

# What Do I Do At The Airport?

(DIRECTIONS from the airport(s) to Yokosuka Navy Base)  
(reproduced from Yokosuka's SITES information)



## Locating the DOD Counter if flight arrives at Terminal 1

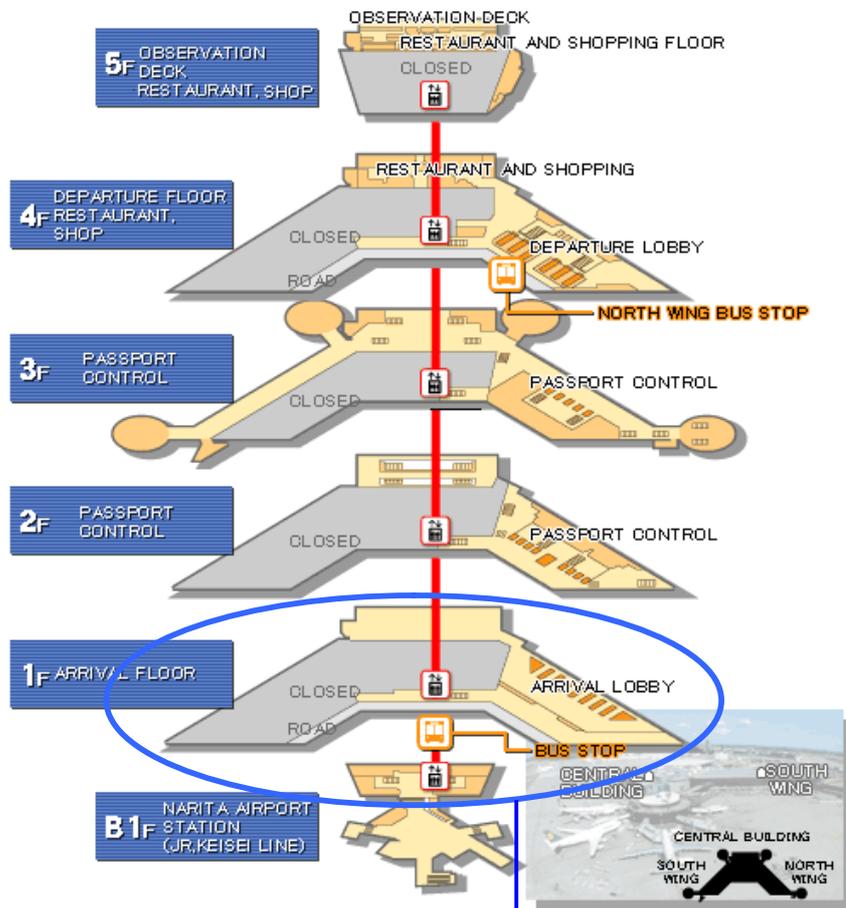
**From north wing:** After departing customs (northern wing), turn look left and you will see the DOD counter next to Meiji Milk and Café shop. See diagram of Terminal 1.

**From south wing:** After departing customs turn left and walk down corridor until you see DOD counter located on the right side next to Meiji Milk and Café shop. See diagram of Terminal 1

## Locating the DOD Counter if flight arrives at Terminal 2

Upon departing Customs, go outside to bus stop 8 or 18. Catch a free shuttle that runs every ten minutes to Terminal #1. At 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 beside Meiji Milk and Café shop.

## Map of Terminal 1



**Enlarged**



**Arrival via COMMERCIAL AIR at Narita Airport/New Tokyo International Airport:**

**NOTE:** These directions are based on arrival at Airport Terminal One. That is the terminal from which the Yokosuka bound buses depart. If you arrive at Terminal Two, take the free Airport Shuttle Bus to Terminal One from bus stops number 8 or 18 in front of the terminal.

**From Terminal One:** Follow the signs inside the terminal to the Arriving Passenger area. Whether you are coming from the North Wing or the South Wing you must take a left. Keep your eye on the desks to your right. You will see a sign that says DOD Liaison. This desk should be located almost to the very end of the walkway. Wait at the counter until an agent arrives and present your orders and military ID to them. They will reserve a seat on the bus for you and instruct you from there. The times that the bus runs are 1530, 1730, and 1900. Plan accordingly.

