

Kadena Base Bulletin, Jan. 16

To submit an announcement for the base bulletin, e-mail a completed bulletin form to:
kadena.basebulletin@kadena.af.mil.

Announcements typically run for two weeks beginning two weeks prior to an event. Submissions must be received by 5 p.m. Monday to be included in the weekly bulletin e-mail sent on Wednesday. NO FEDERAL ENDORSEMENT OF PRIVATE ORGANIZATIONS OR ACTIVITIES IS INTENDED.

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NOTICES

Road closure

- There will be a partial road closure on Fairchild Ave. from Douglas Blvd. to Molland St. The construction will replace the asphalt road surface. The closure is expected from Dec. 15 to Jan. 29.

For more information, please contact James Pittman at 634-7271.

- One lane partial road closures are scheduled from Jan. 10 to Feb. 9 (weather permitting, otherwise automatically extended as needed) on Douglas Blvd. between Burger King and the sewer lift station, Bldg. 4079, located north of Christos Ave. for the purpose of a cultural assets survey.

The closures will be in effect from 8 a.m. to 6 p.m. except Sundays. Traffic after 6 p.m. will resume as normal until the next working day. One lane will remain open for traffic flow at the excavation sites. Construction/warning signs will be placed and flagmen will direct the traffic flow at the sites.

For more information, contact Ms. Natsuki Kudaka at 632-6257.

Troy University Term 3 registration

Troy University registration period is still open for Term 3 classes, Jan. 7 to Mar. 10. Course offerings for Kadena can be found at <http://trojan.troy.edu/globalcampus/pacific/offices/kadena.html>.

For more information, contact Jennifer Flores at 634-5365 or Kadena@troy.edu.

Central Texas College Term 3 registration

Central Texas College registration for Term 3 classes is open. Course offerings at Kadena are as follows: CDEC 1172-Mentoring for Early Childhood Educators; CJSA 1175-Investigation of Sexual Abuse; PTMC 1172-Word Processing Applications; BMGT 1327-Principles of Management and HAMG 1321-Introduction to the Hospitality Industry.

For more information, contact Nathan Schoellig at 634-0711 or nathan.schoellig@pfec.ctcd.edu.

Central Texas College instructors needed

The Central Texas College is currently looking for instructors to teach legal research, civil litigation, contract law, family law, personal injury law, juvenile law and criminal law and procedures in the legal assistant program and fire protection fundamentals, arson investigation, hazardous materials, firefighter health and safety, building codes and construction and firefighting strategies in the fire protection program.

For more information or if interested in this opportunity, please contact Ashley Cree at 645-5840 or email at ashley.cree@pfec.ctcd.edu<<mailto:ashley.cree@pfec.ctcd.edu>>.

Family member clearance

Once notified of the assignment, an Air Force active duty member with dependents will complete Air Force Form 4380, Air Force Special Needs Screener, and take it to outbound assignments. The form can be obtained on e-pubs and this form is completed whether the family member is on or off island. If the member's family is not on island or will not travel to the member's current base, please annotate on the form.

For more information, please email kadena.efmpm@us.af.mil.

Steps for FMRC process

An active duty member with an overseas assignment or who is "Q-Coded" with a stateside assignment should start the Family Member Relocation Clearance process earlier. The process starts at the 18th Medical Group Tricare section, where the FMRC coordinator briefs the process and provides the package. Screenings are conducted weekly on Thursday from 9-11 a.m.

For more information, please email kadena.efmpm@us.af.mil.

Tobacco cessation classes

The Health and Wellness Center is offering a tobacco cessation class every Monday at 11:30 a.m. and Monday through Thursday from 1-4 p.m., except holidays. If unable to attend the class, they offer an online course at www.ucanquit2.org, just complete the five modules and bring in the certificate.

For more information, please contact Staff Sgt. June Mendez at 634-2499.

