



U.S. FLEET AND INDUSTRIAL SUPPLY CENTER
YOKOSUKA, JAPAN

FISC Yokosuka, Japan



LOGISTICS SUPPORT CENTER

QUICK REFERENCE HANDBOOK

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1. INTRODUCTION

U.S. Fleet and Industrial Supply Center Yokosuka Japan provides fuel, contracting and supply support throughout the Western Pacific, including U.S. Fleet Activities Yokosuka, tenant commands, non - appropriated fund activities, and all Forward Deployed Naval Forces (FDNF) and transient units. The purpose of this handbook is to publish logistics information, procedures, and services available throughout the Western Pacific.

Mailing address: N62649 FISC YOKOSUKA JAPAN
PSC 473 BOX 11 ATTN: CODE 100
FPO AP 96349 - 1500

Location: Yokosuka, Bldg F - 157
Unit Identification Code: N62649
Routing Identifier Code: NZZ
Message PLAD: FISC YOKOSUKA JA

2. CUSTOMER SUPPORT

A. LOGISTICS SUPPORT CENTER (LSC)

The LSC was established to be the single gateway to the shore logistics infrastructure! The LSC is the customer interface to supply and logistics support ashore. The LSC is anchored on the Logistics Support Representative (LSR), who is the single point of contact for the customer regarding all logistics requirements.

B. FLEET SUPPORT DIVISION (CUSTOMER SERVICE - CODE 105)

The Customer Service Division is the primary Point of Entry (POE) throughout WESTPAC for customer requisitions: NSN and NON - NSN (open purchase) materials, provisions, subsistence, and IQ ship store support. Services include stock checks, status checks, bearer walkthroughs, technical screening, and the customer's liaison for FISC internal codes and third-party logistics providers/partner organizations.

Location: Yokosuka, Bldg F - 157 (1st Deck)
Hours of Operation: 24 hours/day
Salts Address: FISC YOKOSUKA
Salts Code: NZZ
DSN: 243 – 9179: Division Officer
243 – 7030: Customer Service
243 - 6433/6441: Provisions and Subsistence/IQ
243 - 6424/6437: NSN Stock/Status Check
243 – 7027: Technical Screening/Open Purchase Status
243 – 7617: FAX

Commercial Overseas: 011 - 81 - 6160 - 43 - last four

Email: fiscyk_c105@yoko.fisc.navy.mil

CDO Cell Phone: 090-1121-1231

C. GSA MART

General Services Administration(GSA) partnered with FISC to replace SERVMART in Jun 1998. GSA Mart accepts Standard Money Value Only (MVO) vouchers and credit card buys.

Location: Yokosuka, Bldg B - 52
Store Hours of Operation: 0830 - 1430, Mon - Fri
DSN: 243 - 9974
Commercial Overseas: 011-81-6160-43-9974
(For urgent inquiries during after hours: DSN: 243 – 7030)

D. FLEET READINESS SUPPORT DIVISION (CODE 106)

Code 106 coordinates high priority material movement and interacts with various activities in operations and logistics planning. They primarily expedite customer CASREPS, ANORS, NMCS, PMCS, Broad Arrow, AWP, and urgently required HI-Priority items as designated by the customer. Code 106 also manages and operates the Navy Overseas Air Cargo Terminal in Yokota.

Location: Yokosuka, Bldg 1848 (1st Deck)
Hours of Operation: 24 hours/day
DSN: 243 – 9581: Division Officer
243 - 8462/6337/8089
FAX: 243 - 7051
Commercial Overseas: 011 - 81 - 6160 - 43 - last four
Email: fiscyk_c105@yoko.fisc.navy.mil

E. NAVY OVERSEAS AIR CARGO TERMINAL (NOACT) YOKOTA

NOACT is under the management and operational control of the Fleet Readiness Support Division. The NOACT is physically located at the Yokota Air Force Base about a three hour drive from Yokosuka. Responsible for the movement, processing, transshipment, and forwarding of air cargo moving via AMC channels.

Location: Yokota AB, Bldg 79
Hours of Operations: 24 hours/day
Message PLAD: NOACT YOKOTA AB JA//106.4//
DSN: 225 - 9514/9428
Commercial Overseas: 011- 81 - 311 - 755 - 9428/9514
FAX: 225 - 8782

F. FLEET REPAIRABLE ASSET MANAGEMENT DIVISION (CODE 107)

Code 107 manages and operates the Advance Traceability and Control (ATAC) Node in Yokota, which accepts, screens, and processes Non-Ready-For-Issue (NRFI) Depot Level Repairable (DLR) retrogrades for Transaction Item Reporting (TIR) to NAVICP. Working with the NAVICP Technical Assistance for Repairables Program (TARP) representative, the division ensures that quality assurance and training regarding turn-in procedures are achieved. Additionally, Code 107 serves as a liaison to the Fleet for the WESTPAC Component Repair Program (CRP). Currently, Code 107 is in the process of expanding TIR service throughout Japan.

