

LEAVING THE AIRPORT...

CUSTOMS CHECK IN. You will need your Military ID, Original Orders (Or Passport), and Embarkation/Debarkation form. This form should have been passed out on the airplane and already completed. The Debarkation portion of the form will be returned to you and must be presented as you leave the country.

BAGGAGE CLAIM. Upon picking up your bags you will proceed to the Duty Clearance counter. Your bags may be checked and any items delayed. If asked, the purpose of your visit is "Military Training."

DoD COUNTER. On the left (last counter) as you enter the old Terminal 1 section. You may make arrangements for transportation to Yokosuka Naval Base. Your name may already be on the bus list. If not, present a copy of your orders to the attendant. Travel orders serves as your ticket to ride. Remember to carry a minimum of four (4) copies before leaving the States. Ask the attendant for directions to bus.

DAILY AIRPORT BUS SCHEDULE

DEPART NARITA	ARRIVE PSD	DEPART PSD	ARRIVE NARITA
1400, 1645	1630, 1915	1000, 1230	1300, 1530
1800, 2100	2030, 2330	1430, 1600	1730, 1900

REMINDER: All Reservists are encouraged to sign-up for the return trip to the airport during the checkin/travel claim process in at PSD your first workday.

CHECKING IN AND OUT...

BILLETING. Reservations for bachelor quarters are made prior to arrival by the Reserve Coordinator staff. Upon arrival at Yokosuka proceed to the BEQ/BOQ. Directions can be obtained from the Duty Personnel at PSD. Reservists routinely depart the states on Saturday arriving Sunday evening for check in. When you check into quarters they will require one copy of your orders. The checkout is routinely on Friday (last day of AT) for Friday departure/flights.

FISC INDOC (First Day of AT). Report for Indoctrination at 0730, Bldg. F-157, and Rm. 318 (unless otherwise specified). At this time you will receive a FISC building access badge, your AT assignment, a policy brief governing service members while in Japan, Security Awareness training, a Command brief and a Welcome Aboard Packet.

All Officers are usually scheduled to checkin with the Executive Officer and Commanding Officer on the first day of the scheduled AT.

PSD CHECK IN PROCEDURES. The ACDUTRA Section opens at 1000. PSD Receipts/ACDUTRA Section will stamp your original orders and you will receive a packet of forms to complete and return. Officers receive Basic Allowance for Subsistence (BAS), E-7 to E-9 receive Com-muned Rations (COM-RATS) and E-1 to E-6 Rations in Kind (RIK).

PSD CUSTOMER SERVICE HOURS:

- Monday, Tuesday, Friday 0730-1600
- Wednesday 0730-1300
- Thursday 0730-1800

REPORT WITH THE FOLLOWING DOCUMENTS:

- Original Orders & three copies (include all modifications, if any)
- DD Form 1351-2 (Travel Voucher)
- Flight Itinerary
- BOQ/BEQ Receipts (Must be paid in advance)
- Certified copy of NAVPERS 1070/602 (Record of Emergency Data)
- W-4 Form (Employee Withholding Allowance Certificate).

SATO TRAVEL OFFICE. (In Bldg 1555) Sometime during the first day or two you need to check in with SATO and have them confirm your depart-ing flight from Japan.

CHECK OUT/OUTBRIEF. The outbrief is to obtain feedback about your AT and final admin processing. Your original orders, processed travel claim, and other paper work are available during this brief (or at PSD after 1400 on the working day prior to your departure date). Officers are sched-uled for a check out with the Executive Officer and Commanding Officer in the morning of the last day of the AT.

ADMINISTRATION ...

WATCH. Each Reservist will be scheduled for indoctrina-tion/familiarization watch on a weekday either the first or second week of his/her AT. CPO-LCDR's will stand Command Duty Officer UI (under instruction) and E1-E6 will stand Duty Supply UI.

PIM/EVALS/FITREPS. Performance input is due by 1600 on the Tuesday of the last week of your Annual Training. An outbrief with the XO and CO is scheduled for Officers on the last full day of their AT. Confirm appoint-ment with the Reserve Liaison Officer.

GMT. General Military Training for E-1 to 04's is every Wednesday at to 0730, Bldg. F-157, lunchroom, 2nd floor (unless otherwise specified).

QUARTERS/KHAKI MTG. Wednesdays at 0700, at Bldg. F-157. Quar-ters is usually held on the patio and the Khaki meeting is usually in the Management Information Center (MIC) unless otherwise specified.

