

Kadena Base Bulletin, Jan. 23

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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VOLUNTEER OPPORTUNITIES

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Volunteers needed for 2013 Okinawa Marathon
Judges needed for AEIS Science Fair

NOTICES

Gate 1 lane closure

Gate 1's outer traffic lane will be temporarily closed to inbound traffic on the following dates: Jan. 25 from 8 a.m. to 5 p.m., Jan. 28 until Feb. 1 and Feb. 3 until Feb. 8. The 18th Civil Engineer Squadron will be making repairs to the asphalt.

For more information, please contact Master Sgt. Dewayne Magee at 634-4481.

Memorial service

There will be a memorial service Jan. 25 at 9 a.m. at Chapel One in honor of Staff Sgt. Glenn Bearson, 18th Equipment Maintenance Squadron. Bearson was killed in a motorcycle accident Jan. 19 on Highway 58 near Kadena Air Base.

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, please contact Ms. Natsuki Kudaka at 632-6257.

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.

Returning 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 soil 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 opened Jan. 23 from 9 a.m. to 2 p.m. for all I.D. card holders.

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 the 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 Furnishing Warehouse closure

The Kadena Furnishing Warehouses and Customer Service self help at the Chibana and Kinser locations will be closed for annual inventory, Jan. 23-25.

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

Postal custom 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, please contact Master Sgt. Snyder at 634-3244.

Kadena Housing closure

Kadena's Housing Office, Furnishing Management Office, Appliance Shop, Unaccompanied Housing and satellite offices on Camps Courtney, Kinser and Foster will be closed Jan. 29 at 11 a.m. for an official function.

For emergency assistance, please call 634-4663.

ACE monthly meeting

Airmen Committed to Excellence's monthly meeting will be Feb. 14 at the Rocker NCO Club in the Kuba Room from 11 a.m. to noon. There is no cost to attend and lunch will be provided. New faces are always welcome.

For more information, please contact Airman 1st Class John Wyatt at 630-4708.

ACE is looking for new members

Sign up today and join Airmen Committed to Excellence. ACE's vision is to establish Airmen to be future leaders of the U.S. Air Force and to provide Airmen opportunities for personal and professional development. They also provide opportunities for members to volunteer in the community and other activities that can strengthen senior airman below-

the-zone packages. During monthly meetings, guest speakers provide information on how to sponsor a blood drive, the retraining and commissioning process and much more. Membership costs \$20 for the length of an individual's tour and includes a coin. T-shirts are also available for an additional \$15.

If you would like to join or for more information about ACE, please email ACE.Exec@us.af.mil.

AFAS education grant

The Air Force Aid Society offers students an opportunity to get up to \$7,000 toward higher education. The AFAS's education grant is worth \$2,000 and is needs-based. AFAS also offers college freshman an opportunity to compete for one of 10 merit-based scholarships worth \$5,000.

Applications will be available until March 8 and are online at <http://afas.org/education-grants>.

Leave Web 4.0

There will be several changes made to Leave Web 4.0: expand Leave Web capabilities to process all types of leave, requires digital signatures for all requesting and approving levels of military leave and eliminates the use of tracking numbers. Kadena Air Base is scheduled to see this upgrade Feb. 13. Also, use or lose balances have been updated to 75 days until 2015.

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

Foreign Service Officer Test

For those interested in becoming a diplomat with the U.S. Department of State or U.S. Consulate General, the written portion of the Foreign Service Officer Test will be offered by Naha Feb. 8 at the Education Center, Bldg. 246, Room 108 on Torii Station. There will be a morning and an afternoon session with 10 seats available in each session.

To learn more and to register for the test, please visit <http://www.careers.state.gov>.

Schilling Community Center closure

The Schilling Community Center, Okinawa Gift Shop and Platters will be closed Jan. 26 due to a scheduled power outage. Mommy and Me Tea will be at the Officer's Club. Sign-ups for the Discover Tour have been postponed until Feb. 2. The Driver's Education Refresher classes have been relocated to Bldg. 88. The facility will reopen Jan. 27 at 9 a.m.

For more information, please contact Katy Larson at 634-0693.

Teen Dating Violence Awareness Week

In an effort to raise awareness of healthy relationships, the Senate approved and declared the first week of February "National Teen Dating Violence Awareness Week." In accordance with this month of national awareness, Family Advocacy is offering educational seminars to all members of the military community on Okinawa.

They are also hosting a "Help, my teen is dating!" seminar that includes a video by author, speaker and Executive Director of the Date Safe Project, Mike Domitrz.

For more information, please contact Valerie Seitz at 634-3361.

UPCOMING EVENTS

Jan. 25

18th CMS blood drive

The 18th Component Maintenance Squadron (Accessory Flight) will host a blood drive Jan. 25 at the Kadena 18th CMS, Bldg. 733, from 11 a.m. to 4 p.m., in support of the Armed Services Blood Bank 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, please 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. Lunch will be provided.

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

Jan. 26

Okinawa City Industry Festival

The Okinawa City Industry (Sangyo) Festival will be Jan. 26 from 10 a.m. to 7 p.m. and Jan. 27 from 10 a.m. to 6 p.m. at the Okinawa Prefectural Comprehensive Park Gymnasium and the surrounding area in Awase. The event is free and there will be food, arts & crafts, pottery and more. Park at the fishing harbor on Route 85 and take the free shuttle bus from the harbor to the festival venue.

Jan. 29

18th MDG blood drive

The 18th Medical Group will host a blood drive Jan. 29 at the 18th MDG, Bldg. 625, 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, please 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.

Feb. 9

Team Kadena Annual Awards

Team Kadena Annual Awards will be Feb. 9 at the Rocker NCO Club. The uniform will be semi-formal or civilian equivalent. Social hour begins at 5 p.m. and the ceremony starts at 6 p.m. Cost of meals range from \$20-30 per person. Reservation deadline is Feb. 2.

For more information, please contact your unit first sergeant.

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, please 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 Airmen 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.

FMO needs staff sergeant

Kadena Housing Office Furnishings Management Element is looking for highly motivated staff sergeants to fill vacant positions. Applicants must have a minimum of one year experience as a supervisor, possess leadership capabilities 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 or briefing senior leaders. This is a two year non-deployable controlled tour. Applicants must have two years left on their 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, please contact Melinda A. Faires at 634-1150.

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

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, please contact Capt. Leo 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. at the Schilling Community Center, Bldg. 455, in the Ball Room. If you would like to volunteer as a group, you can send one representative to the meeting.

To volunteer or for more information, please email makiko.miyara.jp@us.af.mil or call 634-5696.

Judges needed for the AEIS Science Fair

Amelia Earhart Intermediate School needs volunteers who have knowledge of science to serve as judges for their science fair Feb. 20 from 8-11:30 a.m. Judges will be provided procedures and criteria and will work in teams.

To sign up or for more information, please contact Charlotte McGinn at Charlotte.McGinn@pac.dodea.edu.

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) <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>				
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) <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>				

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