Likewise, if someone wants to serve you more alcohol, you should quickly empty your glass and hold it towards that person.

While it is considered bad manners to become obviously drunk in some formal restaurants, for example in restaurants that serve kaiseki ryori (Japanese haute cuisine), the same is not true for other types of restaurants such as izakaya, as long as you do not bother other guests.

Do not start drinking until everybody at the table is served and the glasses are raised for a drinking salute, which usually is "kampai". Avoid using "chin chin" when drinking a toast, since these words refer to the male anatomy in Japanese. It is quite common for the Japanese to toast, usually with beer or sake. It recognizes a day's event or acknowledges good efforts. If you do not drink alcoholic beverages, it is acceptable to toast with orange juice or even green tea. The important point is that your share in the group celebration.



**COMMON JAPANESE FOOD ETIQUETTE**



**Rice:**

Take the rice bowl in one hand and the chopsticks in the other. Lift it towards your mouth while eating. Do not pour soy sauce over rice.

**Sushi:**

Pour soy sauce into the small plate provided. It is considered bad manners to waste soy sauce; try not to pour more sauce than needed. You do not have to add wasabi into your soy sauce. The sushi pieces usually already contain wasabi, and some pieces are supposed to be eaten without wasabi. If you choose to add wasabi, use only a small amount in order not to offend the sushi chef. If you do not like wasabi, you can request that none is added into your sushi. In general, you are supposed to eat a sushi piece in one bite. Hands or chopsticks can be used to eat sushi. For nigiri, dip the piece into the soy sauce upside-down with the fish part ahead. A few kinds of nigiri, for example, marinated pieces, should not be dipped into the soy sauce. For gunkan, pour a small amount of soy sauce over it, rather than dipping it into the sauce.



**Sashimi:**

Put some soy sauce into the small plate provided. Mix some wasabi into soy sauce, but do not add too much wasabi as this would overpower the taste of the raw fish (and possibly offend the chef). Use the sauce for dipping sashimi pieces. Some types of sashimi are enjoyed with ground ginger rather than wasabi.



**Miso Soup:**

Drink the soup out of the bowl as if it were a cup or eat with the spoon provided. You can also eat the solid pieces with your chopsticks.



**Noodles:**

Lead the noodles with your chopsticks into your mouth, while sucking them down in with a controlled slurping sound. Try to copy the slurping sound of people around you. If a spoon is provided, use it to eat the soup; otherwise, lift the bowl to your mouth to consume the soup.



**Kare Raisu:** (Dishes in which steamed rice poured over curry sauce)

Kare Raisu (Japanese style curry rice) and other rice dishes, in which the rice is poured over a curry sauce may be somewhat difficult to eat with chopsticks. Kare Raisu is often eaten with a spoon rather than chopsticks.