UNIFORM REQUIREMENTS DURING ANNUAL TRAINING. Come prepared. We must stress that the full seabag concept applies to Reserve Sailors as well as active duty.

At FISC Yokosuka we need to be able to fully integrate reservist into daily operations including command events (inspections, ceremonies, VIP visits). A full seabag will facilitate this.

SUMMER. The summer period commences on or about the first Monday in May.

RANK	PRESCRIBED	WORKING	ALTERNATE
Officer/CPO	Summer White	Working Khaki	Service Khaki
E1-E6	Service Dress White	Dungaree	Summer White
USMC	Charlies	Camouflage	Camouflage

WINTER. The winter period commences on or about the first Monday in October.

RANK	PRESCRIBED	WORKING	ALTERNATE
Officer/CPO	Winter Dress Blue	Working Khaki	Service Khaki
E1-E6	Service Dress Blue	Dungaree	Winter Blue
USMC	Charlies	Camouflage	Camouflage

NOTE: Each reservist is required to bring the designated uniforms and wear it as directed. Members assigned to other than warehouse spaces or when doing business at FISC are required to wear the prescribed or alter-nate uniform.

INSPECTIONS. Inspections are usually announced 30 days in advance and occur within 3-7 workdays of the official uniform change season. RESERVE PERSONNEL COMING TO PERFORM THEIR AT DURING THE UNIFORM CHANGE SEASON ARE SUBJECT TO AN INSPECTION.

RENTAL CARS. A rental car is neither allowed nor needed during an AT. All official business sites are within 5-10 minutes walking distance.

MEDICAL SERVICES. All mandatory physicals or health screenings are required prior to your scheduled AT. Medical Services during your AT are limited to emergency purposes only.

TRAVEL DELAYS. If you are delayed enroute, call 1-800-4-1-Touch. Ask for Yokosuka LSC and leave a message with the duty section.

US FLEET AND INDUSTRIAL SUPPLY CENTER YOKOSUKA, JAPAN



TRIFOLD UPDATED 11/2001

WELCOME ABOARD. FISC Yokosuka has six units with over two hundred reserve billets assigned. We have a very dynamic Reserve Program and offer excellent Annual Training (AT) opportunities for qualified reserve personnel.

FISC Yokosuka is the "Logistics Hub of the Western Pacific." We provide logistics services to 7th Fleet Assets and shore activities in the Western Pacific, Indian Ocean, and the Persian Gulf.

FISC Yokosuka - Located in Yokosuka City, approximately 45 miles southeast of Tokyo. We have fuel terminals in seven sites throughout Japan, an air cargo unit at Yokota Air Force base and full service detach-ments in Sasebo and Okinawa.

You will perform your annual training at one or more of our Depart-ments. It will be interesting, challenging and extremely rewarding. We're committed to providing the opportunity for each member to develop their potential and grow through professional development.

If you need to call us prior to your arrival, have questions about events during your AT period, or want to correspond with us in general please contact Reserve Affairs as follows:

	RESERVE LIAISON OFFICER	ASSISTANT
POC	LCDR Michael J. Stiglitz	Mr. Mike Klotz
COMM	011-81-616043-6548	011-81-616043-2511
DSN	243-6548	243-2511
FAX	011-81-616043-6184	011-81-616043-6184
DSN	243-6184	243-6184
email	Michael_j_stiglitz@yoko.fisc.navy.mil	Michael_d_klotz@yoko.fisc.navy.mil

U.S. FLEET AND INDUSTRIAL SUPPLY CENTER
RESERVE COORDINATOR (CODE 50/42)
PSC 473 BOX 11
FPO AP 96349-1500

WEB PAGE: <http://www.yoko.fisc.navy.mil>

WHAT TO EXPECT:

TYPICAL ANNUAL TRAINING ITINERARY at FISC Yokosuka.....

