

IMA UPDATE USARJ/USFJ

UNIFORM

Unless otherwise notified, the duty uniform for USARJ and USFJ, during Annual Training, is BDU.

SHOULDER PATCHES

IMA wear the shoulder patch of their assigned unit. Enlisted soldiers, contact us for patches and we will mail them to you. You can purchase/order patches from a local clothing sales store.

APFT

HHC will administer the APFT and conduct a weigh-in during AT. Bring the proper Army PT uniform and running shoes. You must stay in good physical condition all year. USFJ Soldiers will be tested at Yokota AFB; time/date to be determined. Remember you will not be allowed to take the APFT if you are not in the proper uniform.

WEIGHT CONTROL

If you exceed the height/weight standard, you will be flagged and it will be documented on your OER/NCOER. If you are flagged you will not be allowed to perform any other training (ADT/ADSW/TTAD) until the flag is lifted. To remove the flag, you must go to the nearest Army Reserve or National Guard unit and have them complete a body fat taping, DA Form 5500-R, and forward the results to your PMO/PMNCO at AR-PERSCOM, ATTN: ARPC-OP (Officer) / ARPC-EP (Enlisted), 1 Reserve Way, St. Louis, MO, 63132-5200. Remember if you reenter the weight control program within 12 months of being removed from the weight control program, separation action from the US Army Reserve will be initiated.

MEDICAL PROFILES/AND HIV/MEDICAL EXAMS

IMA must have their profiles periodically reviewed. When an underlying medical condition has been resolved, ensure your manager at AR-PERSCOM receives the information and updates your records. An IMA with a profile will take the alternate APFT event and the information will be recorded on the OER/NCOER. HIV tests must be current within 6 months and medical exams must be current within 5 years. AR-PERSCOM will not publish AT orders if you have an outdated HIV test or physical exam.

ID CARDS/AT ORDERS/ID TAGS

You must have a current ID Card, identification tags, and your AT orders while traveling. ID Cards and AT orders are checked by immigration officials at the airport. Soldiers will wear their ID tags when in duty uniform at USARJ/USFJ.

AIRLINE RESERVATIONS

Air traffic to and from Japan is always heavily congested. Individuals must make airline reservations far in advance of actual travel dates. Plan your arrival for one day prior to your AT reporting date; this is the date we will arrange for your billeting. Schedule your departure flight for the day after your last training day. You are authorized pay for the training time stated on your orders. DO NOT wait until the last minute to accomplish this. Contact your local Government Travel Office or your Personnel Manager at AR-PERSCOM for assistance in getting tickets. You must obtain your tickets from a Government Contracted Travel Office. Reimbursement will be limited to the cost at the government rate. Bring your itinerary with you to the in-processing session.

FLIGHT ARRIVAL INFORMATION

Call, fax, write, or email us with your arrival flight number, carrier, date and time; this will assist us in coordinating ground transportation from the appropriate airport. Transportation personnel are required to wait for any delayed flights; therefore it is vitally important for us to have your flight information.

TRANSPORTATION FROM TOKYO AIRPORT TO CAMP ZAMA/YOKOTA

Most flights are scheduled to arrive at Narita Airport, Tokyo. Upon arrival, you will process through immigration. You then proceed to the baggage pick-up point. After securing your baggage and clearing customs, go to the far right of the building (terminal 1) and exit. You will see a crosswalk and stop light. Cross the street and follow the yellow line through the parking lot, this will take you to the Camp Zama/Yokota Buses (See enclosed airport drawing). If you arrive at Terminal 2, i.e., Continental or Delta Airlines, you will need to take the free bus service to Terminal 1; Bus Stop 8. This bus service is available between the "arrival" floors of Terminal 2 and Terminal 1, departing every 10-15 minutes. The military bus transportation POC is located at the Northwest Information Counter, Terminal 1, in the event you need assistance. Buses leave for Camp Zama at 1500, 1730, and 1900 hours daily; the bus trip is about 3-4 hours long and this service is free of charge. At Camp Zama, the bus will stop at the Camp Zama Billeting Office, BLDG 563. USFJ IMA take buses departing for Yokota AFB at 1600, 1800 and 2000 hours daily; that bus trip is 2-4 hours long and the service costs \$24.00 each way. This is a reimbursable expense. You will be dropped off at the Kanto Lodge Billeting Office.

TRANSPORTATION FROM YOKOTA AFB TO CAMP ZAMA

If you arrive at Yokota AB via MAC flight, you should immediately contact the Army ATCO representative there to arrange for ground transportation. There is no regularly scheduled bus service from Yokota. **MAKE SURE YOU HAVE COORDINATED YOUR FLIGHT ARRIVAL INFORMATION WITH THE RC OFFICE SO WE CAN ARRANGE FOR A DRIVER TO BE WAITING FOR YOUR FLIGHT.**

BILLETING

Since billeting can be at a premium during Exercises, you may not get the best accommodations. However, the billeting office does its best with the limited space. "Remember you could have a tent." Annual Training is an "unaccompanied" tour, and billeting may not be available for your guests.

IN-PROCESSING

In-processing for all IMA will be accomplished by the Reserve Component Advisors Office. In-processing will be the morning of your report date.