Location: Yokosuka, Bldg1848 (1st Deck) and Bldg J-12

Hours of Operation: 0730 - 1700, Mon - Fri

DSN: 243 - 6357 Division Director

Commercial Overseas: 011 - 81 - 6160 - 43 - 6357

(For urgent inquiries during after hours: DSN: 243 - 7030)

FAX: 243 - 8103

G. ADVANCE TRACEABILITY AND CONTROL (ATAC) NODE YOKOTA

ATAC accepts, screens, and processes NON - RFI retrogrades turned in to Yokota prior to transshipping carcasses to San Diego ATAC via the AMC channel.

Location: Yokota AB, Bldg 79

Hours of Operations: 24 hours/day

Message PLAD: NOACT YOKOTA AB JA//107//

DSN: 225 - 9514/9428

Commercial Overseas: 011 - 81 - 311 - 755 - 9428/9514

FAX: 225 - 8782

H. HAZMIN CENTER (CODE 600)

The HAZMIN Center is the first line of support for Hazardous material requirements. Prior to ordering, all hazardous material requirements must be routed through HAZMINCEN for screening. Additionally, Code 600 conducts CHRIMP, WinHICS, and RHMMS training.

Location: Yokosuka, Bldg 4808 (Adjacent to the ATGWP Fire Fighting School)

Hours of Operation: 0730 - 1630 Mon - Fri

DSN: 243 - 6009 Director

243 - 5102 HAZMIN Center

Commercial Overseas: 011 - 81 - 6160 - 43 - 5102

(For urgent inquiries after working hours: DSN 243 - 7030)

I. PERSONAL PROPERTY/HOUSEHOLD GOODS (CODE 800)

Provides inbound and outbound entitlement counseling as well as arrangements for delivery or pick up of personal property. Provides counseling for processing claims against the U.S. Government for shipment loss or damage to personal property.

Location: Yokosuka, Bldg 1848 (1st Deck)

Hours of Operation: 0800 - 1600, Mon - Fri

DSN: 243 - 7061

Commercial Overseas: 011 - 81 - 6160 - 43 - 7061/62

(For urgent inquiries after working hours: DSN 243 - 7030)

J. FUEL DEPARTMENT

The mission of the Fuel Department is to provide direct petroleum support to U.S. Military Activities and United Nations Forces. The Fuel Department maintains inventory control, accountability and quality surveillance for all the bulk fuel products issued and received at the seven fuel terminals located throughout Japan (Hachinohe, Hakozaki, Tsurumi, Koshiha, Sasebo).

Location: Hakozaki Fuel Terminal (Main Terminal)

Hours of Operation: 0730 - 1630

DSN: 244 - 7714 Director

244 - 2730

Commercial Overseas: 011 - 81 - 6160 - 44 - 7714

Cargo Superintendent (24 Hours) DSN: 244 - 2120

(For urgent inquiries and requirements after working hours: DSN 243 - 7030)

K. CONTRACTING DEPARTMENT (CODE 200)

Contracting Department provides all regional contracting for supplies, services and ship repair afloat units and supporting shore activities throughout the WESTPAC area of operation (AOR).

Location: Yokosuka Bldg. F - 157 (2nd Deck)

Hours of Operation: 0730 - 1630 Mon - Fri

DSN: 243 - 7733 Director

Commercial Overseas: 011 - 81 - 6160 - 43 - 7731

L. INDUSTRIAL SUPPORT DEPARTMENT (CODE 500)

ISD processes material requirements for the Ship Repair Facility (SRF) in support of maintenance mission for forward-deployed ships.

Location: Yokosuka SRF Bldg

Hours of Operation: 0730 - 1630, Mon - Fri

DSN: 243 - 5303 Director

Commercial Overseas: 011 - 81 - 6160 - 43 - 5303/7154

(For urgent inquiries after working hours: DSN 243 - 7030)

3. SUPPLIES AND SERVICES

A. ONETOUCH SUPPLY

OneTouch Supply is a web site designed to provide procurement services directly from the customers PC. From OneTouch Supply, a customer can perform stock checks, input requisitions and check delivery status. All customers are encouraged to visit the web site and apply for your free access user I.D. and password:

<http://www.onetouch.yoko.fisc.navy.mil> (Regional)

<http://www.navsup.navy.mil> (Global)

OneTouch Administrator: DSN 243 - 6425/6424

Commercial Overseas: 011 - 81 - 6160 - 43 - 6425/6424

B. STANDARD STOCK REQUISITIONS

Customers are encouraged to input requisitions through the OneTouch Supply web site. If you do not have INTERNET access, submit requirements to the Logistic Support Center via SALTS or floppy disk (MILSTRIP) filename *.TXT format. Computers with internet capability are also available in Customer Service For those local customers without internet capability.