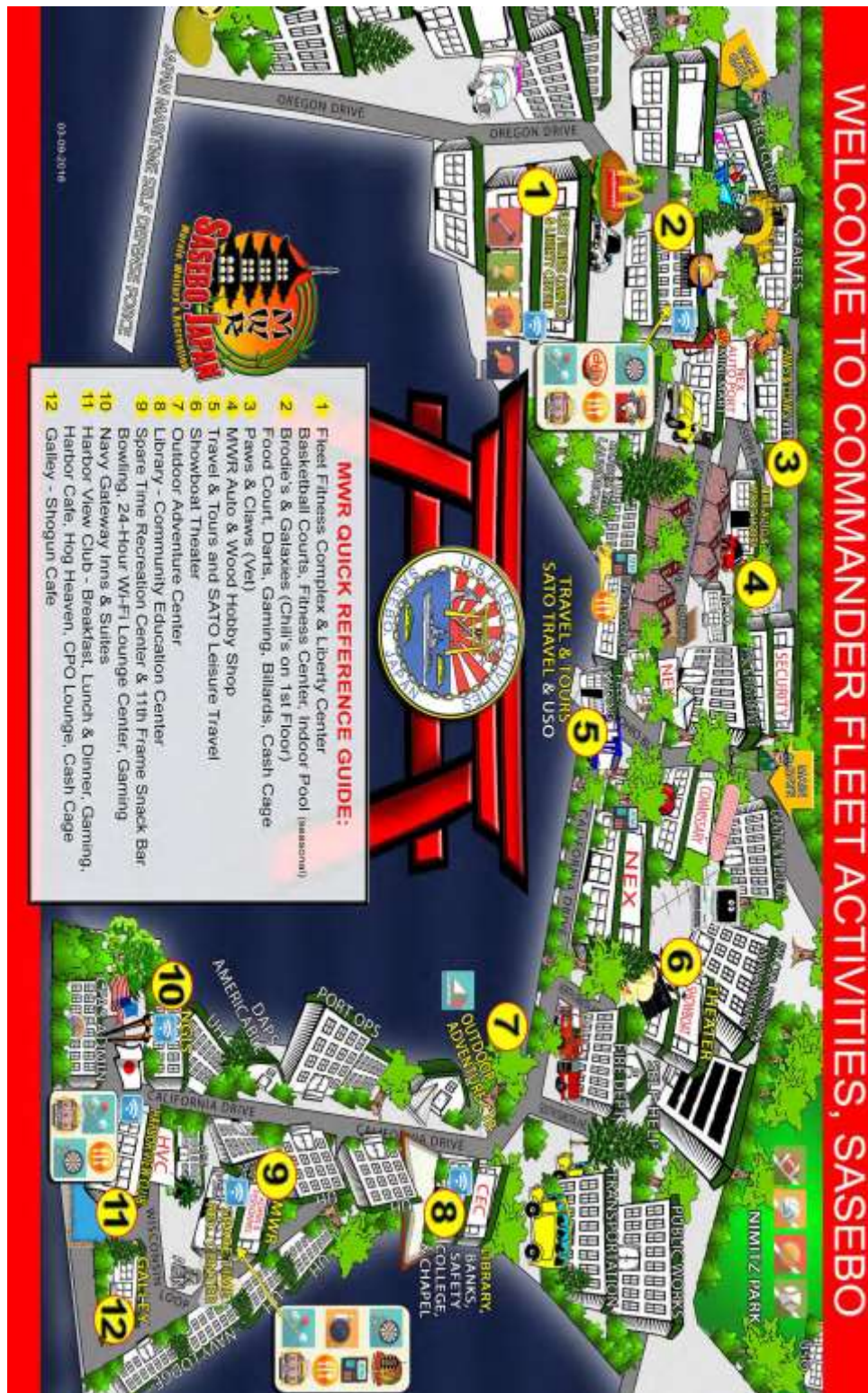
**Big pieces of food:**

(e.g. shrimp tempura) Separate the piece with chopsticks (This takes some practice), or just bite off a piece and put the rest back onto your plate.

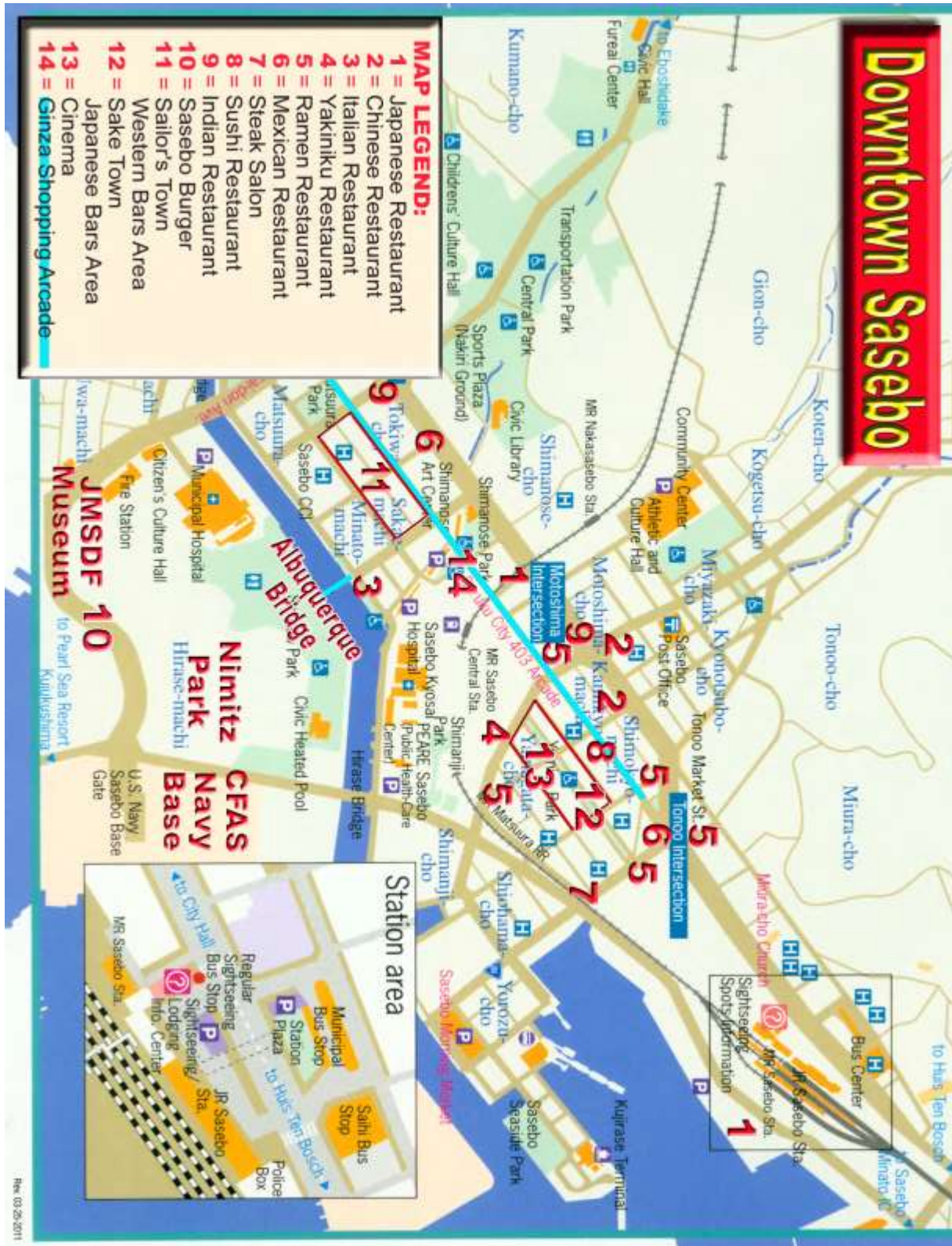


Maps of Commander Fleet Activities Sasebo

Base Map:



Map of Downtown Sasebo:





## Commander Fleet Activities—Sasebo Housing Information

Living in Japan can be fun and a challenge. Learning new customs, tasting different foods, and finding a house you can call home; are all part of the unique experience you will encounter.

Command Fleet Activities Sasebo has 749 unit Military Family Housing (MFH) serving the accompanied housing requirements of US Forces and civilian personnel authorized to serve “with dependents” tour in Sasebo and five Unaccompanied Housing (UH) buildings. Our off-base Housing Referral Service provides housing leases for unaccompanied personnel and families in the area that are authorized to live in the local community. In order to ease your transition, other housing support functions are provided to include the temporary loaner furniture program, self-help center, off-base housing inspection, translation, lease interpretation, mediation and housing showing services are some of the support programs we provide to the Sasebo community.

