

## NEW ARRIVAL REFERENCE CHECKLIST

### BEFORE YOU TRANSFER:

1. \_\_\_\_\_ Has your command initiated your overseas screening? Contact your local PSD). If accompanied, each family member must be screened also.
2. \_\_\_\_\_ You may use your orders for entry into Japan. If accompanied, your family members require a passport to enter Japan. A valid tourist passport (blue) or an official (no-fee) (brown) passport is required. (Contact PSD early, applying for a passport may take more than 60 days). It is recommended you also have one of the above passports.
3. \_\_\_\_\_ Ensure your U.S. (State) driver's license is current and you know how to renew it by mail.
4. \_\_\_\_\_ If you have school age children, applications for enrollment in Department of Defense Dependents Schools (DODDS) should have been included in your Welcome aboard package. If additional information or assistance is needed, contact your sponsor.
5. \_\_\_\_\_ Bring school transcripts and shot records for school age children. (If your children require special education requirements notify your sponsor).
6. \_\_\_\_\_ Bring copies of any medical records from doctors/hospitals that are not entered in your or your family's medical records.
7. \_\_\_\_\_ If you are bringing pets, bring their vet history. (Note health certificates, shot records and quarantine requirements in welcome aboard package).
8. \_\_\_\_\_ Are you shipping a vehicle? Ensure you contact household goods department early to make arrangements and find out the requirements for Japan. (Vehicles newer than 1976 face greater Restrictions on entry).
9. \_\_\_\_\_ Have you completed all special legal or insurance concerns? (Power of Attorney, Wills, Life Insurance, Renters Insurance, Page Two updated).

10. \_\_\_\_\_ All financial matters completed? (Taxes, Bank Accounts, Direct Deposits, Bills paid). You may want to open an account with Navy Federal Credit Union or USA Federal Credit Union. Both Credit Unions have branches on Yokosuka base for your convenience.

11. \_\_\_\_\_ Change of address cards mailed with new address? (If you are accompanied you can get a mailbox prior to your arrival), contact your sponsor.

12. \_\_\_\_\_ You can mail special need items (You may not wish to hand carry) 10 days to two weeks early, they should be available when you arrive. (Extra kids toys, clothes, videos).

13. \_\_\_\_\_ You may want to apply for an international calling card, it may come in handy. BEFORE YOU FLY:

1. \_\_\_\_\_ Notify your sponsor of your itinerary.

2. \_\_\_\_\_ Bring important travel items. (Reading material, sun glasses, medicines, a change of clothes, thing to keep kids happy (including batteries), toiletries, a pen, and money.

3. \_\_\_\_\_ Do you have copies of your orders, ID cards, medical records, tickets, and passports?

4. \_\_\_\_\_ Is the temperature safe for pets to travel?

5. \_\_\_\_\_ No prohibited items in luggage.

6. \_\_\_\_\_ Do you have emergency telephone numbers, sponsor's number(s) (home/work), base telephone numbers (old and new)?

7. \_\_\_\_\_ Wear appropriate and comfortable civilian liberty attire for travel.

8. \_\_\_\_\_ Ensure you have all your important carry-on papers. (Insurance, stocks, bonds, wills, power of attorney, etc.).

UPON ARRIVAL:

Welcome to Japan! You are granted 24 hours rest before reporting. Before your sponsor leaves, - DO YOU KNOW:

1. \_\_\_\_\_ When you are meeting again?
2. \_\_\_\_\_ Where to get food?
3. \_\_\_\_\_ Emergency phone numbers? (Base operator, medical, police, ambulance).
4. \_\_\_\_\_ What transportation is available? (Bus schedules, taxi services, rental agencies).
5. \_\_\_\_\_ How to get more money, and exchange money if needed?
6. \_\_\_\_\_ Where your pets are, and how to visit them?
7. \_\_\_\_\_ Have your orders been stamped or annotated with the date and time of arrival?
8. \_\_\_\_\_ Are your accommodations adequate?

IN PROCESSING:

1. \_\_\_\_\_ Tour base with sponsor.
2. \_\_\_\_\_ Check-in with the Admin Office
3. \_\_\_\_\_ Attend Area Orientation Brief, Welcome Aboard Brief, and Inter-Cultural Relations Seminar.