C. PROVISIONS ORDERS/FSM II/STORES NT

In 1998, NAVSUP directed shipboard customers to utilize the Food Service Management II (FSM II) system for ordering provisions. FISC Yokosuka has STORES NT capability and can input your requirement directly from floppy disks. Use the latest Provisions Catalog for Yokosuka, which is available from SALTS Central, the One - Touch Supply web site, or FISC Yokosuka's Logistics Support Center. It is recommended that all provision requirements are submitted at least 10 working days prior to the Required Delivery Date.

D. SHIPS STORE (1Q) MATERIAL

FISC Yokosuka carries 1Q material. 1Q catalogs are available from our Logistics Support Center. It is recommended that all requirements are submitted at least 10 working days prior to the Required Delivery Date.

E. CELL PHONES/BEEPERS/WATER TAXIS

Providing a proper funding document to the Base Communications Office (BCO) can coordinate cell phones. CFAY Port Operations can coordinate the pick up and turn in of cell phones.

At anchorage, the FISC Husbanding service support agent will contract and obtain water taxis or liberty launch services. Please bring the proper funding document and prospective water taxi schedule to the Logistics Support Center.

POC: Husbanding Agent - DSN: 243 - 7568 , 090-8583-4253

Husbanding Agent - DSN 243 - 6295

Commercial Overseas: 011 - 81 - 6160 - 43 - 7568/6295

After Hours: DSN: 243-7030

F. REQUESTING PETROLEUM OIL LUBE (POL)

For information, please contact FISC Customer Service division at DSN 243-7568.

G. OPEN PURCHASE REQUISITIONS

The Contracting Division's Simplified Acquisition Procedures (SAP) Branch awards purchase orders/contracts to local vendors for non - standard supplies and services. Requisitions on DD Form 1149 or Standard Form 2276 are submitted to FISC Logistics Support Center for technical review and forwarded to Contracting for action.

H. ISD SUPPORT

ISD provides primary support to ships undergoing scheduled restricted availability. Other services are available to visiting units upon request. Please contact the ISD Director for further information at DSN 243 - 5303.

I. NON-RFI DLR RETROGRADE TURN - INS

Material either picked-up or turned-in for carcass crediting or transshipment in Yokosuka is processed through FISC Yokosuka Bldg J - 12 during normal business hours (Mon - Fri, 0800 - 1600). FISC Yokosuka personnel will sign for turn-ins. Ensure proper expenditure and shipping documents are included with the material. NRFI material not accompanied with the proper paperwork may be rejected or reworked until corrected.

J. HAZWASTE TURN-IN

Non-reuseable hazardous wastes are turned-in to PWC HAZWASTE Environmental Section by contacting DSN 243 - 5777.

K. LOGISTICS TRAINING COORDINATION

The Fleet Assistance Training Coordination (FACT) Team liaisons with local training resources and activities to assist the customer in identifying logistics training requirements. Please contact the Logistics Support Center for information at DSN 243-7030.

4. SUBMARINE UNIQUE

A. PROVISIONS ORDERS

FISC accepts food orders downloaded from the Food Service Management program. Use the provisions catalog. We accept LOGREQ food reorders via SALTS or regular message. Use CARGO format if utilizing SALTS or Naval message to submit requirements.

B. HOTLIST MATERIAL

HOTLIST material is initially received through DDYJ Yokosuka, Bldg J - 39. If expecting HOTLIST material from the U.S. via any delivery source, it is essential to inform the FISC Logistics Support Center and DDYJ Yokosuka Receiving Office. The Japanese Customs Office is closed on weekends and Japanese holidays. Contact the Logistics Support Center if you need a copy of the Priority Material Office (PMO) HOTLIST for your unit.

C. CHILL AND FREEZE BOXES

Chill and freeze boxes can be requested with sufficient lead time. Please request this service through the LOGREQ message. Please provide accounting data, size of container, time/date of delivery, and desired duration.

5. DEFENSE DISTRIBUTION DEPOT YOKOSUKA

Message PLAD: DDYJ YOKOSUKA JA

A. MATERIAL RECEIPT AND DELIVERY

Ship's material and fleet freight are initially received by DDYJ Bldg J - 39 and are staged until delivery is requested. Request delivery via LOGREQ the Logistics Support Center. Material will be delivered pier side. To have material transshipped, contact the Logistics Support Center via phone or regular message.