Dependents eligible for an I.D. card

To receive an I.D. card for the first time or replacing a lost or expired card, eligible dependents will need their sponsors to log-in to https://www.dmdc.osd.mil/self_service and digitally sign DD Form 1172-2. After the form has

been signed the dependent can acquire the I.D. card without the presence of their sponsor in an authorized I.D. card issuance facility.

For more information, please contact customer service at 634-4537.

Return from leave on Saturday

If a member returns from leave on a Saturday, regardless of the hour, Saturday will not be charged as a day of leave. This also applies for Sunday and holidays. Standard Monday through Friday work days will be applied as leave.

For more information, please contact Customer Service at 634-4537.

Topographic and soils exploration surveys

Contract personnel will be performing topographical land surveys in Stearley Heights, Kishaba Terrace and Plaza Neighborhoods beginning January. Residents can expect to see survey teams walking through the neighborhood and heavy equipment performing exploratory soil excavations. Occupants should maintain positive control of leashed pets while survey crews are nearby. The crews will not enter fenced yards but may enter unfenced/common areas. Residents are not required to be home while the survey is in progress. Any excavations made by this contract will be restored at the end of the work day.

For more information, please contact Yuji Boraca at 634-0877 or Chris Sorter at 634-1374.

Tax Center opening soon

The Kadena Tax Center will be opening Jan. 23 from 9 a.m. to 2 p.m. for all I.D. card holders. Walk-in Services for simple returns only will be Jan. 19 and Jan. 22 from 9 a.m. to 2 p.m.

To volunteer to assist with taxes or for more information, please contact Tech. Sgt. Alexius Tucker at 634-0021 or 634-7825.

Girl Scout Cookie sales

The wait is over! Girl Scout cookies are on sale now. Look for booth sales around Kadena and at Exchange and USO locations around the island. Stock up on your old favorites: Thin Mints, Shortbread, Caramel Delights, or try the new cookie this year: Mango Creme! Eight yummy varieties to try. You can also send a box to a soldier. Get yours before they run out!

Kadena Furnishings Warehouses closure

The Kadena Furnishings Warehouses and Customer Service Self Help at the Chibana and Kinser locations will be closed for annual inventory, Jan. 23-25.

For more information, contact Melinda Faires at Melinda.faires@us.af.mil.

18th CS Customer Service Center move

The 18th Communications Squadron Client Service Center (CSC) will be moving from Bldg. 400 to Bldg. 159 on Jan. 22. Bldg. 159 is located right beside the Post Office.

The CSC currently serves the following customers:

SIPRNET/TBMCS password resets, SIPRNET Token issuance and turn-in, In/Out process vMPF clearance for customers to depart Kadena, Blackberry/Cellular phone issues, Telephone Control Officer (DSN phone line) issues, Dropping computers off for reimaging, inquiries for digging permits, ADPE Custodians, PWCS custodians and general questions.

Office hours are from 7:30 a.m. to 4:30 p.m. Monday through Friday with the exception of Wednesdays closing at 2 p.m. for training.

For more information, contact Tech. Sgt. Amy Mackey at 634-4655.

Postal customs forms

Effective Jan. 27 customers can use either the Postal Service Form 2976, Customs Declaration CN 22, or PS Form 2976-A, Customs Declaration and Dispatch Note-CP 72, for items sent to or from any APO, FPO or DPO zip code location.

For more information, contact Master Sgt. Snyder at 634-3244.

UPCOMING EVENTS

Jan. 16

Martin Luther King 5K

There will be a MLK 5k run/walk Jan. 16 at the Risner Fitness Center. Registration begins at 6:15 a.m. and the run starts at 6:30 a.m.

For more information, contact Master Sgt. Bady at 634-5794.

Jan. 17

Kadena 5/6 Club meeting

The Kadena 5/6 Club will be meeting Jan. 17 at noon to 1 p.m. in the NCO Rocker, Kuba Room. We have a dynamic guest speaker and mentor First Sergeant, Master Sgt. Quincy Harper. If you wish to be sharpened as an NCO, please come out and take advantage!

