



**DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES**



U.S. AIR FORCE

XX Xxx XX

MEMORANDUM FOR XXXXXXXXXXXX
ATTN: XXXXXXXXXXXX

FROM: 374 MSS/DPCAC
UNIT 5123
APO AP 96328-5123

SUBJECT: Official Offer of Employment for XXXXXXXXXX

1. Mx. XXXXXXXXX has tentatively been selected for the position of XXXXXXXX, XX-XXXX-XX located at XXXXXXXXXX, Yokota AB, Japan. The tentative effective date is XX Xxx XX.
2. For employees assigned to Yokota AB Japan, the tour of duty under the initial transportation agreement is 36 months. Extensions beyond 36 months are management initiated with the concurrence of the employee. Employees who complete the initial tour of duty and sign a new transportation agreement for another tour at the same or different overseas location are eligible for renewal agreement travel. A renewal tour at Yokota AB is 24 months.
3. Request your immediate assistance with the following items:
 - a. Assist the selectee and xxx dependents in requesting official no-fee passports.
 - b. Schedule the selectee for an overseas physical. The following items on the SF-78 apply: Functional Requirements: 3, 6, 13 (1 hour), 24, 32, 35 (Mental and Emotional Stability) and (Audiometric). Environmental Factors: 26, 28, 29 (Blood Type, RH Factor, and EKG if over 40 years of age.)
 - c. Inform the employee that all dependents who accompany the sponsor overseas must be certified by a physician as being free from any reoccurring illness or disease which would necessitate prolonged treatment or hospitalization. See attachment 4.
 - d. Complete all applicable agreements with the selectee and fax to our office using attachment 3.
4. Once travel arrangements have been made please notify this office of xxx itinerary immediately. Please note that the Mx. Xxxx will officially be assigned on Yokota AB rolls the day xxx starts traveling unless another date is agreed upon prior to relocation.

5. Included in this package is an overseas entitlements/benefits guide. This guide should be reviewed carefully and questions should be asked prior to relocation to Yokota AB. Additional information about Yokota AB can be found at www.yokota.af.mil.

6. This position offer is tentative until Mx. Xxxx and xxx dependents successfully complete this paperwork and it is received by the Yokota AB Civilian Personnel Office. Also bear in mind that the Department of the Air Force cannot assume obligation for any premature action on Mx. Xxxxx's part. Therefore, xxx should not resign xxx present position, sell possessions, or take any other action that may adversely affect xxx in the event this commitment is not finalized.

7. The sponsor for Mx. Xxxxxxx is Mx. XXXXXXXXXXXXXXXX. Xxx can be reached at DSN 315 225-3921 or at the email address shown below.

8. If I can be of further assistance, my phone number is DSN 315-123-4567, commercial 011-81-3117-55-3921, FAX DSN 315-123-4568, commercial 011-81-3117-55-3917. or e-mail at Jane.Jones@yokota.af.mil.

//S//
JANE JONES
Equal Employment and Staffing Specialist
Civilian Personnel Flight

Attachments

1. Overseas Benefits/Entitlements
2. Travel Tips
3. Requested Information
4. Physicians Certification for Dependents
5. Statement of Understanding
6. Overseas Employment Agreement (With Return Rights)
7. Statement of Understanding Emergency Essential Position
8. Medical Capabilities Memorandum



**EMPLOYEE HANDBOOK
OF
OVERSEAS BENEFITS
AND
ENTITLEMENTS**

OVERSEAS BENEFITS/ENTITLEMENTS

Your permanent change of station (PCS) move to the overseas area will be smoother if you take the time to read the helpful information we are providing below. It is not all inclusive and is subject to change without prior notice. If you need clarification of your entitlements, ask the question before making your PCS move. Your servicing Civilian Personnel Flight may be able to answer some of your questions. If not, then have them ask us. YOUR WELFARE IS OUR CONCERN, BUT IT IS OUR JOINT RESPONSIBILITY!

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1. ADVANCE IN PAY

Employees on PCS to or within a foreign area can request an Advance of up to three months of net base pay. This advance may be made three weeks prior to the estimated departure date and up to two months after arrival, through the losing or gaining Civilian Personnel Flight. Employees must agree to repay the advance by payroll deductions over a maximum of 26 pay periods beginning the first pay period after receipt of the advance. Partial or lump-sum repayments in addition to payroll deductions are acceptable.

2. ANNUAL LEAVE ACCUMULATION

Employees recruited in the US for overseas employment may accumulate a maximum of 45 days annual leave.

3. BACHELOR OFFICERS QUARTERS (BOQ)

Unaccompanied employees may be offered on-base furnished bachelors quarters, when available. If not available, employees will draw a living quarters allowance to live in off-base quarters.

4. BASE FACILITIES

Employees and their families may use all base facilities including the Base Exchange, Commissary, Education Center, recreation, child care, and open mess facilities. Active duty military members have priority in many recreation facilities.