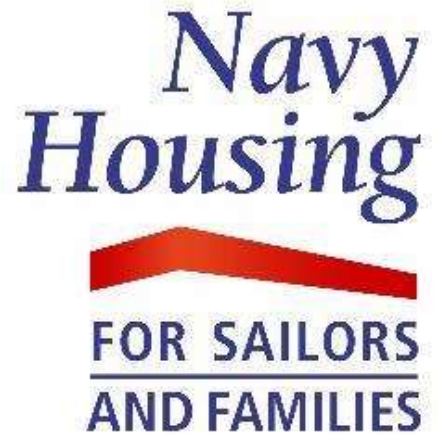
Let us take you step-by-step through the process to apply for housing at the Sasebo Housing Services Center. For any questions about family housing, please contact each point of contact directly or [email us](#).

*NOTE: Please review the information contained in this website as it contains fairly detailed information that should answer most of your questions. If you cannot find the answer, please include pertinent information with your questions in your email.*

- *For example: I am an E-6/CS1 with a spouse (non-military); a 6 year old boy; and 9 year old daughter (I have Dependent Entry Approval for all). I also have a dog & a cat. We will all arrive together on June 22nd. I will be attached to the USS Ashland. My question is.....This type of information will help us to answer your questions quicker.*

**Family Housing mailing and contact information**

Housing Services Center (Family Housing)  
 U.S. Fleet Activities, Sasebo, Japan  
 PSC 476 Box 126  
 FPO AP 96322



DSN:	(315) 252-3402/3923
DSN Fax:	(315) 252-3453
Off – Base Local:	0956-50-3402/3923
From U.S.:	011-81-956-50-3402/3923
Email: <a href="mailto:M-SA-CFASHousingInformation@fe.navy.mil">M-SA-CFASHousingInformation@fe.navy.mil</a>	
Location:	Bldg. 200 3rd Floor (across from Branch Health Clinic)
Hours:	0800-1630 Monday to Friday (except Wednesday)
	0800-1500 Wednesday
<a href="http://www.facebook.com/CFASHousing">www.facebook.com/CFASHousing</a>	

All service members and civilian personnel are required to check in with the Housing Services Center (HSC) prior to agreeing to rent, lease, or purchase of housing. Personnel entering into rental lease agreements without negotiating them through the HSC risk being disallowed payment of housing allowances but will still be held accountable to pay for the rental lease agreement out-of-pocket. Only rental properties that are inspected, approved and listed by the HSC will be considered valid for payment of Overseas Housing Allowance (OHA) and Living Quarters Allowance (LQA).

**Family Housing**

Family housing in Sasebo currently comprise a total of 749 units located at Dragon Vale, Fiddler’s Green, and Hario Village. Dragon Vale and Fiddler’s Green housing areas are located right outside the main base in the City of Sasebo, Japan. Hario Village is located at scenic Hario-shima (Hario Island) and is right beside Huis Ten Bosch – a Dutch Village & Theme Park. We offer two, three and four bedroom units located in mid-rise and high-rise apartments, garden units, and town homes.

**Dragon Vale / Fiddler’s Green**

Dragon Vale and Fiddler’s Green housing areas are located across the street from Sasebo Naval Base. Residents utilize all main base facilities including the commissary, medical clinic, gyms, swimming pool, Movie Theater, restaurants, banks, chapel, post office and the Navy Exchange. Located in the Main Base housing area you will find Sasebo Elementary School (K-6), E.J. King School (7-12), teen center, youth center, and a child development center. There are 217 homes which are a combination of tower apartments, garden-style apartments, and townhouses. There are several variants of two, three and four bedroom units. Sizes and floor plans may vary.

## **Hario Village**

The Hario Village housing area is a scenic and peaceful community located 25 minutes from Main Base (via the expressway). There is a home-to-work shuttle bus program that runs two times a day between Main Base and Hario Village. In addition to the 532 family housing units, Hario Village has the larger commissary, a gym, swimming pool, tennis courts, teen center, youth center, community center, village theater, chapel, post office, ATM, food court, gas station, medical/dental clinic, NEX Home Store, and a child development center. Also located at Hario Village is J.N. Darby Elementary School (K-6). Middle School and High School students are bussed to the E.J. King School at Main Base.

## **Off Base Japanese Rental Units**

Most newcomers are shocked by their first look at available rental houses. Expect to see small houses averaging 720 square feet or less for a two bedroom unit. They are built with unfamiliar materials like tatami (straw mat) floors, and unfamiliar appliances or no appliances at all. Newer homes have only one or two tatami rooms; the rest have tile or hardwood floors, and some homes have no tatami.

The standard bedroom size is six tatami, about 9 ft. by 12 ft. A "large master bedroom" is eight tatami, or 12ft. by 12 ft. Houses often have narrow doors and halls, and narrower staircases (e.g., 27 inch wide doors). Therefore, king size mattresses often won't fit upstairs. Door frames are often lower, about six feet from floor to top. Oversized couches or overstuffed chairs may not fit, since dining rooms are often just one end of a living room. Storage inside the house or outside may be limited or non-existent, and there is usually no attic or basement and no garage.

Members with large families having a four or more bedroom requirement are advised that suitable accommodations in both on and off base housing are severely limited. Sponsors in this category should seriously consider preceding the family to Japan to find appropriate accommodations.



HOMES.mil is a new official Department of Defense (DoD) website, dedicated to helping Service members, Families, and DOD civilians find housing.

**Effective 25 Jun 2013 all Active Duty Accompanied Members must reside in on-base housing.**

All incoming military families are involuntarily assigned to MFH meeting their eligibility requirements based on rank and family composition (sorry - I know we love them, but dogs are not considered to be part of the family composition for housing assignment purposes), without regard to location (Dragon Vale or Hario Village) or type of unit (garden-style apartment, townhouse, or tower unit). Members declining involuntary assignment will no longer be eligible to receive a government funded courtesy move (moving from off-base to on-base) and Temporary Lodging Allowance (TLA) is forfeited in 30 days or on the availability date of the unit offered, whichever is later. Furthermore, Member will not be eligible for Overseas Housing Allowance (OHA) and (Move In Housing Allowance (MIHA) entitlements.