*This may not be required, but good to keep in mind:*

Make sure the officer stamps your passport (and your family members' passports) with the CORRECT entry stamp. The small square stamp clearly states:

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Under  
Status of Forces Agreement  
Entered Japan:  
Date:  
Port:  
Immigration Inspector:  
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This mark is then over-stamped with the immigration officer's date stamp.

With your stamped paperwork, proceed through the gate and down the stairs to the baggage claim area. Pick up your luggage and proceed to one of the long counters marked "Non-Resident" for Customs inspection.

**Arrival at Yokota Air Force Base via an Air Mobility Command (AMC) flight:**

AMC flights from the U.S. arrive at Yokota Air Force Base several days a week. Whenever an inbound flight is scheduled, Navy buses are assigned to transport passengers to Yokosuka Naval Base. During peak PCS seasons, when additional AMC flights may be scheduled, additional bus transportation is provided.

Scheduled AMC flights typically arrive at Yokota AFB at about 0700. The actual arrival time of AMC flights is always subject to change. Navy buses usually depart for Yokosuka about two hours after the arrival of an AMC flight. The bus departure time will be adjusted if the flight arrives earlier or later than scheduled. Service members, either singles or with their families, traveling on PCS orders has priority for seating on the bus. The bus ride From Yokota AFB to Yokosuka Navy Base is about 2-3 hours, longer if traffic is heavy.

At the present time there is no Navy liaison office in the Yokota AFB AMC passenger terminal. The Army/Air Force liaison or the Terminal Information Counter can provide information and assistance.

\*\*\*\*\* LOST LUGGAGE \*\*\*\*\*

If your luggage does not show up on the carousel at the baggage claim area, immediately contact one of the Baggage Claim Customer Service Representatives. At least one of the Representatives on duty will speak English. Provide your flight information and your baggage claim ticket stubs. You will then need to provide a local address for delivery of your luggage to the base (no charge to you.) The general address for the base is:

Kanagawa-ken  
Yokosuka-shi  
Tomari-cho 1  
Yokosuka US Navy Base\*  
(\*in Japanese, this is Bei Kaigun Yokosuka Kichi)

Give the phone number for the base operator. It is 046-816-1110.

You will also need to identify a point of delivery and phone number within the base. This might be the name of your initial lodging or your duty station, but it should be a place that is accessible 24 hours a day. Some examples are:

Navy Lodge (Bldg. J-200; base phone 243-6708; local phone 046-816-6708)  
BOQ (Bldg. 1556; base phone 243-5685; local phone 046-816-5685)  
Central Billeting Office (Bldg. 1555 Lobby; base phone 243-7777; local phone 046-816-7777)  
USS <name of your ship> (\*only if you know your ship is in port!)  
(QD phone numbers can be found in Major Unit Listings in SITES, or the base operator can assist to connect you.)

After providing the required information (above) to the Customer Service Representative, you will be given a receipt or card with contact phone numbers. The receipt/card will have instructions for you to call to check on your luggage after a specified time.

There is little else you can do except to continue with the arrival process, get to the base, relax, and take stock of what you have on hand. When found, your luggage should arrive at the place you designated within a day or two. Most folks who have gone through this experience report that their luggage showed up well in advance of the suggested call-back time on the receipt/card.

HERE'S A TIP: To prepare for the unlikely situation described above, pack a carry-on bag for yourself (and each family member, if necessary) with at least one change of clothes, two changes of socks and underwear, and basic toiletries (no sharp items.) You might also consider a light sweater, wind breaker, or jacket, depending on the season. Packing a lightweight travel umbrella might not be a bad idea either.

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After completing Japanese Immigration and Customs formalities, exit into the arrival lobby (remember, this is based on arrival at Terminal One). Turn right (regardless of the exit from Customs) and walk along the main lobby corridor. You will see a small coffee/snack stand on the left at the end of the main lobby. Just past this "café" you will enter the next section of the terminal. An overhead sign marked "Central Building" indicates you're heading in the right direction.

At the far end of the Central Building, at the far end of the long counter on your left, you will find the (very small) OFFICIAL DOD TRANSPORTATION Liaison Desk. A small sign will identify

this desk. The liaison on duty occasionally escorts groups to the military buses in the parking area, so don't worry if no one is at the desk. Signs at the desk will explain departure times to the various bases in the area and the location of the parking area. A phone is available to contact your duty station or SPONSOR. A phone number list for each base/operator is also available.