Enrollment of dependents in the DOD Dependents Schools is on a space required, tuition-free basis.

Medical facilities are available for a fee. Dental service is on a space-available and limited basis. If you or your dependents have special medical or dental needs, contact us for specific information.

5. EDUCATIONAL TRAVEL

Employees with college-age students may send their children on government-paid travel to the US for college education. College education is full-time attendance at the undergraduate level at an accredited university or college located in the US.

The authority is for one round trip between the overseas post and the school in the US within a 12 month period. The 12 month baseline begins from the first annual trip to the US from the overseas post. Subsequent annual trips will not be authorized until 12 months have elapsed. Any portion of the round trip not taken in the 12 month period does not accrue to a subsequent period.

Children traveling to an overseas post must remain in the overseas area a minimum of 14 calendar days before starting educational travel again.

Educational travel may be authorized until age 22 (before 23rd birthday) or until graduation whichever occurs earlier. Upon graduation, the student may travel back to the overseas area on educational travel; however, no educational travel will be authorized for the return trip to the US.

6. EMERGENCY TRAVEL

Eligible civilian employees and their spouses may be granted space available travel to the U.S. if the presence of the employee or his/her spouse is required due to an emergency that has occurred in either the employee's or the spouse's immediate family. Travel is to the first port of entry in the U.S. Cost of travel within the U.S. is solely at the expense of the traveler. The regulation also permits civilian employees and/or their spouse to elect space required travel at their own expense, and at the U.S. Government rate tariff. Absences are chargeable to annual leave, leave without pay, or home leave (if eligible). Emergency leave travel is authorized only after the emergency has been verified through American Red Cross channels. Civilian employees and their spouses are encouraged to advise families in the U.S. to contact the nearest American Red Cross Chapter in the event of an emergency.

7. ENVIRONMENTAL AND MORALE LEAVE (EML)

Employees recruited from the US are eligible for two EML trips in a 12 month period to designated overseas locations or the US. Travel is on a space-available basis on military aircraft. Upon arrival at the overseas post, check with your organization for specific details. The Civilian Personnel Flight does not administer this program.

8. FAMILY QUARTERS

Accompanied employees are eligible for on-base government family quarters, when available. Advance application for family quarters is made by submitting DD Form 1746, with a copy of your PCS orders, through your Base Family Housing Office. The waiting period for on-base family quarters varies.

9. FOREIGN TRANSFER ALLOWANCE (FTA)

If you are required to occupy temporary quarters prior to your departure from your old duty station in the U.S., you may be eligible for the subsistence expense portion of the FTA. These expenses include lodging, meal, laundry and dry cleaning costs incurred while in temporary quarters. Reimbursement is limited to those allowable costs incurred within the vicinity of the old duty station. This allowance is for a period of up to 10 days. You will have to complete a "Claim for Foreign Transfer Allowance," (attached) and provide all lodging, meal (single meals over \$25), and laundry/dry cleaning receipts, and submit them to the CPF.

10. HOME LEAVE

Employees recruited in the US for overseas employment earn and accrue five days of home leave during each 12 month period overseas. Home leave can only be taken in the US or its territories.

An employee must complete at least 24 months of service in the overseas area before home leave may be used.

You may use home leave in conjunction with renewal agreement travel, TDY, EML, or personal leave in the US or its territories.

11. HOUSEHOLD GOODS (HHG)

Shipment of household goods to and from Yokota AB for single employees is restricted NTE 5,120 lbs net, for employees with dependents, shipment is restricted to NTE 9,000 lbs net. In addition to the weight limit, each family member 12 years old or older may ship 350 lbs of unaccompanied baggage. Members less than 12 years old may ship 175 lbs. Cost for storage and shipment of property in excess of the stated amount will be borne by the employee.

Temporary storage of household goods in the overseas area is limited to 180 calendar days. There is no authorization to extend this 180 day period. The maximum weight allowance for household goods shipped overseas and placed in non-temporary storage is 18,000 lbs net. Non-temporary storage is household goods placed in storage in the US.

12. IN-PROCESSING

Report to the Civilian Personnel Flight, 374 MSS/DPCS, extension 225-3921, Bldg. 316, Yokota Air Base, Japan, for in-processing. Office hours are 0730 to 1615 hrs, Monday through Friday. Your in-processing will take approximately 2 hours.

13. LIVING QUARTERS ALLOWANCE (LQA)

LQA is payable to eligible civilian employees when government owned or leased quarters are not provided without charge at the employees' permanent duty station in a foreign area. The allowance is not intended to reimburse 100 percent of all employees' quarters costs or to provide ostentatious housing. It is designed to substantially cover the costs of suitable, adequate quarters including utilities such as heat, light, fuel, gas, electricity, and water. It does not cover costs for telephone installation, maintenance or service charges, servant wages, cleaning or storage, garden or lawn services, or any other expenses not directly related to rent or basic utilities. The maximum amount payable, which is subject to change, is governed by the Department of State Standardized Regulations (DSSR) and is dependent upon your grade, duty station, and size of family. Payment of LQA and TQSA covering the same period is not authorized. **YOU WILL NEED APPROXIMATELY \$6,000 - \$8,000 FOR START-UP EXPENSES (e.g. RENT, DEPOSITS, APPRECIATION FEES, AGENT FEES, ETC.).** These expenses are allowable if they are specifically stated in your rental contract. Security deposits are excluded. If your contract states that you must pay an Agent's Fee and/or Appreciation Fee, and these expenses equate to three (3) months or more of rent, you may request an Advanced LQA.