**Eligibility to Military Family Housing**

- All military personnel completing an accompanied tour with bona fide family members are eligible for MFH. Bona fide family members are those who have received dependency status, command sponsorship approval, and will reside with the sponsor for nine consecutive months or more each year during the sponsor's tour.
- All military personnel with newly acquired family members and/or non-command sponsored family members who will reside with their sponsor for nine consecutive months or more each year during the sponsor's tour may apply for MFH. The control date will be the date when HSC receives the command sponsorship approval.
- Active duty single parent. An individual serving an accompanied tour who is unmarried, divorced, separated or widowed and is accompanied by bona-fide family members with command sponsorship who will reside with the sponsor for nine or more consecutive months each year during the sponsor's tour is eligible for MFH. Divorced or separated members must have legal and physical custody of bona-fide family members for at least nine consecutive months each year during the sponsor's tour. A single parent who requires a live-in childcare provider must submit a written request to HSC.
- Single, pregnant service member. Unmarried, pregnant service members may apply and be placed on the waiting list for MFH upon certification of pregnancy, but will not be assigned MFH prior to the birth of the child. The housing application control date will be the date the housing application and physician pregnancy certification are received. Offer of assignment to MFH will not be made until a birth certificate is received or a waiver granted by the HA to reside in MFH prior to birth has been received by the HSC.
- Department of Defense (DOD Civilians, Non-Appropriated Fund (NAF) employees, and Non-DOD Civilians (Red Cross, USO) with transportation Agreement may apply for assignment to MFH, but will primarily rely on surrounding civilian communities for housing support.
- All DOD appropriated fund civilian employees of the U.S. Forces (Article I of the Status of Forces Agreement) on transportation agreements, eligible for Living Quarters Allowance (LQA), and accompanied with bona fide family members with command sponsorship approval who will reside with the sponsor for nine consecutive months or more each year during the sponsor's tour, are eligible for MFH. Assignments to MFH will be terminated after five consecutive years, unless the ICO determines it is in the best interest of the government to extend occupancy. Such decisions will be documented and kept on file for a minimum of three years.

- Other civilian government employees and American Red Cross personnel in grade ARC 34 or higher and accompanied with bona fide family members with command sponsorship that will reside with the sponsor for nine consecutive months or more each year during the sponsor's tour, are eligible for MFH.
- Non-appropriated fund personnel accompanied with bona fide family members with command sponsorship approval who will reside with the sponsor for nine consecutive months or more each year during the sponsor's tour and on a transportation agreement are eligible for assignment to MFH. Assignments to MFH will be terminated after five consecutive years unless the ICO determines it is in the best interest of the government to extend occupancy. Such decisions will be documented and kept on file for a minimum of three years. The HSC will determine eligibility for MFH for non-appropriated fund personnel who are on transportation agreements based on equivalency in pay grade and equivalency certification from the employer's management authority. Non appropriated personnel shall pay the established rental and utility rates for MFH.
- DOD sponsored civilian personnel accompanied with bona fide family members who will reside with the sponsor for nine consecutive months or more each year during the sponsor/s tour and command sponsored may be provided MFH when surplus assets are available or under special priority situations as determined by HA. Assignments to MFH will be terminated after five consecutive years unless the ICO determines it is in the best interest of the government to extend occupancy. Such decisions will be documented and placed on file for a minimum of three years.

### **Temporary Lodging Allowance (TLA)**

TLA accrual begins the day the member reports to the new permanent duty station. Paid TLA begins when member and family report to the new duty station. Member must check-in to Housing Services Center to submit an application to be eligible for TLA after check-in to your new command. 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. TLA is a reimbursable entitlement and paid in 10 day increments.

### **Temporary Quarters Subsistence Allowance (TQSA)**

The primary guidelines for TQSA CFAS HSC will ensure economical management and compliance with applicable regulations and policies. DOD civilians under transportation agreement and entitled to TQSA will be managed in coordination with their servicing Human Resources Office (HRO) using the Department of State Standardized Regulations (DSSR)

When a valid offer for MFH is available to a family based on family composition, but unable to accept, the sponsor will be notified in writing and the TQSA entitlements will cease thirty (30) days after notification of MFH availability or unit move-in date, whichever is later.



## **How To Apply For Base Housing:**

### **Military Members**

The following are the documents required:

1. Housing application DD Form 1746
2. PCS Orders (all pages)
3. Family Entry Approval or Command Sponsorship Approval
4. Detaching Endorsement (L20/L01 Activity Loss from last Permanent Duty Station)
5. Page 2 (Record of Emergency Data)
6. Valid Power of Attorney for your spouse or representative if sponsor is absence
7. Marriage Certificate (married after arrival member)
8. Pregnancy Certificate (single pregnant member)
9. Court Ordered Custody Agreement for your step children (if applicable)
10. Pet Customs Forms and Record (if applicable)

Note: When you apply for MFH, we will collect these documents. Other supporting documents may be required on a case-by-case basis.

In order for you to retain your CONTROL DATE (C/D) which affects your waiting period, you must apply for MFH within 30 days of reporting to your new command in Sasebo.

If you are reporting from a Permanent Duty Station (PDS), your C/D will be established as the date you detached from that PDS.

If Sasebo is your first PDS, the reporting date to your command will be your C/D. Failure to apply for MFH within 30 days; your C/D will be the date of application and also will not be authorized for a government-funded local move.

### **DOD Civilians / United States Civilian Services (USCS)**

The following are the documents required:

1. Housing application DD Form 1746
2. DoD Travel orders
3. Transportation Agreement DD Form 1617
4. SF-50
5. Dependent Entry Approval or Command Sponsorship Approval if applicable
6. Valid Power of Attorney for your spouse or representative if sponsor is absence

Note: When you apply for MFH, we will collect these documents. Other supporting documents may be required on a case-by-case basis.