Membership: Not a member, not a problem. The current membership dues are only \$25 for one year (365 days). Membership signup will be available before and after the meeting.

All DET (detachment) units, Army, Navy and Marines E5/E6 are welcome to attend the meeting and events as well as Staff Sgt's. Please spread the word to your unit and fellow NCOs, hope to see you there!

For more information, contact Staff Sgt. Patricia Feaster-Kimmerle at 634-1809.

MLK blood drive

There will be a blood drive at the Schilling Community Center, Jan. 17 from 10 a.m. to 2 p.m. Participants have a chance at winning a \$25 Martin Luther King Trivia gift certificate while supporting the Armed Services Blood Program!

For more information, contact Master Sgt. Bady at 634-5794.

Jan. 18

Commissioning briefing

There will be a commissioning briefing at the Kadena Education Center, Bldg. 59, room 107, Jan. 18 at 2 p.m. This briefing is for anyone interested in learning about the Air Force commissioning program.

For more information, contact Joshua Probst at Joshua.Probst@us.af.mil or 634-1500/2468.

MLK Luncheon

There will be a Martin Luther King luncheon Jan. 18 from 11:30 a.m. to 1 p.m. in the NCO Rocker Club Ballroom.

For more information, contact Master Sgt. Bady at 634-5794.

Jan. 19

Deployed Spouses' Dinner

The Deployed Spouses' Dinner will be held at the Ryukyu Middle School, Jan. 19 from 5:30-7:30 p.m.

For more information, Danielle Pfarr at danielle.pfarr@us.af.mil or Airman 1st Class Amanda Hudgens at amanda.hudgens@us.af.mil.

KHS Student Council 5k Fun Run

Kadena High School Student Council will be holding a 5K Fun Run fundraiser on Jan. 19 at 8 a.m. at the Risner Fitness Center. Registration begins at 7:15 a.m. and funds will support Kadena High School students selected to attend the Leadership, Ethics and Determination (LEADS) Conference in Washington, D.C.

For more information, contact Rhonda Burton at rhonda.burton@pac.dodea.edu.

Jan. 25

18th Component Maintenance Squadron (Accessory Flight) blood drive

The 18th Component Maintenance Squadron (Accessory Flight) will host a blood drive at the Kadena 18th Component Maintenance Squadron (Accessory Flight), Bldg. 733, Jan. 25 from 11 a.m. to 4 p.m., in support of the

Armed Services Blood Bank for the month of January, to help support the blood requirements for Cobra Gold 2013. We have an increased need for O Positive and O Negative, but all blood types are welcome.

For more information, contact Senior Airman Moulding at 634-1958.

Business 101 seminar

There will be a free Business 101 seminar Jan. 25 at noon at the Education Center, room 125B. This is provided as a public service by the University of Phoenix. The seminar is for those who hold a Bachelor's degree and may be interested in pursuing a Master of Business Administration (MBA). Lunch will be provided.

For more information or to register, contact Cody McDonald at cody.mcdonald@phoenix.edu.

Jan. 29

18th Medical Group blood drive

The 18th Medical Group will host a blood drive at the 18th Medical Group, Bldg. 625, Jan. 29 from 1-4 p.m., in support of the Armed Services Blood Program for the month of January, and to help support the blood requirements for Cobra Gold 2013. We have an increased need for O Positive and O Negative, but all blood types are welcome.

For more information, contact Tech. Sgt. Main at 630-4408 or rowena.main@us.af.mil, or Airman 1st Class Personius at 630-4416 or amalia.personius@us.af.mil.

VOLUNTEER OPPORTUNITIES

Youth baseball and softball coaches needed

Kadena Youth Sports and Fitness is looking for volunteer coaches for their upcoming baseball and softball season. The season will run from now until Feb. 23.