14. MISCELLANEOUS EXPENSE ALLOWANCE (MEA)

The MEA is for the purpose of defraying various contingent costs associated with the relocation of residence in connection with an authorized or approved permanent change of station.

Amount Allowable:

	<u>Employee Only</u>	<u>Employee with Dependent</u>
Minimum	\$350 or equivalent of one week's basic compensation, whichever is the lesser amount, without supporting receipts or itemized statement.	\$700 or equivalent of two week's basic compensation, whichever is the lesser amount, without supporting receipts or itemized statement.
Maximum	One week's basic salary. Claim must be supported by the entire paid bill or other acceptable evidence justifying the entire amount claimed.	Two week's basic salary. Claim must be supported by the entire paid bill or other acceptable evidence justifying the entire amount claimed.

In no instance will the allowable amount exceed the maximum rate of grade GS-13.

A SF-1190, Foreign Allowances Application, Grant and Report, will be used for submitting claims for reimbursement of MEA. You are required to submit the SF-1190 to the CPF.

15. NON-TEMPORARY STORAGE OF HOUSEHOLD GOODS

If you made arrangements to place your household goods in non-temporary storage at government expense in the U.S., please provide us with the name and address of the military Transportation Office that arranged for the storage. We require this information to renew your storage contact each fiscal year. NOTE: civilian employees are not authorized to store a POV at government expense.

16. PASSPORT

You are responsible for ensuring that your passport and those of your dependents are current and valid. An individual with an expired passport is technically considered an unauthorized alien in Japan and is subject to deportation. Check your passport periodically. It takes approximately three months to obtain a new official passport from Washington, DC.

17. POST ALLOWANCE (PA)

Employees assigned to a foreign area where the cost of living is substantially higher than Washington DC, are paid a post allowance. The amount is a flat rate based on salary and size of family in the overseas area. The State Department administers this allowance. It is subject to change without prior notice. PA is not subject to Federal income tax.

18. PRIVATELY OWNED VEHICLE (POV) SHIPMENT

- a. POVs manufactured on or after 31 Mar 76 may not be shipped to Japan at government expense due to strict emission control standards imposed by the Government of Japan.
- b. Although an embargo on the shipment of post 76 type vehicles (POVs) remains in effect as of 1 Apr 96 for all personnel ordered to Mainland Japan (Okinawa not included), a waiver may be requested and approved on a case-by-case basis by the appropriate authority at the installation to which the employee is assigned. When requesting a waiver, the following information should be included: name, grade, SSAN, unit of assignment, make, year, model, series number, if equipped with California emissions, and reason/justification.
- c. Employees should understand the following before shipping:
 - (1) Employees must consider the high cost of initial registration of their POV in Japan (\$3,000 to \$5,000 or even more, based on 100 yen to a dollar, per vehicle.)
 - (2) Availability of parts and qualified maintenance.
 - (3) Cost and availability of high grade gas - 86 octane or less on base; off base gas price for high octane is \$4.00 per gallon.
 - (4) All imported motor vehicles, including motorcycles and mopeds, regardless of size, must be registered by the Government of Japan. The U.S. Government is not responsible for storing the vehicle at the port or on base if the vehicle can not pass Japanese inspection.
- d. Employee must obtain prior approval from their respective service authority in Japan for shipment of motorcycles exceeding 125cc as household goods, and for POV shipments. The following are POC's for POV shipment:

Yokota AB, Japan: 374 TRNS/LGTT, Unit 5120, APO AP 96328-5120
DSN 225-7385 or 225-7389 and FAX DSN 225-9606

Misawa AB, Japan: 35 TRNS/LGTT, Unit 5015, APO AP 96319-5015
DSN 226-3393 and FAX DSN 226-2077

19. RENEWAL AGREEMENT TRAVEL (RAT)

Employees may be eligible for renewal agreement travel after completing the initial 36 months tour of duty. Eligibility is subject to negotiating a new overseas agreement for 24 months. Employees may travel to and from their home of record (place of actual residence at time of hire) or to an alternate destination. You will need to check with our office for specific conditions governing travel to alternate destinations.

The 36 month tour of duty may be administratively reduced up to 6 months to permit scheduling of leave during slack periods or school vacations. The newly entered transportation agreement will increase by the length of the reduction.