In order for you to retain your CONTROL DATE which affects your waiting period, you must apply for MFH within 30 days of reporting to your new command in Sasebo.

Control date for civilian employees will be the effective date on SF-50 to your command in Sasebo.

Failure to apply for MFH within 30 days, your control date will be the date of application and also will not be authorized for a government-funded local move.

### **Advance Application**

If you would like to send your application form and required documents in advance, you are more than welcome to do so 30 days prior to your arrival. We will hold your application and that will be activated on a waiting list AFTER you reported to your new command on board CFA Sasebo. Your name will not go on a waiting list until after you have arrived, reported to your new command and completed the application process with counselor.

### **Control Date & Waiting List Placement**

- Member's Control Date will be usually date detached from last PDS, activity loss departure date.
- Control date determines the position on a waiting list and waiting time period.
- If member fail to apply for MFH within 30 days, his/her control date will be the actual date of application (walk-in date). Member will start at the bottom of the waiting list and will not be authorized for a government funded local move from his/her off-base residence.
- The waiting times are estimates and subject to change daily.

### **Housing Offer & Assignment**

There will be an initial waiting list based on your pay grade and bedroom eligibility. Member will be offered the next available unit at the earliest move-in date unit. House offer and assignment are based on member's pay grade and family composition listed on his/her Dependent Entry Approval.

Once member or spouses have been contacted and an offer of MFH has been made, member has 48 hours to accept or decline the offer. Member and spouse should discuss housing options prior to any offer as many service members are deployed when an offer occurs. If member or spouse do not respond within 48 hours after being contacted and made an offer, it will be considered an automatic declination of MFH. This has the same effect as if member declined in writing. A member either accepts and move-in or may decline the offer.

All assignments to Military Family Housing are for the duration of the sponsor's duty at the geographic location, Sasebo. Any follow-on tours/extensions in Sasebo (sea or shore) are considered as in the same geographic location. Relocation to another unit is not authorized unless there is an increase in bedroom entitlements (self-move) or promotion from enlisted to officer (funded move).

As offers could be made while the unit is in the Change-of-Occupancy Maintenance phase, the offered unit may not be available to viewed. In that case a like unit may be available to be viewed. If no units are available for viewing, member's decision will have to be made based on available floor plans.

BAH/OHA stops on the Date of Assignment to Housing

## **Pets**

Dogs are authorized in all MFH townhouse, garden apartment; 1st and 2nd floor of tower units at CFAS. However, the second floor garden apartment units and tower units does not have a yard.

All non-domestic animals are not allowed in MFH. This includes, but not limited to: snakes, lizards, pot belly pigs, rabbits, chinchillas, chickens, ducks, ferrets, monkeys, reptiles and tarantulas. Raising animals of any type, including birds and fish, for commercial purposes is not allowed.

Owners are permitted to keep two pets in their assigned unit (e.g., two cats, one cat and one dog; etc.). All pet must be registered with the Sasebo Veterinary Treatment Facility, have proper inoculations, and be micro-chipped for identification at all times. Pet cats must be spayed or neutered.

Pet owners will be held personally and financially responsible for the care of their pets, cleanliness of their MFH and the entire CFAS housing community. Pet ownership at CFAS MFH is a conditional privilege.

Only pet dogs arriving PCS with members or in the process of transporting to Japan shall be taken into consideration when making housing assignments. Pets acquired after arrival will not be considered when making assignments in any circumstance.

Documentation certifying registration, inoculations, spaying, or neutering must be submitted to the Housing Services Center upon initial assignment and upon request. Failure to submit the documents shall be cause to refuse a pet from staying in Military Family Housing.

Bringing pets will seriously interfere finding a place to live, both on and off base. Housing applicants are advised via Family Entry Approval message and PCS Orders not to bring their pet dog(s) until it is determined if the type of unit they will be assigned will allow the dog. For more information on importing pets, please click the link below:

<http://www.usarj.army.mil/organization/vet/>

## **Unaccompanied Housing (UH) Division**

Also known as Bachelor Quarters or Bachelor Housing, UH Division is responsible for providing single/unaccompanied housing for all authorized FLEACT Sasebo, tenant units and home ported ships. We have five (5) buildings dedicated for this mission to support the permanent party housing requirements and the CNO's Home Port Ashore program.

E1-E4 personnel assigned to home ported ships must check-in with their respective units prior to assignment & occupancy of UH. For E1-E3 Sailors assigned to shore, tenant or rotational commands, please check in to our Front Desk at Building 151 with the following documents:

- PCS Orders
- Fill-out the front desk check-in information

For single personnel, Housing Referral Service for off-base housing will be provided as soon as verification of entitlements, eligibility and/or non-availability of government quarters has been documented and received. Authorization, requirements and documentations will vary according to your paygrade and assigned duty station.

Newly arrived unaccompanied active duty personnel unable to report to their units because of underway/deployments should report to the Regional Transient Personnel Detachment (R-TPD at PW-63) for assignment to temporary sleeping quarters.

### **Unaccompanied Housing mailing and contact information**

Housing Services Center (Unaccompanied Housing)  
U.S. Fleet Activities, Sasebo, Japan  
PSC 476 Box 126  
FPO AP 96322-0002

DSN (315) 252-6081  
DSN Fax: (315) 252-6081  
Off-Base local: 0956-50-6081  
From U.S.: 011-81-956-50-6081

Email: [M-SA-CFAS-UA-Housing-GD@FE.NAVY.MIL](mailto:M-SA-CFAS-UA-Housing-GD@FE.NAVY.MIL)

Location: Building 151 1<sup>ST</sup> Floor (Next to Community Education Center)

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## Housing FAQs

### **Q: Where can I find an application and other documents required for housing?**

Navy Housing website [www.cnmc.navy.mil/housingpolicyandforms](http://www.cnmc.navy.mil/housingpolicyandforms).