For more information, contact Kadena Youth Sports and Fitness at 18fss.youthsports@us.af.mil or 634-1384 or stop by Bldg. 499.

Unaccompanied housing needs dorm leaders

Kadena's unaccompanied housing is looking for highly motivated staff sergeants and technical sergeants to fill vacant Airman Dorm Leader positions. Applicants must possess the grade of staff sergeant, have a minimum of one year experience as a supervisor, possess leadership and mentorship capability, not have any record of emotional instability, disciplinary actions, or financial irresponsibility, ability to speak distinctly and to all levels of rank, possess high standards of military appearance and conduct, and knowledge of Microsoft Word, Microsoft Excel, supply, accounting, facility maintenance procedures and management of personnel. This is a two year non-deployable controlled tour. You must have two years left on your Date Eligible to Return from Overseas or be able to In-Place Consecutive Overseas Tour to obtain two years. You cannot be receiving payment from a selective re-enlistment bonus.

To apply, submit the following documents:

1. Release from current duty assignment, signed by commander
2. Copies of last three EPRs
3. Copy of Data Verification Brief
4. PT score sheet
5. Letters of recommendation

If you would like to apply for the positions or have any questions or concerns please contact unaccompanied housing customer service at 634-4016 or Tech. Sgt. Jeremiah Curtin at Jeremiah.Curtin@us.af.mil or Master Sgt. Michael Bagley at Michael.Bagley.3@us.af.mil.

Kadena Housing Office Furnishings Management needs Staff Sgt's

Kadena Housing Office Furnishings Management Element is looking for highly motivated Staff Sgt's to fill vacant positions. Applicants must have a minimum of one year experience as a supervisor, possess leadership capability with no record of disciplinary actions. It is highly recommended but not necessary that candidates have a supply or

warehouse background, inventory control management skills, administrative knowledge of Microsoft Word, Microsoft Excel, accounting and facility management procedures. This position may require speaking/briefing senior leaders. This is a two year non-deployable controlled tour. Applicants must have two years left on your Date Eligible to Return from Oversea Tour to qualify for these positions. Candidates cannot be receiving payment from a selective re-enlistment bonus.

For more information, contact Melinda A. Faires at 634-1150.

Kadena High School's PTSO needs executives

Kadena High School's Parent, Teacher, and Student Organization (PTSO) are in need of a secretary, treasurer, and teacher representative. If you are interested in running for an executive position, please email a short bio to kadenaptsopresident@yahoo.com or contact Master Sgt. Tamesia Boone at 634-2136.

Bob Hope Primary School

Bob Hope Primary School needs volunteers to help with reading, math and science groups Monday-Friday when school is in session, traffic control Monday-Friday 8:30-9 a.m. and 2:50-3:20 p.m. and lunch and playground monitors Monday-Friday 10:45 a.m. to 12:50 p.m.

For more information, contact Luldes Giraud at 634-0093 or luldes.giraud@pac.dodea.edu.

Kadena High School

Kadena High School needs volunteers and tutors to support the after school homework club on Tuesdays, Wednesdays and Thursdays from 2-4 p.m. Tutors do not have to commit to all sessions, they may donate as much time as they can spare.

For more information, contact Rhonda Burton at rhonda.burton@pac.dodea.edu.

Kadena Middle School

Kadena Middle School needs volunteers and tutors to support the after school homework club on Mondays, Wednesdays and Thursdays from 2-3 p.m. Tutors do not have to commit to all sessions, they may donate as much time as they can spare.

For more information, contact Angela Butler at 634-0217 or angela.butler@pac.dodea.edu.

Academic Assistance Club

The Academic Assistance Club at Kadena Elementary School need tutors for 4th and 5th grade students in the subjects of math, reading, language and special projects. Meetings are on every Monday and Wednesday from 2:50-4 p.m. in the information center. The program ends May 15.