20. SELF PROCUREMENT OF AIRLINE TICKETS

All Air Force funded official travel must be arranged through the Traffic Management Flight. **Individuals who make their own travel arrangements and purchase their own tickets will not be reimbursed.**

21. SEPARATE MAINTENANCE ALLOWANCE (SMA)

Separate maintenance allowance is to offset the additional expenses an employee incurs by maintaining a separate household for dependents. The grant of SMA may be temporary or permanent based on your particular needs. SMA must be requested and approved by the MAJCOM prior to overseas assignment.

When an employee is temporarily prohibited from maintaining dependents at the overseas post for 90 days after his/her arrival due to the unavailability of housing, a SMA will be authorized on the 91st day, retroactive to the date of the employee's arrival. There is no exception to this minimum 90 day requirement. **YOU MUST ELECT SMA PRIOR TO ISSUANCE OF TRAVEL ORDERS. IF YOUR DEPENDENTS ARE ON YOUR TRAVEL ORDERS, YOU MAY NOT ELECT SMA DURING THE FIRST 90 DAYS IN THE OVERSEAS AREA. THERE ARE NO EXCEPTIONS (COMPTROLLER GENERAL DECISION B-252000, AUGUST 30,1993).** The following entitlements will be affected while in receipt of SMA:

- a. No government paid travel and transportation allowed for the family member (includes permanent change of station, renewal agreement, environmental and morale leave, and separation travel).
- b. Family members are not considered "members of your family" for housing and Living Quarters Allowance, Temporary Quarters Subsistence Allowance, Post Allowance, Civilian Identification and Privilege Card, and any other entitlement otherwise afforded to family members.
- c. The SMA grant will decrease or cease should any family member temporarily join you in the overseas area. You are responsible for immediately notifying us of any change in family status or if a family member joins you in the overseas area.

The above only applies to family members drawing SMA. Our office approves termination of temporary SMA; the MAJCOM approves termination of permanent SMA.

22. TRAVEL VOUCHER

Submit your travel voucher (DD Form 1351-2) to the local Accounting and Finance Office within five (5) working days of your travel.

23. TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA)

TQSA reimburses you the cost of reasonable lodging, meals, and laundry expenses for up to 90 days after arrival in the overseas area. Temporary government quarters will be used whenever available. If government quarters are not available, a certificate of non-availability must be obtained from the base Billeting Office before using commercial accommodations. The amount of TQSA is based on the local per them rate according to the following formula:

1ST 30 DAYS

Initial occupant.
(daily rate not in excess
of 75% of PD rate)

Each other occupant age
12 or older.
(2/3 of the daily initial
occupant rate)

Occupant under 12 yrs.
(1/2 of the daily initial
occupant rate)

2ND 30DAYS

Initial occupant.
(daily rate not in excess
of 65% of PD rate)

Each other occupant age
12 or older.
(2/3 of the daily initial
occupant rate)

Occupant under 12 yrs.
(1/2 of the daily initial
occupant rate)

3RD 30DAYS

Initial occupant.
(daily rate not in excess
of 50% of PD rate)

Each other occupant age
12 or older.
(2/3 of the daily initial
occupant rate)

Occupant under 12 yrs.
(1/2 of the daily initial
occupant rate)

Receipts will be required for lodging, grocery, and laundry expenses. **MEAL COSTS EXCEEDING \$25.00 WILL REQUIRE RECEIPTS.** Claims for reimbursement will be made on SF 1190 and submitted with the "TQSA Claim" form to the CPF. Post Allowance is not paid for any period for which TQSA is paid or any period for which travel per diem is paid.

FOREIGN TRANSFER ALLOWANCE (FTA) CLAIM FORM

DATE 2001	LODGING	MEALS			LAUNDRY
		BREAKFAST	LUNCH	DINNER	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Notes: Actual expenses incurred should be documented. These expenses include lodging, meal, laundry and dry cleaning costs incurred while in temporary quarters. Reimbursement is limited to those allowable costs incurred within the vicinity of the old duty station. This allowance is for a period of up to 10 days. Provide all lodging and laundry/dry cleaning receipts with this form to the Financial Services Office.

I certify that all information given on this claim is true and correct to the best of my knowledge and belief. I understand that false statements made to the U.S. Government may subject me to criminal penalties including fines and imprisonment under 18 U.S.C. 1001 and 287 and or civil penalties under 31 U.S.C. 3729 or administrative penalties under 31 U.S.C. 3802.

Print Name

Signature

Date

TRAVEL TIPS - NARITA TO YOKOTA

1. Before you depart to your present duty station, find out from your Traffic Management Office (TMO) where your plane will land -YOKOTA AB or NEW TOKYO INTERNATIONAL AIRPORT located at Narita. If Narita, you'll need ground transportation from Narita to Yokota.
2. After you deplane and complete all necessary clearances (quarantine, immigration, and customs), go to the representative at the Northwest Airline counter in the arrival lobby for transportation to Yokota AB. Following is the YOKOTA TOURS (MWR Bus) schedule:

<u>DEPART NARITA</u>	<u>ARR *NEW SANNO HOTEL</u>	<u>ARR YOKOTA AB</u>
1600	1800	2015
1800(EXPRESS)	---	2115
2000	2115	2300

* The New Sanno Hotel is a U.S. military facility in downtown Tokyo. Please note that the arrival times are estimated, depending on traffic/road conditions.