### **Q: If I apply for housing using the Housing Early Application Tool (HEAT), does the date I submit my application become my control date?**

No. HEAT does not change existing policy for determining your control date.

### **Q: What is the Family Housing wait list based upon?**

The wait list for Family Housing is based on Service member rank and bedroom requirement. Here in Sasebo, Officers and enlisted personnel separate wait lists are maintained.

### **Q: How is my name placed on the housing waiting list?**

You will be placed on the housing waiting list according to your pay grade category and the number of bedrooms you qualify for. For example, if you are an E5 with two children, you will be placed on the Enlisted three bedroom housing waiting list.

A member may not be placed on more than one waiting list.

### **Q: How is my control date established?**

Your control date for placement on the housing waiting list is normally your date of detachment from the previous permanent duty station. For example, if you detached from your previous permanent duty station 1 April 20xx, you will be placed on the waiting list with the control date of 1 April 20xx, provided you come to the Housing Services Center within 30 days of reporting to your command.

If two or more sponsors on the same waiting list have the same control date, placement on the list will be based on seniority.

### **Q: I am the sponsor of an Exception Family Member (EMF) registered in the EFMP. Is special consideration given to this circumstance for my control date?**

Possibly. Family members designated as Categories IV and V EFMs are severely disabled, and Navy Housing strives to provide permanency in living arrangements. As a result, EFM Categories IV and V are placed directly below the freeze zone. When two or more members are waiting for assignment, the higher of the EFM categories will be given priority in assignment. If members are designated in the same EFM Category, the actual control date will determine the priority of assignment unless written notification is provided by the medical authority indicating unique circumstances.

### **Q: Are pet dogs considered when making assignments to military family housing?**

No. Pets may not be considered as family members for the purposes of military family housing assignment purposes. Therefore, they do not affect the type of unit authorized or the number of bedrooms permitted.

### **Q: How come my name keeps going down on the list?**

You should remember that even though you have been placed on the appropriate waiting list, there is a possibility that you might be displaced by new arrivals who detached from their last permanent duty station before you did.

### **Q: What happens if my eligibility changes while I'm on the wait list?**

If your eligibility changes while on a wait list, the original control date will continue to be used in instances when you will be placed on another wait list, such as: promotion or frocking resulting in eligibility for a higher grade category of housing, a change in priority status, or change of eligibility for number of bedrooms. If the control date would place your name in the freeze zone on the new wait list, then you will be placed immediately below the freeze zone.

### **Q: Can I request assignment to Main Base housing only?**

No, you cannot request a specific unit type or location. The new policy states that members will be assigned to military family housing based on eligibility and entitlement, regardless of location or type of unit.

### **Q: What happens if I placed my name on the housing waiting list for one bedroom less than I am authorized?**

If you have requested and are assigned one bedroom less than you are authorized, you will not be authorized to relocate to another larger unit at a later date, unless you increase your family size by an additional member.

### **Q: How long do I have to move out of temporary lodging and into military family housing after being assigned to it?**

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Immediately. Any expenses for stays in temporary lodging after assignment may not be covered by temporary lodging allowances.

**Q: Can I be authorized to stay in the Navy Lodge and draw TLA until complete with AOB/ICR so my family can secure transportation before accepting a house?**

No. TLA, according to the JFTR, is authorized upon initial arrival (reporting for duty) at an OCONUS PDS and waiting for Government quarters assignment. If quarters are available when you arrive you will be assigned those quarters and therefore not authorized TLA. Arranging transportation to and from home/work is the responsibility of the service member and their Command.

**Q: My family is coming later than me. Will I be assigned to military family housing before they arrive?**

Yes. You may be assigned 30 days in advance of your family arriving. Please note that you are required to provide Housing Services Center your family's flight itinerary.

**Q: My family is coming earlier than me. Can they be assigned housing before I arrive?**

Yes, if you have an Advance Travel of Dependents authorization. Your spouse must check-in to the Housing Services Center upon his/her arrival with all the required documentations and a valid power of attorney allowing them to accept housing on your behalf. If your family arrives without an approved Advance Travel of Dependents, they are not entitled to any housing or temporary lodging allowances. Also, they will not be eligible for housing referral services and furnishings support.

**Q: If I am a civilian employee already in military family housing, will I be required to vacate my assigned unit because of the new assignment policy?**

No. However, the 5 year occupancy rule for civilian residents remains effective, and you will be required to vacate your assigned military family housing after being assigned to it for 5 years.

**Q: What housing allowances am I eligible for?**

Military members are entitled to various allowances to ensure the transition to a new location is as smooth and stress-free as possible. For information about your allowances, visit the Defense Travel Management Office website. If you have any questions, contact the PSD or Ship Admin.

**Q: How can I accept or decline government quarters while I am deployed?**

Give your spouse or a friend Power of Attorney before deploying and make sure the Housing Services Center has the designated person's contact information. Power of Attorney can be done at the Naval Legal Services Office.

**Q: How can I pay my rent and utility bills while I'm deployed?**

The Private Rental Lease Agreement states that the rent is due by the 3rd day of each month. Please make arrangements to pay you rent in advance of your deployment or sign up to pay your rent electronically through GI Bill Pay services. GI Bill Pay Services is an easy, safe and a convenient way to pay your rent and utilities. It is done by electronic bank to bank transfers. You can pay your rent and most utilities through this service. There is a small service charge to use this service. Please contact the Housing Services Center for details or email GI Bill Pay services at [gibp\\_sasebo@sunny-net.ne.jp](mailto:gibp_sasebo@sunny-net.ne.jp).

**Q: How can I make arrangements to vacate quarters when I receive PCS orders while I'm deployed?**

For government quarters, you have an obligation to notify the Housing Services Center 30 days in advance. Please send a copy of your PCS orders and valid Power Of Attorney (POA) to your spouse so he/she can make arrangements for your household goods pack-out at the Personal Property Office. Pre-Termination inspection and Final Inspection should be scheduled by your spouse at the Housing Welcome Center.