B. SHIPPING, PACKING & CRATING

There are numerous shipping services, including World Wide Express, available to ship material. All shipments will require proper shipping paperwork and may also require funding for packing and crating. Please contact the Logistics Support Center for information.

6. HOLIDAYS

A. U.S. FEDERAL HOLIDAYS

FISC and Japanese employees observe U.S. Federal Holidays. Military personnel on duty will be available to answer questions regarding supplies and services.

B. JAPANESE HOLIDAYS

FISC Yokosuka Japanese employees and local vendors observe Japanese holidays, thus affecting U.S. military business. Orders for Fresh Fruit & Vegetables might not be available for delivery if the required delivery date falls on a Japanese Holiday. The following is a list of Japanese national and traditional holidays:

Jan 1 - 5	New Year's	Jan 15	Coming of Age
Feb 11	National Foundation Day	Mar 21	Vernal Equinox Day
Apr 29	Green Day	May 3	Constitution Day
May 5	Children's Day	Jul 20	Sea Day
Aug 13 - 15	Obon Season	Sep 15	Respect for the Aged Day
Sep 23	Autumnal Equinox Day	Oct 10	Health Sports Day
Nov 3	Culture Day	Nov 23	Labor Thanksgiving Day
Dec 23	Emperor's Birthday		

* Note – Not all of the above listed holidays affect business. However, please be aware for planning purposes.

7. PHONE LISTS

<u>FISC Yokosuka</u>	<u>Phone</u>
Commanding Officer	243 - 7077
Executive Officer	243 - 7078
Customer Support Dept Head	243 - 7731
LSC Operations Officer	243 - 9569
Customer Service Director	243 - 9179
Customer Service Deputy Director	243 - 6425
NSN/Open Purchase Support LCPO	243 - 6427
Provisions/IQ Support, LCPO	243 - 6441
GSA - Mart	243 - 5187
Fleet Readiness Support Director	243 - 9581
FRS, Deputy Director	243 - 8462
Personal Property Office	243 - 7587
HAZMIN Center	243 - 5102
Duty Supply Services	243 - 7030
Contracting Director	243 - 7733
Contracting Deputy	243 - 7733
General/SAP	243 - 6835
Fuel Director	243 - 7714
POL Supervisor	244 - 2122

Distribution/DDYJ Yokosuka

Director	243 - 7111
Deputy	243 - 5065
Receiving	243 - 8344
Shipping	243 - 6846
Delivery	243 - 7118

CFAY & Tenant Commands

Operator Assistance	113
Afloat Training Group	243 - 6116
Base Communications Office	243 - 5847
Base Galley	243 - 5741
Command Duty Officer (CDO)	243 - 5000
Commissary	243 - 5760
Comptroller	243 - 7630
Family Members Assistance Team (FAST)	243 - 6717
Defense Printing Service	243 - 5642
EOD	243 - 7190
Housing Welcome Center	243 - 6784
Military Police	110
Navy Hospital, Branch Clinic	243 - 5247
Ordnance Department	243 - 7380
Port Operations	243 - 7366
Recorded Ship's Information	118
Recorded Weather Forecast	119

<u>Personnel Support Detachment</u>	<u>Phone</u>
Officer In Charge	243-8444
Personnel Services	243-5112
Military Pay Division	243-8453
NAVPTO FE	243-8487

<u>Public Works Department</u>	
Environmental Division/HAZWASTE	243-6186
Licensing Office	243-5647
Transportation Division	243-7201
24Hr Trouble Call Desk	243-5555

<u>Moral Welfare and Recreation</u>	
Director	243-7250
Administrative Office	243-7316

<u>Navy Exchange</u>	
Officer In Charge	243 - 6742
Bayside Food Court	243 - 4420
Barber Shop	243 - 5384
Beauty Shop	243 - 3680
Car Rental	243 - 4456
Fleet Exchange	243 - 6751
Garage	243 - 5826
Gas Station	243 - 5826
Laundry & Dry Cleaning	243 - 5659
Mini Mart	243 - 6751
NEX Main Office	243 - 6752
Pack'n Wrap	243 - 3096
Package Store	243 - 6751
Personalized Services	243 - 5789
Tailor Shop	243 - 4620
Uniform Center	243 - 6736
Vending Machine Repair	243 - 3295

<u>Emergency Services</u>	
Ambulance/Fire	116
American Red Cross	243 - 7490
Navy and Marine Corps Relief Society	243 - 7905

<u>Lodging</u>	
Bachelor Enlisted Quarters	243 - 5019
Bachelor Officer Quarters	243 - 7013
Navy Lodge	243 - 6708

<u>Financial Services</u>	
Navy Federal Credit Union	243 - 4734
Nations Community Bank	243 - 4586