The representative at the Northwest counter will guide you to the bus approximately 30 to 45 minutes before departure time. The cost is \$24.00 per adult and \$12.00 per child (0-12 years old). Charges are subject to change. Sales are in dollars or yen (checks are not accepted). Authorized luggage is two pieces per ticket holder (1 large and 1 medium), and excess baggage is \$10.00 per bag; pets are \$10.00 per cage. The largest cage that will fit in the bus is 22"W x 32"L x 23"H. Pets must remain inside the cage at all times. PETS AND EXCESS BAGGAGE ARE ON A SPACE AVAILABLE BASIS.

3. If you miss or cannot obtain transportation for reasons beyond your control, follow the procedures outlined below:

A. Commercial Airport Bus - Go to the bus information/ticket counter in the arrival lobby and purchase a bus ticket for Tokyo City Air Terminal (TCAT). Load baggage on bus at time of boarding. The present fare (subject to change) from Narita to TCAT is Y2700 per adult and half fare for children under 12. CHANGE DOLLARS TO YEN AT ANY OF THE CURRENCY EXCHANGE WINDOWS IN THE ARRIVAL AREA OR LOBBY AT NARITA. Travel time from Narita to TCAT is approximately 70 minutes.

B. Upon arrival at TCAT which will be on the third floor, follow signs down escalator to the 1st floor and claim baggage.

C. Take a commercial taxi from TCAT to Yokota AB. The present cost is approximately Y 1 9,000 (about \$220). Depending upon the road and traffic conditions, travel time from TCAT to Yokota AB is approximately 2 hours.

4. Upon arrival at Yokota AB, proceed to the Billeting Office, Building 10 (phone 225-9270 or 225-7712) for billeting.

REQUESTED INFORMATION FOR NEW SELECTEE

FAX COVER SHEET

No of pages: _____ Date: _____

TO: ATTN: Elizabeth Jackson
Civilian Personnel Flight
Yokota AFB, Japan
374 MSS/DPCAC
Unit 5123
APO AP 96328-5123

FAX: DSN 225-3917
Commercial 011-81-3117-55-3917
VOICE: DSN 225-3921
Commercial 011-81-3117-55-3921

FROM: _____

FAX: DSN _____
Commercial _____
VOICE: DSN _____
Commercial _____
EMAIL: _____

Per your request, forwarded is the following checked documents and other information.

- SF-75 (including dates for completion of career tenure)**
- Statement of Understanding**
- Overseas Employment Agreement**
- Transportation Agreement, DD1617, Nov 1999**
- Physical Certificate of Medical Examination, SF78**
- Medical Certification for Dependents Accompanying DOD Civilians to an Overseas Duty Station, if applicable** **Number of Dependants:** _____
- Travel Itinerary**
- Emergency Essential Agreement**

Security Information:

Type of Investigation Conducted: _____ Date Investigation completed: _____
Type of Clearance granted: _____ (Secret etc.)
Date clearance granted: _____

Deros Information for employees currently in the overseas area(if applicable):

Date arrived in overseas area: _____ N/A _____ Date O/S tour expires: ___ N/A _____
Return rights No/Yes to _____ N/A _____

Message

MEMORANDUM FOR 374 MSS/DPCAC
UNIT 5123
APO AP 96238-5123

FROM: Certifying Physician (Name: _____)
Address: _____

SUBJECT: Medical Certification for Dependents Accompanying DOD Civilians to an Overseas
Duty Station

1. Sponsor's Name: _____ SSAN#: _____

Patient's Name: _____

2. Please indicate in the blocks below the medical status of patient.

- This patient is free from any chronic or recurring illness/disease that would necessitate prolonged hospitalization or treatment.
- This patient has a medical condition or chronic or recurring illness/disease that would necessitate prolonged hospitalization or treatment.

3. Remarks: (medication, dialysis, etc.)

STATEMENT OF UNDERSTANDING

I certify that I have been furnished a copy of the position description for the following position. I have read, understood, and agree to perform the duties and responsibilities outlined in the position description for XXXXXXXXXXXXXXXXXXXX, XX-XXXX-XX, located at Yokota AB Japan.

No verbal agreement or promise has been made by the Civilian Personnel Flight to me concerning the possibility of promotion or change in rate of pay after my arrival overseas (except for known targeted positions). I further understand that I am not obligated to remain in the above position for my entire overseas tour of duty; e.g., I may be promoted, reassigned, etc. to a different position. All questions pertaining to the subjects in these pamphlets and other questions I have had relating to my overseas assignment have been answered by the Civilian Personnel Flight to my satisfaction.