PERSONAL EXPENSES AND MILITARY PAY

Bring sufficient funds for all expenses expected during AT. Advances will be issued only by DFAS-IN. Instructions for requesting an advance are included in the pay packet received from AR-PERSCOM. The advance will only be enough to pay for your room and meals. Advances are requested through:

DFAS-IN Indianapolis Center
Director For Network Operations
DEPT 3700
8899 E 56th Street
Indianapolis, IN 46249-3714

DFAS Fax number (317) 510-2069
DSN 699-2069

POC is James Brown

Advance on pay and allowances is not authorized. Receiving a paycheck at the AT site is not an option. **TO EXPEDITE DIRECT DEPOSIT PAYMENT, BRING A VOIDED CHECK OR DEPOSIT SLIP TO THE IN-PROCESSING SESSION.**

BHA (basic housing allowances) "W/DEPENDENTS"

Individuals who are entitled to BHA at the "with dependents" rate, and whose AT orders do not show they have dependents, must bring a marriage certificate to verify marriage. If you are not married but are supporting children, you must bring a copy of the court order directing child support payments/or child custody. To expedite verification, ask your PMO/PMNCO at AR-PERSCOM to name your dependents on your orders next to the PX and commissary agents.

Thursday, February 22, 2001

ANNUAL TRAINING (AT)

IMA are required to perform AT with USARJ/USFJ during each fiscal year. Coordinate your AT with your section first and they will provide the Office of RC Advisors with the dates. Advance planning is vital as per AR-PERSCOM policy; we must submit requests for AT NLT 60 days prior to the tour start date.

SECURITY CLEARANCE

IMA performing AT with USARJ/USFJ must have as a minimum a secret clearance. Some IMA positions require a Top Secret clearance. Ensure your records are correct at AR-PERSCOM so that clearance data on AT orders are accurate. AR-PERSCOM will not issue orders when the system shows an outdated security clearance. The soldier can call the Security management office and request an interim clearance or go on line at the AR-PERSCOM web site and do it: www.2xcitizen.usar.army.mil. The phone number is 1-800-323-0793. Remember secret clearances are good for 10 years and TS for 5 years.

REMOVAL FROM IMA ASSIGNMENT

IMA may be removed from an IMA assignment with USARJ//USFJ for the following reasons: at the request of their section of assignment, failure to meet security clearance requirements, failure to fulfill obligations of the program (i.e. failure to perform AT, failure to meet height/ weight standards).

SGLI

Who qualifies for year round SGLI? Anyone that is in the selected reserves, i.e., TPU members, IMA members and RTU members assigned to drill for points only. You must be willing to pay 6 months of premiums at a time. The POC at AR-PERSCOM is Shirley Gallagher, (314) 592-0000, ext 3278. You will then be covered by the life insurance, whether training or not.

ARMY RESERVE COMPONENT OVERSEAS TRAINING RIBBON (ARCOTR)

The ARCOTR is awarded to reservists who complete at least 10 days of duty on foreign soil. Numerals are issued to denote second and subsequent awards. IMA who perform duty in Japan should submit requests for the ARCOTR directly to AR-PERSCOM through your Personnel Actions Team. Include a copy of your AT/ADT order, pay voucher, NCOER/OER or certificate of performance with your request.

ADDRESS/TELEPHONE NUMBERS

Correspondence for the Office of RC Advisors should be sent to: Commander, US Army Japan, Unit 45005, ATTN: APAJ-RC, APO AP 96343-5005. Our telephone numbers at Camp Zama DSN (315 country code) are 263-3649/4749/8510, and commercially from the US: 011-81-3117-63-3649/4749/8510 or Fax 7778.

EMERGENCY PHONE NUMBERS

If you or a family member needs to contact the Office of RC Advisors for after duty hours, contact the USARJ Command Center, ext 3123 (same country code/prefix listed above). The American Red Cross number is: 011-81-3117-63-3166.

MEDICAL SUPPORT

Routine and emergency medical care will be available 24 hours a day. You must have an identification card and a copy of your order to use the medical facility.

CHECK CASHING/YEN SALES

You can cash a personal check for up to \$300.00 a day at the PX or NEX. You can exchange dollars for yen at the Community Bank on post and the Camp Zama Community Club. ATMs, that issue dollars or yen, are available on both Camp Zama and Yokota AFB.

IMMUNIZATIONS REQUIRED FOR JAPAN

THERE ARE NONE!

NARITA AIRPORT SHUTTLE BUS SCHEDULE

DEPARTURE TIMES TO NARITA

CZCC 0900	SHA 0930
CZCC 1100	SHA 1130
CZCC 1300	SHA 1330

DEPARTURES FROM NARITA

LOADING TIME	DEPARTURE
1430	1500
1700	1730
1830	*1900

*THE 1900 HOURS DEPARTURE MAY BE DELAYED FOR LATE ARRIVING DUTY PASSENGERS.

- FOR YOUR CONVENIENCE WHILE WAITING FOR LOADING TIMES THERE IS A LOUNGE LOCATED IN TERMINAL 1, 2ND FLOOR CENTER.
- IF YOU ARRIVE AT TERMINAL 1, AFTER FORMALITIES GO TO NORTH WING AIRLINE ARRIVAL DESK ON THE LEFT SIDE OF THE COUNTER IS A MAP TO THE BUS PARKING AREA.
- IF YOU ARRIVE AT TERMINAL 2, TAKE THE FREE AIRPORT SHUTTLE TO TERMINAL 1.

When you arrive at Narita Tokyo Int. Airport if you arrive at terminal 1, north wing, you will go through immigration and customs. If you arrive at terminal 2, then take a shuttle bus which is free to terminal 1. From there (terminal 1), you will go out the doors then turn to your left hand side. Outside crosswalk facing the clock tower, you will walk towards the clock tower, also there is a signal light. Cross walk towards the parking the buses are all the way to the back of the clock tower, after you cross the signal cross way you make a immediate right, then left, straight around the clock tower going to the back or the end of P1 Parking lot.

The buses depart to Camp Zama, 1500, 1730 & 1900. Sir, if you bring about 3000 Yens it should be more than enough to get you by until you get to Camp Zama.