First Week

0730	Monday	Indoctrination Bldg F-157 in Room 318, Management Information Center (MIC Room)
0845	Monday	Security Awareness Brief
0930	Monday	Officers checkin with XO
0945	Monday	Officers checkin with CO
1000	Monday	Checkin with PSD
1300	Monday	Muster for workcenter assignments Bldg F-157 Lunchroom
0700	Wednesday	Quarters/Khaki Meeting
0715	Wednesday	GMT - Bldg F-157 Lunchroom

Second Week

0700	Tuesday	GMT - Bldg F-157 Lunchroom
1600	Tuesday	Performance input due to AT senior member
1600	Tuesday	After Action Report due from AT senior member
0700	Wednesday	Quarters/Khaki Meeting
0700	Wednesday	GMT - Bldg F-157 Lunchroom 1200
	Wednesday	FITREP inputs due to RLO
1400	Thursday	Officers checkout with XO
1430	Thursday	Officers checkout with CO
1500	Thursday	Group Outbrief - Bldg F-157
1000	Friday	PSD BUS to NARITA
1230	Friday	PSD BUS to NARITA

OUR PROGRAM GOAL

TO PROVIDE SEAMLESS INTEGRATION AND MAXIMUM CONTRIBUTORY SUPPORT TO FISC MISSIONS.

WHAT TO EXPECT: Training at FISC Yokosuka Detachment Sasebo...

ARRIVAL. Arrive at Fukuoka Airport and pick up baggage.

NAVY TRANSPORTATION LIAISON. After personal belongings have been collected, proceed to the Navy transportation liaison. This person will be dressed in a Navy uniform, normally holding a clipboard with a list of riders he/she is to pick up. The FISC Sasebo Reserve Coordinator will ensure your names are on this list. The Navy liaison will be located near the middle of the air terminal. There is no charge to ride the bus.

BUS SIGNUP. After he/she clears you to ride the bus, wait nearby as directed for the next scheduled bus departure.

DROP-OFF POINT. Prior to boarding the bus, inform the driver that you want to be dropped off at the BEQ/BOQ for check-in. Do not worry about reporting to FISC right away in attempts to get your orders stamped. First, go to the BEQ/BOQ and get settled into your room.

OFFICIAL CHECKIN. Depending on the hour . . . Have the senior person in charge call **252-3412/4110** and report to Lieutenant Joe McGaha, or MMCS (SW) Norberto Abadejos that all members have reported safely on board. At that time you will be directed as to what action should be taken. Base maps, ground transportation, Morale Welfare Recreation site locations, Galley, and various other information is provided at the BEQ/BOQ reception area.

TO BASE BEFORE 1630. You can expect to report to FISC Customer Service office (Bldg, 1651) for official check in. From there MMCS (SW) Norberto Abadejos the detachment's Senior Enlisted Advisor will direct you.

TO BASE AFTER 1630. All reserves are directed to settle in for the night. Be well rested and prepared to turn-two the following morning. The following morning, our Sasebo representative will greet you at 0745 at the BEQ reception area. The base dining facility opens at 0700 for chow, and is only a two-minute walk from the BEQ for you breakfast eaters.

FIRST FULL DAY OF WORK:

- Meet Officer-in-Charge/Assistant Officer-in-Charge and other essential personnel.
- PSD will provide indoctrination to allow for travel claim filing, orders stamped, and other miscellaneous actions.
- Attend required Security Awareness training
- Be issued temporary FISC badges to allow access inside FISC secured spaces.
- Receive brief training on FISC Duty StoreKeeper responsibilities and "Officer of the Day" responsibilities.
- Tour FISC and other base facilities.
- Question/answer session.
- Pass out work assignments, EVAL/FITREPs and Billet Job Qualification Requirement (JQRs). **NOTE: THE IS PT EVERY WEDNESDAY FOR ALL MILITARY PERSONNEL**



NAVAL RESERVE ANNUAL TRAINING SCHEDULE -FY2002

KEY: **Training date:** **National Holiday**

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OCTOBER							APRIL							
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NOVEMBER							MAY							
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	18	19	20	21	22	23 24	19	20	21	22	23	24	25	
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DECEMBER							JUNE							
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JANUARY							JULY							
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FEBRUARY							AUGUST							
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MARCH							SEPTEMBER							
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	17	18	19	20	21	22 23	22	23	24	25	26	27	28	
	24	25	26	27	28	29 30	29	30						
						31								

ACTUAL AT DATES:

15OCT-26OCT	11FEB-22FEB	22APR-03MAY	29JUL-09AUG
28NOV-07DEC	04MAR-15MAR	13MAY-24MAY	
07JAN-18JAN		03JUN-14JUN	12AUG-23AUG
	25MAR-05APR	17JUN-28JUN	09SEP-20SEP
28JAN-04FEB	08APR-19APR	08JUL-19JUL	