I further agree that I (and my dependents) will accept transportation from and to the CONUS by government aircraft in accordance with JTR, Volume 2, Chapter 2. These conditions have been explained to me.

Signature of Employee

Date

Signature of Personnel Specialist at Losing CPO

Date

Location

**OVERSEAS EMPLOYMENT AGREEMENT
(WITH RETURN RIGHTS)**

1. This document represents an agreement between the Air Force and the undersigned and becomes effective upon my assignment to the position of XXXXXXXXXXXXXXXXXXXX, XX-XXXX-XX located at Yokota AB Japan.

2. By accepting this assignment to a foreign area, I understand and agree to the following limitations which are imposed on the length of time I am authorized to remain in this or another foreign area.

a. My initial period of foreign service is limited to the prescribed tour of duty for the area to which assigned, used to establish return transportation entitlement. Any extension beyond this period is subject to both my approval, and that of management.

b. If I am authorized, and elect to exercise renewal agreement travel for the purpose of serving a subsequent tour of duty in the same or another foreign area, my period of service will then be limited to the prescribed tour required by such agreement. Any extension beyond that period is subject to both my approval, and that of management.

c. Department of Defense policy limits foreign area service of employees assigned to positions subject to the DOD rotation program to a period of five years. My foreign service will be limited by that policy if, after completion of five years foreign area service, I am serving in or assigned to a position subject to the DOD rotation program.

When notified that my foreign service will not be extended beyond the initial or subsequent tour of duty, or when advised that my return is required because of the DOD rotation program, I agree to request return assignment by applying to exercise my return rights; or if those rights have expired, by registration in the DOD priority placement program. Further, I agree to accept the position offered from such application or registration which will fulfill by obligation to return from the foreign area. I understand that procedures for return placement through the DOD priority placement program provide an initial period of voluntary registration and if not placed, mandatory expansion of registration to all DOD activities in the continental United States.

3. I understand that I have been granted return rights to the position of _____, located at _____. I understand that I must satisfactorily complete the required period of overseas service established for the area to which I am assigned. I understand that I must apply to exercise return rights. In order to assure availability of return transportation at the time I desire to exercise my return rights, and to provide sufficient advance notice to the activity to which my return rights apply, I will notify my servicing civilian personnel office at least 90 days in advance of the date I wish to depart from the overseas area. Any early release from the period specified in my transportation agreement must be approved by the overseas activity. Unless terminated for a reason listed below, I understand my return rights expire five years after my assignment overseas, unless an extension is granted by _____. Return rights are terminated earlier for any of the following reasons:

- a. Resignation.
- b. Separation for cause.
- c. Transfer to an agency outside the Department of Defense.
- d. Failure to accept the position to which return rights apply.
- e. Assignment to any DOD activity in the CONUS or Hawaii.

If a position does not exist when I exercise my return rights, I understand I will be returned to a vacancy position at the same grade level as that to which I have return rights or to a position at the same grade level established for 90 days. If I am returned to a position established for which I qualify at that grade which may become available during that period; otherwise, my assignment rights beyond that 90 day period will be determined by reduction in force procedures. I also understand that my return rights may be transferred to a different geographic area in the event the function to which my return rights apply is transferred, or if my former activity has been deactivated.

4. I understand and accept the conditions established in this agreement. I understand that failure to request and accept return assignment as I have agreed to do in paragraph 2 above, may result in my separation from Air Force employment.

Date

Signature of Selectee

Date

Signature of Personnel Specialist at Losing CPO

OVERSEAS EMPLOYMENT AGREEMENT
(Without Return Rights)

1. This document represents an agreement between the Air Force and the undersigned and becomes effective upon my assignment to the position of ACCOUNTANT, GS-510-11 located at Osan AB Korea.

2. By accepting this assignment to a foreign area, I understand and agree to the following limitations which are imposed on the length of time I am authorized to remain in this or another foreign area.

A. My initial period of Foreign Service is limited to the prescribed tour of duty for the area to which assigned, used to establish return transportation entitlement. Any extension beyond this period is subject to both my approval and that of management.

B. If I am authorized, and elect to exercise renewal agreement travel for the purpose of serving a subsequent tour of duty in the same or another foreign area, my period of service will then be limited to the prescribed tour required by such an agreement. Any extension beyond this period is subject to both my approval and that of management.

C. Department of Defense policy limits foreign area service of employees assigned to positions subject to the DOD rotation program to a period of 5 years. My Foreign Service will be limited to that policy if, after completion of 5 years foreign area service, I am serving in or assigned to a position subject to the DOD rotation program.

D. When notified that my foreign service will not be extended beyond that initial of subsequent tour of duty, or when advised that my return is required because of the DOD rotation program, I agree to request return assignment to the United States by registration in the DOD Priority Placement Program (PPP). Further, I agree to accept the position offered from such registration which will fulfill my obligation to return from the foreign area. I understand that procedures for return placement through the DOD Priority Placement Program (PPP) provide an initial period of voluntary registration, and if not place, mandatory expansion of registration to all DOD activities in the continental United States.

