

Kadena Base Bulletin, Feb. 13

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

Youth baseball and softball coaches needed
Unaccompanied housing needs dorm leaders
Bob Hope Primary School
Kadena High School
Kadena Middle School
Academic Assistance Club
Volunteers needed to promote Military Saves Week
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Judges needed for AEIS Science Fair

Okinawa Marathon water station
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NOTICES

Postal custom forms

Customers can now 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.

ACE monthly meeting

Airmen Committed to Excellence's monthly meeting is 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 freshmen 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 including expanding Leave Web capabilities to process all types of leave, requiring digital signatures for all requesting and approving levels of military leave and eliminating the use of tracking numbers. Kadena Air Base is scheduled to see this upgrade Feb. 25. Also, use or lose balances have been updated to 75 days until 2015.

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

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 Mike Domitrz, speaker and executive director of the Date Safe Project.

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

Marriage links class

A marriage links class is scheduled now until Feb. 27 from 5-7 p.m. at Bldg. 128 in the conference room. This class is designed to help keep your relationship strong and surface potential problems before they could dampen the intimacy in your marriage.

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

Shogun men's dragon boat team

The Shogun men's dragon boat team is still looking for participants.

Practices are on Mondays and Wednesdays at 6 a.m. and 5:30 p.m. at the Risner Track, Tuesdays and Thursdays at 5:30 p.m., and Saturdays at 8 a.m. at the Kadena Marina.

For more information, please contact Katrina Raymond at katrinas_mailbox@yahoo.com or check out the team on Facebook by searching for Shoguns Dragon Boat Race Team.

PME development courses

The McDaniel Center for Professional Development is pleased to announce the next round of Professional Enlisted Developmental Seminars in February. The courses are open to all military services including Japan Air Self Defense Force.

The Airmen Professional Development Seminar is scheduled Feb. 21-22. The class is open to Airmen with at least two years time-in-service with no Airman Leadership School projection. The class will be held at the McDaniel Center, Bldg. 3445. The class is for only 40 students, so register soon at

<https://afkm.wpafb.af.mil/ASPs/Reg/RegisterSelect.asp?Filter=OO-DP-PC-06&EventID=10965&GroupID=14623>.

The Non-Commissioned Officer Professional Enhancement Seminar is scheduled Feb. 25-27. This is for NCOs with three or more years time-in-grade after ALS with no NCO Academy projection. The class will be held at the McDaniel Center, Bldg. 3445. The class is for only 40 students, so register soon at

<https://afkm.wpafb.af.mil/ASPs/Reg/RegisterSelect.asp?Filter=OO-DP-PC-06&EventID=10965&GroupID=14623>.

For more information about the courses, please call 634-3337 or 632-7829.

Fast legal assistance

Do you need a power of attorney or will, but don't have 30 minutes to wait? Save time by going to <https://aflegalassistance.law.af.mil>. Fill in your information, write down the ticket number and bring it to the legal office's front desk and you will be helped.

For more information, please contact Tech. Sgt. Jeremi Cortez at 634-3300.

Seeking driver's education instructors

The Schilling Community Center is currently seeking driver's education instructors. Individuals interested in being a contract instructor must have a current American Automobile Association or American Driver and Traffic Safety Education Association driver's education instructor certification.

Interested individuals should contact Jandin Thornton-Murray at 634-0365.

Seeking private organizations

The Schilling Community Center is conducting a private organization lottery for the 18th Force Support Squadron Spring EGGsplosion event, March 30.

They are looking for interested registered private organizations who would like to sell food items.

Private organizations must be registered and in good standing with the 18th FSS Private Organization Office. They must submit a point of contact, phone number, organization name, and the top three preferences of main items to sell.

Submissions will be accepted until Feb. 15.

For more information or to enter the drawing for a spot, email Michele Bean at michele.bean@us.af.mil.

Commissioning brief

For individuals interested in learning about the Air Force commissioning programs, there will be a briefing Feb. 15 at 2 p.m. at the education center, Bldg. 59, in Room 107.

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

Legal assistance shortage

The legal office will not have legal assistance, the ability to speak with a lawyer, until Feb. 15. Notaries and powers of attorney will still be provided during normal business hours from 10 a.m. to 3 p.m. Normal legal assistance hours will resume Feb. 18.

For more information, please contact Staff Sgt. Rona Marie Franco Hooker at 634-3300.

Military scholarship

Apply for a Pat Tillman Military Scholarship now until Feb. 15. The application will remain open until midnight Feb. 15. The scholarship is open to active-duty military members, veterans and spouses of active-duty members and veterans. Sixty applicants will be selected to join the 5th Class of Tillman Military Scholars.

The link to the application is available below:

<http://www.pattillmanfoundation.org/tillman-military-scholars/apply><<http://www.pattillmanfoundation.org/tillman-military-scholars/apply/>>.