If you have made arrangements to be met at the airport, either by your **sponsor or a command representative**, the DoD Liaison Counter is a convenient place to meet. The exit door to the street and buses is nearby. The DoD liaison on duty (usually a US civilian) will let you use the phone to make contact with your duty station or sponsor. Make arrangements with the liaison for free bus transportation to Yokosuka Naval Base (you should bring an **extra copy of your orders** for this purpose.) The liaison will escort all passengers to the correct bus prior to departure.

**NOTE:** This DoD Liaison Counter is very small, and not very well marked. Keep your eyes open and concentrate on finding it. You can look around later. It has been set up this way for good reasons: OPSEC and personnel safety. Think about it; "you're not in Kansas any more."

**PLEASE READ THIS CAREFULLY:**

**NORMALLY**, the Navy buses to Yokosuka are scheduled to depart the parking area near Narita Terminal One at 1500, 1730 and 1900 daily. These are coach buses with a maximum seating capacity of 41 passengers. The Narita shuttle buses run 365 days a year.

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In the event that Yokosuka Base is placed in a **HEIGHTENED FORCE PROTECTION** status, government transportation to Yokosuka **MAY BE LIMITED TO MILITARY PERSONNEL AND FAMILY MEMBERS OF MILITARY PERSONNEL ONLY**, with approximately the same departure times.

Reservations would be strongly encouraged. However, if there were no reservations listed on the driver's manifest, seats would be given on a first-come-first-served basis. Passengers on these buses would need to provide two types of photo ID, one of which **MUST** be a Military Identification Card.

There is a charge to utilize government transportation from Narita to Yokosuka, for personnel under orders only (including TAD orders.) This charge **DOES NOT** come out of your pocket; it is charged against your orders. **MAKE SURE** you have an extra copy of your orders to give to the transportation liaison on duty. The actual amount charged against your orders is currently about \$34 per person.

Space available passengers do not have to pay the transportation charge out of pocket to ride the airport bus, but neither are they guaranteed a seat.

PETS may not be brought aboard the Navy shuttle buses. If you are arriving with your pet(s), you will need to coordinate with your sponsor at your gaining command for alternate transportation.

Personnel (and family members) under PCS or other official orders have priority for seating on the buses. You or your sponsor can (and **SHOULD!**) make advance reservations for the bus by calling **DSN 243-7777, or Commercial 011-81-46-816-7777**. Provide the number of people in your party, the flight number, and the date and time of your arrival. Be prepared to fax a clear copy of the following documents to the bus reservations clerk: PCS orders; Family Entry Approval letter; Travel document showing arrival date. The **DSN fax number is 243-9594**. The

**commercial number is 011-81-46-816-9594.**

Changing rooms and American style restrooms are available in the terminal. There is also an observation deck, a convenience store, a variety of Japanese fast food stands, and restrooms on the shopping mall levels of the Central Building in Terminal One. All shops and services in Narita Airport terminal buildings require payment in Japanese currency (Yen). There is a currency exchange on the first floor of Terminal One in the arrival lobby. There is another currency exchange in the departure area on the third floor. (Beware! If you exchange money in the U.S. airport prior to your departure, you will probably get a lousy exchange rate.)

**\*\*Note:** Upon arrival at Yokosuka Base, the bus driver is authorized to drop off passengers only at PSD (Bldg. 1555) and the Navy Lodge. Arriving passengers who do not have Navy Lodge reservations in advance should get off the bus at PSD. If your SPONSOR cannot meet you at the airport, PSD is a very convenient place to be met.

**If the ship is not in port Yokosuka when you arrive, you will have to report to TPU until we come back. Upon your arrival at PSD Bldg., there should be a representative from the CFAY Bus to direct you where to go. Just in case, here is your guidance on how to get to TPU:**

- 1. You are at PSD Bldg 1555, if you go behind the building you will see McDonalds.**
- 2. Across the street from McDonalds is the Harley Davidson sales office and Dry Cleaning Service on the left side. Cross the street and go straight until you see Bldg 1969 on your left. This is the TPU Barracks. It will be the only barracks on your left side.**
- 3. Go to their Quarterdeck and report to them since BLUE RIDGE is not in Yokosuka. They will notify the ship of your arrival and will let you know if you need to fly to wherever BLUE RIDGE is located.**

**\*\*\* If you have your family with you, you can ask the BUS to drop you off at Navy Lodge and then just go back to TPU to report. Make sure that your orders is endorsed with the proper date for TLA entitlement purposes.**