3. I understand that I do not have return rights. I will be provided placement assistance for assignment in the United States through registration in the DOD Priority Placement Program, after completion of the period of overseas service required for such registration.

4. I understand and accept the conditions established in this agreement. I understand that failure to request and accept return assignment as I have agreed to do in paragraph 2 above, may result in my separation from the Air Force employment.

Date

Signature of Selectee

Date

Signature of Placement Officer

Location

**STATEMENT OF UNDERSTANDING
EMERGENCY ESSENTIAL POSITION**

1. I understand that employees occupying designated Emergency-Essential (E-E) positions be removed from military recall status (ready reservists, retired military, standby reservist, retired reservist, etc.) as a condition of employment (AFI 36-507). The rationale for this policy is that in an emergency/mobilization, employees with military recall status may not be available to perform both their reserve duties and the duties of their E-E position should recall occur. Furthermore, I understand that as an emergency-essential employee, I may be required to participate in readiness exercises and failure to perform these duties for reasons within my control may result in disciplinary action.

2. I have been selected for the position of XXXXXXXXX Position Title at XXXXXXXXXXXX Position Location, which is an E-E position. I understand that I will be required to sign the DoD Civilian Employee Overseas Emergency-Essential Position Agreement (DD Form 2365). The following applies (check one):

_____ a. I currently do not have a military recall status (ready reserve member, retired military, standby reservist, retired reservist, etc.) and will not join a reserve unit while occupying this Emergency-Essential position.

_____ b. I currently have a military recall status and understand that I will be removed from such status upon placement into this position. I agree not to rejoin a reserve unit while occupying this Emergency-Essential position.

_____ c. I decline this position offer. I understand this declination will not eliminate me from future consideration for other Emergency-Essential positions.

Signature

SSAN

Date

MEMORANDUM FOR 374 MSS/CC

FROM: 374 MDG/CC

SUBJECT: Medical Capabilities available at and around Yokota Air Base, Japan

1. This letter is provided per HQ PACAF/SG Memorandum, 28 Aug 00 (attachment 1), which tasks military treatment facilities (MTF's) to provide local civilian personnel flight and contracting offices with a listing of medical services available at DoD and civilian medical facilities in the local area, billing practices, expense data, and available medical insurance.
2. Nine Medical Treatment Facilities are available for care on the Kanto Plains all located within a three hour drive of Yokota Air Base Japan. Four are DoD Facilities: Yokota Hospital (Air Force), Yokosuka Hospital (Navy), Camp Zama Clinic (Army) and Atsugi Clinic (Navy). Five are Japanese Facilities: National Hospital Tokyo Disaster Medical Center, Kyorin University Hospital, Ome Municipal General Hospital, Hachioji Pediatric Hospital, and Mejiro Daini Hospital. Please see the table below for driving distance and time to each medical facility.

<u>Location</u>	<u>Miles</u>	<u>Km</u>	<u>Shortest Driving Time(estimated)</u>	<u>Longest Driving Time(estimated)</u>
Yokuska Naval Base	47.0	75.0	2.0 hrs	4.0 hrs
Camp Zama	21.7	34.7	1 hr 15 min	2 hrs 45 min
Atsugi NAS	28.0	44.8	1 hr 30 min	3.0 hrs
National Hospital Tokyo Disaster Med Ctr	5.0	8.0	20 min	40 min
Kyorin University Hospital	14.5	22.0	1.0 hrs	2.0 hrs
Ohme Municipal General Hospital	5.3	8.0	25min	40 min
Mejiro Daini Hospital	2.1	3.2	10 min	15 min
Hachioji Pediatric Hospital	9.5	14.4	45 min	1 hr 15 min

3. The following information is a list of services available at DoD facilities in the local area:

374 MDG Yokota Hospital

*Aeromedical Services	* Dermatology	*Nutritional Medicine	*Pediatric Dentistry
*Allergy/Immun.	* Emergency Medicine	*Obstetrics/Gynecology	*Periodontics
*Ambulatory Surgery	*Endodontics	*Optometry	*Pharmacy
*Anesthesiology	*Family Advocacy	*Oral Surgery	*Physical Therapy
*Behavioral Health	*Family Practice	*Otolaryngology	*Prosthodontics
*Blood Bank	*Gastroenterology	*Orthodontics	*Radiology
*Cardiopulmonary Lab Services	*General Surgery	*Orthopedic Surgery	*Social Work

*General Dentistry	*Internal Medicine	*Pathology	*Substance Abuse
*Dental Laboratory	*Laboratory	*Pediatrics	

Yokosuka Hospital

*Emergency Medicine	*Internal Medicine	*Occupational Health	*Pharmacy
*Dermatology	*Laboratory Services	*Ophthalmology	*Physical Therapy
*Family Practice	*Mental Health	*Orthopedics	*PPIP
*General Surgery	*Neurology	*Otolaryngology (ENT)	*Radiology
*Health Promotion	*OB/GYN	*Pediatrics	*Urology