For private rental, you have an obligation to notify your landlord 10 days (30 days for RPP) in advance. The Housing Service Center will contact your landlord as soon as you have found out the approximate date you will terminate the lease. Final Inspection must be scheduled with your landlord or housing agent.

## CFAS Shuttle Services

### Fukuoka Airport Shuttle Bus Schedule

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

## HARIO HOME-TO-WORK SHUTTLE

RUN	ROUTE	BUS STOP LOCATIONS	TIME ( MONDAY THRU FRIDAY ) ( NO WEEKENDS or HOLIDAYS )		
			Departure	Departure	Arrival
MORNING	MAIN BASE	SHOW BOAT THEATER PARKING LOT	5:30	6:30	7:32
	MAIN BASE	GALAXIES	5:31	6:32	7:34 <i>Finish</i>
	HARIO HOUSING	HARIO COMMUNITY CENTER	6:00	7:00	
	HARIO HOUSING	HARIO UME TOWER	6:02	7:02	
EVENING	MAIN BASE	SHOW BOAT THEATER PARKING LOT	16:30	17:30	18:33 <i>Finish</i>
	MAIN BASE	GALAXIES	16:32	17:32	
	HARIO HOUSING	HARIO UME TOWER	drop off only	drop off only	
	HARIO HOUSING	HARIO COMMUNITY CENTER	17:02	18:02	
	HARIO HOUSING	HARIO UME TOWER	17:03	18:03	
<b>NOTES</b> 1) Following boarding priority applies : a) Active duty military and DoD civilian employees b) Off-duty military personnel and DoD civilian employees c) Reserve and National Guard members d) Dependents of active duty military and DoD civilian employees e) Retirees f) Visitors to the base (intra-installation only) 2) Passengers on the shuttle bus must occupy seats and wear seat belts. 3) Standing on the bus is not allowed.					

**Friday & Saturday Main Base to Hario Shuttle Bus**

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

**CFAS BASE SHUTTLE AM RUN**

**MON - FRI EXCLUDING WEEKENDS & HOLIDAYS**

Bus Stop Location		Round 1	Round 2	Round 3	Round 4	Round 5
1	CBH-98	6:00	6:20	6:40	7:00	7:20
2	Harbor View Club	6:02	6:22	6:42	7:02	7:22
3	Fleet Landing	6:05	6:25	6:45	7:05	7:25
4	Galaxies (Bldg.1649)	6:06	6:26	6:46	7:06	7:26
5	SRF / J/B#2	6:08	6:28	6:48	7:08	7:28
6	PSD	6:11	6:31	6:51	7:11	7:31
7	Food Court	6:12	6:32	6:52	7:12	7:32
1	CBH-98 (Arrive)	6:14	6:34	6:54	7:14	END

**CFAS BASE SHUTTLE PM RUN**

**MON - FRI EXCLUDING WEEKENDS & HOLIDAYS**

Bus Stop Location		Round 1	Round 2	Round 3	Round 4
1	SRF / J/B#2	16:00	16:30	17:00	17:30
2	PSD	16:03	16:33	17:03	17:33
3	Food Court	16:04	16:34	17:04	17:34
4	CBH-98	16:06	16:36	17:06	17:36
5	Harbor View Club	16:08	16:38	17:08	17:38
6	Fleet Landing	16:11	16:41	17:11	17:41
7	Galaxies (Bldg.1649)	16:12	16:42	17:12	17:42
1	SRF / J/B#2 (Arrive)	16:14	16:44	17:14	END



## **General School Information Sasebo, Japan**

### **School Registration Information Sasebo, Japan**

*Please have the following documents/items at the time of enrollment to ensure a smooth registration process:*

- All previous school records, report cards, transcripts and other academic records
- A transcribed shot/immunization/vaccination health record (Naval Branch Health Clinic can transcribe your student's record)
- Copy of Sponsor's PCS orders
- Copy of Dependent Entry Approval letter
- Copy of students passport or birth certificate
- Local telephone number, mailing address and email address
- Local emergency contact information
- U.S. Emergency contact information

*Electronic DoDEA Student Registration Form*

<http://www.dodea.edu/parents/registration.cfm>

### **Sasebo Elementary School (Grades K-6)**

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

Email: [Registrar.SaseboES@pac.dodea.edu](mailto:Registrar.SaseboES@pac.dodea.edu)

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

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

### **Jack N. Darby Elementary School (Grades K-6)**

*Located in Hario Village Housing, all students living in Hario Village Housing are zoned to attend Jack N. Darby Elementary School.*

Email: [Registrar.DarbyES@pac.dodea.edu](mailto:Registrar.DarbyES@pac.dodea.edu)

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

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

### **Ernest J. King High School (Grades 7-12)**

*Located in Dragon Vale Housing, all students in grades 7-12 attend Ernest J. King High School.*

Email: [Registrar.KingMHS@pac.dodea.edu](mailto:Registrar.KingMHS@pac.dodea.edu)

Phone: 315-252-3059 (DSN), 011-81-956-3059 (From U.S.)

<http://www.king-hs.pac.dodea.edu>

## Youth Sponsorship Program

Dear Parents,

CFAS Youth warmly invite you and your child to take part in the Navy Youth Sponsorship Program (NYSP) collaboration between Sasebo Elementary, Darby Elementary, E. J. King Middle/High School, and Morale, Welfare & Recreation (MWR) Child & Youth Programs (CYP). The purpose of the Navy Youth Sponsorship Program is to provide information, discussion and support concerning the needs of the transitioning military child.

In today's military, more and more service members are on a schedule that can be both demanding and stressful. We anticipate that the NYSP will provide transitioning students with valuable information to assist them as they adjust to a new area, and will help them build lasting bonds with other military students. Youth involved in the program will gain the following information and experience:

- Transitioning – The military child shares experience transitioning from one area to another with other military children.
- Support – The transitioning child will learn about available resources and support in the new area.
- Academic Avenue – The transitioning child will learn what to expect from the new school.
- Military Solidarity – Through spending time together and sharing stories with other military children about their military journey, transitioning children can build relationships with children in their new area, which can reduce their anxiety regarding adjusting to a new community.