For more information, please contact the Pat Tillman Foundation at (480) 422-6003 or email hunteririley@gmail.com.

Better body better life program

Better bodies start with better lives! The Kadena Health and Wellness Center is now offering a five-week interactive healthy weight program. Contact them today to get started down the road to achieving a healthy weight. Classes are limited to 12 people.

For more information and to sign up, please contact Tech. Sgt. Jennifer Randolph at 634-2499.

Drug take-back day

The Kadena Pharmacy is hosting a drug take-back day Feb. 23 from 10 a.m. to 6 p.m. in the Base Exchange lobby. During that time patients may bring in any old and/or unused medications for disposal by pharmacy personnel.

For more information, please contact Senior Airman Tegan Davis at 630-4598.

Troy University coordinator program

Troy University has an opening for a program coordinator. Duties include, but are not limited to, marketing academic programs, maintaining student records, enforcing academic rules and regulations as they pertain to student admission, transfer credit, admission to candidacy; other duties as needed.

For more information on the position, please email Kadena@troy.edu.

University of Phoenix seminar

The University of Phoenix is offering a seminar for individuals interested in becoming a teacher Feb. 22 from noon to 1 p.m. at the Kadena Education Center in Room 125B.

For more information, please call 959-0123 or 959-9845.

Holy week services

Ash Wednesday, Feb. 13 officially marks the beginning of the Lenten Season. Sunday Mass, starting Feb. 17, has changed from 11:45 a.m. to noon.

For more information, please contact Staff Sgt Charles White at 634-1288.

Chapel services for Okinawa Marathon

Due to the Okinawa Marathon, Gate Two and Chapel Two parking lots will be closed Feb. 17. The traditional worship service will be at Chapel Two at 9:30 a.m. Parking will be available at the Army and Air Force Exchange Service across the street from the chapel.

For more information, please call the chapel staff at 634-1288.

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.

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.

Bystander intervention facilitators

The 18th Wing Sexual Assault Response Coordinator office is looking for trained bystander intervention facilitators!

For more information, please contact Capt. Emily Meredith at 634-3791 or email the org box at 18wg.sarc@kadena.af.mil.

UPCOMING EVENTS

Feb.15

Patriotic musical

The Amelia Earhart Intermediate School Theater Club presents the patriotic musical, "I'm only one person, so what can I do?" Feb.15 at 6 p.m. at the Kadena High School Auditorium.

For more information, please contact Nicole King at 634-0512.

Kadena Exchange blood drive

The Kadena Exchange sponsors a blood drive Feb. 15 from 11 a.m. to 2 p.m. at the Kadena Exchange Party Room, Bldg. 412, to assist the Armed Services Blood Bank Center with meeting their monthly blood requirements. The Armed Services Blood Bank Center needs O positive and O negative blood donors, but all blood types are welcome.

For more information, please contact Benas at 959-4570.

Feb. 16

Father daughter dance

The Shogun Defenders second annual father daughter dance is Feb.16 at the Schilling Community Center from 1-4 p.m. This event is also open to mothers and daughters. Pre-registration is required and payment is due at the time of registration. It is \$20 for couples, father and daughter, and \$3 for additional guests. Registration will run through Feb. 15.

For more information, please contact Airman 1st Class Ashley Fermin at 634-3437 or email Ashley.fermin@us.af.mil.

Feb.21

Detachment 15 blood drive

The 372nd Training Squadron, Detachment 15, hosts their quarterly blood drive Feb. 21 from 10 a.m. to 2 p.m. at Bldg. 938 next to the motorcycle safety course.

For more information, please contact Staff Sgt. Christopher Byrne at 632-9017 or email christopher.byrne.2@us.af.mil.

Feb.23

Black History Month gospel extravaganza

The Black History Month gospel extravaganza musical is Feb. 24 at Chapel Three from 5 -7 p.m. All choirs, musicians, soloists, mimes, and praise dancers are welcome to participate.

For more information, please contact Staff Sgt. Brittany Torrence at DSN: (315) 634-1800 or

email brittany.torrence@kadena.af.mil

Feb. 25

STOMP coming to Kadena

The Specialized Training of Military Parents group visits Kadena Feb. 25-26 from 8:30 a.m. to 4 p.m. at the Schilling Community Center. The organization is solely dedicated to addressing the needs of military families who have a family member with special medical or educational needs.

For more information or to register, please call the Airman and family readiness center at 634-3366.

Honor guard T-flight class

The Honor guard is looking for highly motivated Airmen for an upcoming T-flight class Feb. 25 to Mar. 6. Anyone between the ranks of airman basic and technical sergeant are welcome. Previous experience is highly encouraged but not required.