Atsugi Clinic

*Acute Care

Camp Zama Clinic

*Acute Care	*Optometry	*Family Practice
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4. The following are a list of medical services available at Japanese Facilities:

National Hospital Tokyo Disaster Med Center

*Anesthesiology	*Gastroenterology	*OB/GYN	*Psychiatrics
*Burn Unit	*General Surgery	*Ophthalmology	*Radiology (Nuc.Med)
*Cardiology	*Hyperbaric	*Orthopedic Surgery	*Respiratory Medicine
*CCU	*ICU	*Otolaryngology (ENT)	*Respiratory Surgery
*Critical Care Center	*Internal Medicine	*Pediatrics (NICU)	*Urology
*Dentistry	*Intoxication Unit	*Pediatric Surgery	
*Dermatology	*Neurosurgery	*Plastic Surgery	

Hachioji Pediatric Hospital

*Anesthesiology	*Pediatric Cardiovascular Surgery
*Emergency care, including neonatology	*Pediatric specialty consultation for diseases of the heart, kidney and hereditary, asthma clinic, neurology, endocrinology, and oncology
*Internal medicine	
*Neonatology	
*Pediatric Surgery	

Kyorin University Hospital

*Anesthesiology (pain clinic)	*Hemodialysis	*Otolaryngology (ENT) (Head and Neck)
*Cardiology	*Hyperbaric Chamber	*Pediatrics (NICU)
*Cardiovascular surgery	*Neurology, Neurosurgery	*Plastic surgery
*Dermatology	*OB/GYN Surgery	*Primary care
*Emergency care	*Oncology (Collagen disease & rheumatology)	*Psycho-neurology
*Endocrinology (incl. DM, Metabolic disorder)	*Ophthalmology	*Radiology (Nuclear Med)
*Gastroenterology	*Orthopedic Surgery	*Respiratory Medicine
*Geriatrics	*Oral Surgery	*Urology

Ohme Municipal General Hospital

*Dental Oral Surgery	*Hemodialysis	*Ophthalmology	*Psychiatrics
*Dermatology	*Hyperbaric Chamber	*Orthopedic surgery	
*Radiology(Nuc,Med)			
*Emergency Care	*Internal Med.	*Otolaryngology(ENT)	*Respiratory med.

*Endocrinology	*Neurosurgery	*Pediatrics	*Thoracic Medicine
*Gastroenterology	*NICU	*Physical Therapy	*Urology
*General surgery	*OB/GYN		

Mejiro Daini Hospital

*Emergency Care	*Hyperbaric Chamber	*Neurosurgery	*Plastic surgery
*General surgery	*Internal medicine	*Orthopedic surgery	

5. Billing for medical care is handled in one of two ways based upon whether care was received from a DoD or Japanese facility. If the visit was to a DoD medical facility, rates are set by congress every year. These rates are contained in attachment 2. Before routine medical facility visits, the patient should pay their bill in advance in the medical service account office of the DoD treatment facility. If a civilian patient elects to go to a Japanese medical facility or is referred to a Japanese medical facility, they should be prepared to pay in advance. Most Japanese facilities require upfront payment or a deposit before they will render care. Expenses for Japanese medical care can be quite high (Expect to pay 5,000 yen for a family practice visit, 70,000 yen for a CT scan, 81,000 yen for an MRI, and around 10,000 yen for an emergency room visit).
6. Several US based commercial insurance companies offer coverage in Japan. Attachment 3 contains a list of several such companies. Carefully research your alternatives; the MDG is prohibited from endorsing a particular company.
 - a. Currently, our regulations permit overseas military treatment facilities to submit claims to commercial insurers for inpatient care only. One of the main reasons a concession was made for inpatient care was due to the large dollar amount associated with inpatient stays. In addition, every overseas facility has an automated system that can produce a statement for insurance companies for inpatient care the same is not true for outpatient care. The cost of additional staffing and information system support necessary for MTFs to submit claims to insurance companies for outpatient care is prohibitive. Patients are, themselves, responsible for submitting claims to their insurance carriers for reimbursement of expenses incurred for outpatient care.
 - b. Even when the MTF bills the insurance company for inpatient claims, the patient, or sponsor of the patient, is ultimately responsible for payment of the services rendered. If an insurance company requests additional clinical information to process the claim, the MTF should be able to furnish that information. Please note that many commercial insurance companies decrease or deny payments because they do not recognize MTF's as preferred providers participating in their network.
 - c. Claims generated from care received at a Japanese facility must be filled by the patient with their insurance company.
7. If you have any questions, please contact Capt Dan Lee, Yokota AB TRICARE Service Center, at DSN 225-6478 or via email: Daniel.lee@yokota.af.mil.

Attachments available upon request:

Attachments:

1. Medical/Education Overseas Clearance, 28 Aug 00
2. FY 2001 Department of Defense Medical Charges
3. Civilian Insurance Companies