For more information, contact Person Kelley Lynn-Pryor at Kelley.lynn-pryor@pac.dodea.edu or 634-1550.

Deployed Spouses' Dinner needs volunteers

The Deployed Spouses' Dinner is in need of volunteers to assist with childcare at Ryukyu Middle School, Jan. 19 from 5:30-7:30 p.m. Free food will be provided.

If you are interested, please contact Danielle Pfarr at danielle.pfarr@us.af.mil or Airman 1st Class Amanda Hudgens at amanda.hudgens@us.af.mil.

Volunteers needed to promote Military Saves Week

Military Saves Week is from Jan. 25-Feb. 1 and the Airman and Family Readiness Center needs help promoting it. It is a financial readiness initiative and social marketing campaign endorsed by the Department of Defense and implemented by installations across all service branches to persuade, motivate and encourage military families to save money each month. The initiative is also to convince leaders and organizations to be aggressive in promoting automatic savings. The A&FRC will have financial forums, an Extreme Couponing Contest and much more.

If you are interested in being a volunteer for your unit, one of the expert couponing gurus, or offering a hand, contact Capt. Green at 634-3366.

Volunteers for 2013 Okinawa Marathon

Volunteers from groups, squadrons, private organizations, or as individuals are needed to provide water or cheer on runners at stations along the base route through Kadena during the 2013 Okinawa Marathon Feb. 17. Those

interested are encouraged to attend a meeting Feb. 5 at 2 p.m. in the Schilling Community Center Ball Room, Bldg. 455. If you would like to volunteer as a group, you can send one representative to the meeting.

For volunteer sign-up or more information, e-mail makiko.miyara.jp@us.af.mil or call 634-5696.

KADENA BASE BULLETIN TEMPLATE				
WHO (POC with contact number)	WHERE (Location)	WHEN (Time)	DATE (Day)	WHAT (Volunteer, Upcoming event, Fundraiser, or notification)
Headline (What would you like the title of this event to be)				
NO MORE THAN THREE SENTENCES DESCRIBING VOLUNTEER REQUIREMENTS, WHAT THE EVENT OFFERS, AND CLOSURE/OPENINGS (Repeat the who, where, when, the date, and what type of event in this description)				

EXAMPLES OF APPROVED ANNOUNCEMENTS

EVENTS

June 24 is the next Gate 2 Clean-up. Meeting location is the benches behind Chili’s Too at 3 p.m. This event usually lasts about an hour and supplies are provided. If it is raining it will be cancelled.

VOLUNTEER

Airmen Committed to Excellence is looking for more ACE briefers to brief Wednesdays for the Newcomers Briefings at the Schilling Community Center.

NOTICES

The 18th Wing Legal Office wants to make sure all members of Team Kadena have an updated will and have the necessary powers of attorney. We do wills, by appointment, on Tuesdays from 1 to 2 p.m. and powers of attorney, on a walk-in basis, on Mondays, Wednesdays, Thursdays, and Fridays from 10 a.m. to 3 p.m., and on Tuesdays from 10 a.m. to 1 p.m. To book an appointment or get more information, contact 634-3300.

TIPS FOR WRITING KADENA BASE BULLETIN

Do not capitalize all words in headline; only capitalize proper nouns and beginnings of sentences

Edited: Online test schedule disabled in AFAEMS

Do not use symbols

Edited: Road closure and detour

Ensure information is accurate

Edited: 18th Wing Chapel Protestant Program

For time list as: “begins at 8 a.m.”; two times listed: “from 10 a.m. to 2 p.m.” or “from 1 to 6 p.m.” 12 a.m. is listed as “midnight”; 12 p.m. is listed as “noon”

Dates: “5 JUL 2012”; “August 8th”; “Monday, June 4”

Edited: “July 5”; “Aug. 8”; “June 4”

Avoid military slang and informal jargon

Digitally sign all emails