Applications are available on the Kadena Honor Guard share-point site, <https://kadena.eim.pacaf.af.mil/sites/KHG/default.aspx>. Send completed applications to the Kadena Honor Guard organization box or bring to the T-flight orientation Feb. 20 at Bldg. 3445 at 3 p.m. All applications must be completed before the member attends the orientation.

For more information, please contact 1st Lt. Danielle Daley at 634-9407, Master Sgt. Bryon Kacprzyk at 632-5301 or Staff Sgt. Marlon Quitos at 632-5509.

Feb. 26

HWAP manager's training

A hazardous waste accumulation point manager's training class is Feb. 26 at the environmental office, Bldg. 3621, from 8 a.m. to 3:30 p.m. Primary and alternate accumulation point managers require a copy of their current appointment letter. Unit environmental coordinators also require a current appointment letter. Supervisors who are required to attend but are not active in the management of the accumulation point and personnel taking the class for familiarization may attend without documentation. There will be a final exam at the end of the class.

For more information, please contact Norton at 634-5336.

Feb. 27

Supermarket savvy tour

Would you like to learn how to identify healthy options or how to decipher nutrition labels? Come to the commissary Feb. 27 at 8 a.m. to roam the aisles and improve eating selections. The tour is designed for those looking to learn the grocery store aisles. Space is limited, so register early.

For more information, please contact the health and wellness center at 634-2499.

Blood drive

The 18th Component Maintenance Squadron aircraft hydraulics section sponsors a blood drive Feb. 27 from 10 a.m. to 2 p.m. at the Kadena Exchange Party Room to assist the Armed Services Blood Bank Center with meeting the monthly blood requirements. The ASBC needs of O positive and O negative blood donors, but all blood types are welcome.

For more information, please contact Senior Airman Stefan La Ve at 634-5738.

Feb. 28

Dads 101

The Dads 101 workshop is Feb. 28 from 8 am. to noon at Bldg. 90. The workshop is interactive, facilitated by other fathers and provides practical knowledge about the role of a new father.

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

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, call 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 at least 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, be able to speak distinctly and to all levels of rank, possess high standards of military appearance and conduct, and have 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 serve an 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 enlisted performance reports
3. Copy of data verification brief
4. PT score sheet
5. Letters of recommendation

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

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 from 8:30-9 a.m. and 2:50-3:20 p.m., and lunch and playground monitors Monday-Friday from 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 email 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 every Monday and Wednesday from 2:50-4 p.m. in the information center. The program ends May 15.

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

Volunteers needed to promote Military Saves Week

Military Saves Week is from Feb. 25 to March 2 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 AFRC 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 needed 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.

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

Judges needed for 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.

Okinawa Marathon water station

Airman Committed to Excellence needs volunteers for a water station they are sponsoring during the Okinawa Marathon Feb. 17.

For more information or to volunteer, please contact Senior Airman Krizia Silva at krizia.silva@us.af.mil.

Volunteers needed for AEIS book reading

Amelia Earhart Intermediate School is seeking volunteers to read to students from 9-10 a.m. Feb.25.

For more information or to sign up, please email McGinty at thuringa.mcginty@pac.dodea.edu or Buck-Olds at beverly.buck-olds@pac.dodea.edu.

Volunteers need for deployed spouses dinner

The deployed spouses dinner is Feb. 16 at Ryukyu Middle School from 5:30-7:30 p.m. We are looking for volunteers to help out with the childcare for the evening.

For more information, please contact Senior Airman Danielle Pfarr at danielle.pfarr@us.af.mil or Airman1st Class Amanda Hudgens at amanda.hudgens@us.af.mil

STEM week

Kadena Schools will be hosts science, technology, engineering and mathematics week. Individuals interested in volunteering their knowledge, skills and time, please contact one of the school point of contacts for more information and dates.

Amelia Earhart Intermediate School
Bob Hope Primary School
Kadena Elementary School
Stearley Heights Elementary School
Kadena Middle School
Ryukyu Middle School
Kadena High School

Teresa Weicht, teresa.weicht@pac.dodea.edu
Adam Johnston, adam.johnston@pac.dodea.edu
Erik Lundberg, erik.lundberg@pac.dodea.edu
Manuel Rodriguez, manuel.rodriguez@pac.dodea.edu
Ciel Robles, Ciel.robles@pac.dodea.edu
Alfredo Athie, alfredo.athie@pac.dodea.edu judges needed
Paul Chirichetti, paul.chirichetti@pac.dodea.edu

Kadena High School holds a STEM week meeting Feb. 20 at 2:30 p.m. at the Kadena High School.

For questions or more information, please email Paul Chirichetti at paul.chirichetti@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; width: 100%;"></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; width: 100%;"></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 1-2 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 1-6 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