If you would like your child to be a Youth Sponsor, please fill out the bottom portion of this letter and return by email to: [Christy.Johnson@fe.navy.mil](mailto:Christy.Johnson@fe.navy.mil)

Sincerely,  
School Liaison Officer  
Commander Fleet Activities Sasebo, Japan  
Email: [Christy.Johnson@fe.navy.mil](mailto:Christy.Johnson@fe.navy.mil)  
DSN: 315-252-2206  
Commercial 011-81-956-50-2206

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Name of Parent \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you interested in having your child participate in the Navy Youth Sponsorship Program?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

Name of Child \_\_\_\_\_ Grade \_\_\_\_\_

I have the following questions concerning the Navy Youth Sponsorship Program:

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Once we receive your form we will be in contact with you within 72 hours to set your child up with our Youth Sponsorship Program. We look forward to meeting you and your child.

### **CFAS Religious Ministries**

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

The following faiths groups are supported at CFAS Religious Ministries:

- Roman Catholic
- New Life Christian Community (Non-denominational Contemporary)
- Grace Community Chapel (Non-denominational Traditional Family Worship)
- Nichiren Daishonin Buddhism (SGI-USA)
- Seventh Day Adventist Fellowship

Regions Social Services available through CFAS Religious Ministries:

1. Counseling - all counseling is 100% confidential.
2. Suicide Prevention - if you or someone you know is struggling with suicidal thoughts, please contact our Duty Chaplain (090-3325-6494)
3. Baptisms and Dedications - if you are wishing to be baptized, or to have a baby baptism or child dedication service, please contact the CFAS Chaplains Office.
4. Premarital Counseling - for those couples considering marriage, we offer premarital counseling.
5. Facilities usage - if you need to reserve space in the CEC, call the CFAS Chaplains office.
6. COMREL (Community Relations Projects) - these events create goodwill, deepen our appreciation of other cultures, and build bridges between the United States and the international community.
7. Retreats (CREDO Sasebo Detachment) - we offer CREDO Marriage Enrichment Retreats, Family Retreats, as well as CREDO Personal Growth Retreats throughout the year.
8. Family Programs (Chili Contest, Thanksgiving dinner, VBS, AWANA)
9. Women's Bible Studies.
10. Stress Management & Marriage/Relationship classes.
11. Holiday Events and religious/social programs (Thanksgiving, Christmas, New Year, Easter etc...)

## **Family Employment Readiness Program (FERP) Resources**

### **FERP**

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

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

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

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

### ***Tips for Job Searching in Sasebo***

The first tip is patience. The job market is very tight in Sasebo because it is such a small community. There are plenty of hourly positions available through MWR at their locations around base such as the gym, restaurants, bowling alley, and childcare centers. The NEX and DECA (Commissary) typically have positions available as well. Professional positions are hard to come by; especially at the post-baccalaureate level. Consider volunteer positions to gain valuable resume experience and prevent gaps in your resume. Networking is key to the success of your job search.

### Department of the Navy Jobs at CFAS

- CNRJ HRO: [http://www.cnrc.navy.mil/regions/cnrj/om/human\\_resources.html](http://www.cnrc.navy.mil/regions/cnrj/om/human_resources.html)
- MWR SASEBO:  
[http://www.cnrc.navy.mil/regions/cnrj/installations/cfa\\_sasebo/ffr/MWR\\_Sasebo.html](http://www.cnrc.navy.mil/regions/cnrj/installations/cfa_sasebo/ffr/MWR_Sasebo.html)
- United States Naval Hospital Yokosuka, Branch Health Clinic Sasebo:  
<http://www.med.navy.mil/sites/nhyoko/pages/jobs.aspx>
- Navy Exchange (NEX) <https://www.mynavyexchange.com/work4us/>
- DECA Commissary: [http://www.commissaries.com/inside\\_deca/HR/employment\\_opportunities.cfm](http://www.commissaries.com/inside_deca/HR/employment_opportunities.cfm)
- FISC Yokosuka & Sasebo: <https://www.navsup.navy.mil/navsup/jobs>
- SRF U.S. Naval Ship Repair Facility (Yokosuka & Sasebo): <http://www.srf.navy.mil/>

### Supporting Organizations Jobs at CFAS

- Navy Marine Corps Relief Society: <http://www.nmcrs.org/jobs>
- USO: <http://uso.org/careers> or <http://uso.balancetrak.com/>
- DODDS Careers: <http://www.dodea.edu/Offices/HR/onlineapplication/submitApplication.cfm>
- Navy Federal Credit Union: <https://www.navyfederal.org/about/careers.php>
- Community Bank: [http://www.dodcommunitybank.com/home/customer\\_service/careers](http://www.dodcommunitybank.com/home/customer_service/careers)

### Worldwide Organizations

- USA Jobs: <http://www.usajobs.gov/>
- Federal Jobs: <http://www.americajob.com>
- Zeiders: [www.zeiders.com](http://www.zeiders.com)
- Department of Defense Education Activity (DoDEA):  
<http://www.dodea.edu/Offices/HR/employment/>
- Department of Navy Civilian Human Resources: <http://www.donhr.navy.mil>
- AMSEC/Northrop Grumman: [www.amsec.com](http://www.amsec.com)
- General Dynamics Information Technology: <http://www.gdit.com/careers/>
- Armed Forces Services Corporation (AFSC): <https://www.afsc.com/careers.html>

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FFSC Stress and Anger Management Workshop



Smooth Move



WALK AND TALK



FRG Basic Training

Understanding Your Military Pay

Sponsorship Orientation Workshop



Helping NAVY FAMILIES WORK

