



# Newcomer's Brief

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- WHERE:

- Schilling Community Center, Bldg: 455

*\*\*Location **occasionally changes** to accommodate wing functions and exercises, location changes will be posted on Shilling door and disseminated through e-mail\*\**

- WHEN:

- Every Wednesday, 0730-1630

- WHY:

- Comply w/ Mandatory Briefings
- Comply w/ Medical In-process
- Comply w/ Travel Voucher
- Receive SOFA Driver License
- Receive Gas Mask Fit Test



# Travel Voucher Requirements

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## REQUIRED COPIES:

- Orders (2 copies)
- Amendments (2 copies)
- Airfare Itinerary
- Baggage Receipts
- Receipts Over \$75.00

## 'AS NEEDED' COPIES:

- TDY Lodging
- TDY Other Documents
- CONUS Temp Lodging At Losing Base
- Vehicle Storage (DD733 & Diagram)
- Signed Recruiter Assistance (RAP) Letter
- Signed 'Delay En-Route' Letter
- If Dependency Changed En-Route
  - Marriage Certificate
  - Divorce Decree
  - Birth Certificate

**\*\*\* Copy ALL pages: front, back, & continuation page**

**\*\*\* Finance will KEEP your receipt copies**



# Initial Housing Brief

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- WHERE:

- Housing Office, Bldg: 217

- WHEN:

- Mon/Tues/Thurs/Fri at 0830

*\*\*Must be 'pre-scheduled' to attend the brief, ask sponsor to schedule OR stop into housing office upon arrival to be scheduled for a brief\*\**

- WHY:

- Assign Housing Counselor to Member
- Submit Housing Application
- Determine Housing Location (On/Off Base)

*NOTE: Members authorized off-base housing must attend additional briefing  
Mon/Tues/Thurs/Fri at 1000*

# Joint Service Vehicle Registration Office

Located on Camp Foster Building 5638.

First right coming through Commissary Gate (**off the 58**)

Hours: Monday-Friday 0730-1630 **Closed everyday for lunch 1130-1300**

Phone Number: 645-4072/645-7481

Important paperwork for first vehicle:

- ✓ Military ID (CAC Card)
  - ✓ Buyers SOFA Permit
  - ✓ Orders/Letter Of Employment (LOE)
    - ✓ You will receive Letter Of Attorney (LOA) from JSVRO personnel.
    - ✓ You will then have to go get Insurance (PDI) put on the vehicle.
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**\*\*Spouses cannot register a vehicle without Power Of Attorney (POA) for their spouse.**

**\*\*\*You are responsible to make sure your Japanese Compulsory Insurance (JCI), Property Damage Insurance (PDI), Government Of Japan (GOJ/Blue Title Paper) and SOFA permit (USFJ form 4EJ) don't expire while you are stationed on island.**



# SAPR Contact Information

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E-Mail: [18wg.sarc@us.af.mil](mailto:18wg.sarc@us.af.mil)

Location: Bldg 128, Sexual Assault Prevention and  
Response Office (beside Mental Health and Marek Park)

Phone #: 634.0180 or 634.3734

Facebook: [www.facebook.com/TeamKadenaSAPR/](http://www.facebook.com/TeamKadenaSAPR/)

**24/7 Response Line: 634.SARC (7272)**  
**From a cell: 098.961.7272**





# Airman & Family Readiness Center (A&FRC)

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**The A&FRC:** Helps families stationed overseas in Okinawa *adapt, understand, and thrive* throughout their military career.

We provide a *one-stop location* where military members, DoD personnel, and their families can obtain reliable **information and assistance.**



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Open: M-F 0800-1700, Bldg 220 Phone: 634-3366

[www.kadenaforcesupport.com/afrc](http://www.kadenaforcesupport.com/afrc)

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*Integrity - Service - Excellence*



# A&FRC: Relocation Services

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**Child Care for PCS:** The Air Force Aid Society will provide up to **20 hours** of child care through a on-base, licensed Family Child Care home.

PCS orders are required.

**Loan Locker:** Located in Bldg.220 and open **Mon-Fri from 1300-1600**. Loaner items including dishes, cookware, utensils, small appliances, etc. at no charge.

PCS orders are required.

**Other Relocation Services:** **Space-A Travel Workshop** (1st Friday, every other month), **Sponsorship Training** (Last Tuesday of the month), and **Smooth Move** (2nd Monday of the month)



# 18 SFS Customs & Immigration

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## Blue Fee and No-Fee Passports Will Provide the following:

- Entry (SOFA) stamps
- Single exit/re-entry stamps
- Multiple exit/re-entry stamps
- Departure stamps

## Be sure to Bring:

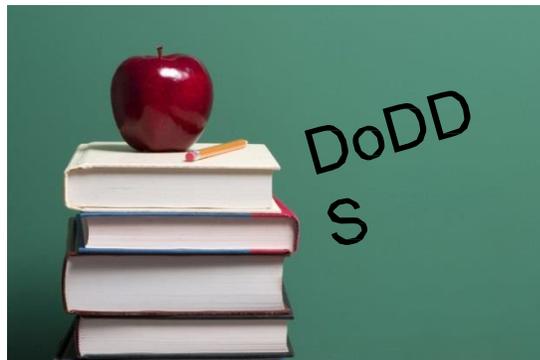
- Passports
- Orders and Letters of Employment (if applicable)
- Extension letters (if applicable)
- Command sponsorship letters (if applicable)

DSN 634-2214  
Bldg 3409



**\*Will be at Info Fair**

# Air Force School Liaison



[18msg.kadenaslo@us.af.mil](mailto:18msg.kadenaslo@us.af.mil)

DSN 315-634-2231

Visit on Facebook: Kadena School Liaison Program

website:

[www.facebook.com/kadena.af.mil/library/doddsschoolliaison.asp](http://www.facebook.com/kadena.af.mil/library/doddsschoolliaison.asp)

# Employment Services

- Federal & private sector resume review
- Resume/interview skills classes
- Federal job search and federal resume classes
- Employment information and listings
- One-on-one career guidance and assistance
- Resource library- books, DVD's, and helpful handouts

**Contact the A&FRC at 634-3366**

# Japanese Cultural Classes and Activities

- ❖ Japanese Language Classes Step I, Step II, & Step III
- ❖ Japanese for Busy People
- ❖ Grocery Shopping Tour
- ❖ Japanese Cooking Class
- ❖ Kimono Wearing
- ❖ Sanshin Music Lessons
- ❖ Japanese & English Conversation Group



Offered for “FREE” at the Airman & Family Readiness Center  
Call or come by to schedule

# Newcomers' Island Bus Tour

**FREE!!**

New to the island? Join us to explore some of Okinawan's sites. Every Second & Last Thursday of the month.

- Zakimi Castle
- Pottery Village
- Onna Village Museum

Sign-up through ITT. Seats are limited, so sign-up early.

Check in time: 0915; Return to base 1430

(No show fee will be charged)

**\*\*Bring Yen for lunch & souvenirs**

