

KADENA GUIDE

18 FSS/FSMCU
Unit 5134 Box 30
APO AP 96368-5134

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WELCOME TO OKINAWA!

Okinawa is a Japanese prefecture, yet it has a unique, rich culture and history of its own. Okinawa, the principal island of Okinawa Prefecture's 160 or so islands, is often referred to as the "Keystone of the Pacific" because of its strategic location relative to major Far East cities. Kadena is located about 900 miles from Tokyo, Manila, Seoul and Hong Kong, and about 1,200 miles west of Guam. The island is 67 miles long and varies from 2-17 miles wide. The climate compares to U.S. southeastern coastal areas, making it perfect for those who enjoy swimming, snorkeling, scuba diving, golf, boating, and taking part in other recreational activities. In addition, there are many cultural assets and castle ruins to explore. Temperatures range from the mid-90s to high-40s and humidity is relatively high throughout the year. With our normally warm, sunny climate, you will have an opportunity to trek the miles of beaches, enjoy local attractions and visit neighboring islands. Since Okinawa is in "Typhoon Alley," high winds and rain periodically affect the island between July and November. In May, the island usually experiences its rainy season, which lasts about 30 days.

If you take time to learn conversational Japanese and get out and use it, you will find it easy to enjoy the company of the pleasant and industrious people of this subtropical island nestled between the East China Sea and the Pacific Ocean. Because of its geographical location, Okinawa has been influenced by many cultures. The most prominent of those are Japanese, Chinese, and American. The primary influence on Okinawan life comes from mainland Japan, since the island is Japan's 47th prefecture. Okinawan business, fashion, and social behavior are similar to Japanese. Okinawa's population is estimated at about 1.3 million people.

Living in Japan can be relatively expensive, so Department of Defense (DoD) civilian employees are authorized a post allowance that helps offset added expenses. Kadena has many American familiarities found stateside: Baskin-Robbins, Chili's Restaurant, Burger King, Popeye's Chicken, an Italian restaurant, a Chinese fast food facility, Subway, and other fast-food outlets. Our movie theater, numerous video rental outlets, golf courses, outdoor roller skating rink, in-line skating rink and state-of-the-art physical fitness centers are some of the best facilities in the Air Force. There's also Kadena Marina nearby, Okuma military recreation facility on the northern part of Okinawa, more than 40 beaches on the island, and numerous cultural events and attractions in which to take part. Internet capability is available on Kadena, as is cable television. Look forward to a safe and exciting tour. The combination of excellent on-base facilities and exciting off-base activities guarantee a pleasant overseas tour.

U.S. IN OKINAWA

The U.S. population in Okinawa approaches 80,000. Nearly 30,000 are active-duty military people from all four branches of the armed forces. There are nearly 1,400 DoD civilians, 700 DoD Dependents Schools (DoDDS) teachers and staff, and almost 25,000 U.S. family members that form our military community here. There are 13 major installations on Okinawa. Kadena itself is sprawled across some 4,900 acres with an adjoining munitions area of 6,300 acres.

OKINAWA HISTORY

If you like history, you will love Okinawa. Okinawa's early history is shadowed by incomplete and sometimes contradictory evidence. Records indicate a series of kings struggling to maintain control over fighting warlords. The Okinawa of old may have resembled medieval Europe. In the 13th Century, the lord of Urasoe, Shunten, rose above the war-hardened chieftains and established a kingdom first in a series of historical dynasties.

With the dawn of the 15th Century, a warrior and organizer, Sho Hashi, became king of Chuzan and eventually gained control over the entire island, unifying the three kingdoms. The entire country, thereafter, bore the name of Chuzan. Sho Hashi also moved the government from Urasoe to Shuri developing Shuri palace.

In 1609, the Shimazu clan from Satsuma, in southern Japan, invaded Okinawa. For the next 270 years, Satsuma demanded taxes from the Okinawan people and controlled trade in exchange for island protection. Okinawa assumed status as a Satsuma colony. During this period, Commodore Perry was reluctantly admitted to Shuri's royal palace. England, Russia, France, and the United States tried to enter treaty relations with Okinawa in the 19th Century. Apprehensive of western interest, Japan tightened its grip by sending a military detachment in 1868. Weary of Okinawan objections to its military forces, Japan abolished the royal government in 1879 and annexed Okinawa as a prefecture.

Situated on the main Japan approach, the Ryukyu Islands stood in a strategic location during WWII. By June 1944, the Japanese Army arrived in force. U.S. forces started bombing Okinawa in October 1944. In March 1945, the first American troops landed on the Kerama Islands ... the important springboard for the April 1, 1945 invasion of Okinawa. The Battle of Okinawa proved to be one of World War II's longest and hardest fought campaigns. Total American casualties were 49,151, including 12,500 killed or missing in action. Japanese Imperial Army losses totaled over 75,000. Nearly one-third of Okinawa's civilian population—100,000 people—also perished. The battle ended on June 23, 1945, when official organized resistance ceased and the Japanese 32nd Army officially surrendered that August.

In 1946, relief funds appropriated by the U.S. Congress initiated Okinawa's economic recovery. Okinawa established its first general hospital, civilian newspaper, bank, and courts. By 1950, foreign trade resumed and a civil government was established throughout the Ryukyus as Okinawa began the long post-war rejuvenation.

A 1951 Japanese and American peace treaty authorized U.S. administrative control of the Ryukyus. The U.S. recognized Japan's basic responsibility for the islands under "residual sovereignty" and agreed to return the territory to Japan when international circumstances warranted. On November 17, 1967, President Lyndon B. Johnson agreed to return the Bonin Islands. On May 15, 1972, the U.S. Government transferred administrative authority of the Ryukyu Islands to Japan. The islands resumed the status they held prior to 1945 ... the 47th prefecture of Japan.

KADENA HISTORY

Kadena history dates back to just before the April 1945 invasion of Okinawa when a local construction firm completed a small airfield named Yara Hikojo near the village of Kadena. The airfield, used by Japanese warplanes, was one of the first U.S. 10th Army targets and was captured just hours after American troops stormed the island beaches April 1. Americans captured a 5,000-foot strip of badly damaged coral runway. Army engineers quickly made repairs and by nightfall the runway could accept emergency landings. After adding six inches of coral, the airfield was declared operational eight days later.

By August 1945, an additional runway was built and the original runway lengthened and improved to accommodate bombers. Although originally a fighter base, a B-29 *Superfortress* bomber organization—the 316th Bombardment Wing (Very Heavy)—became the element responsible for base operations. The 316th was preparing to fly combat missions against Japan when U. S. President Harry Truman announced the end of offensive action against Japan on August 15, 1945, before the B-29 aircraft could take to the skies. The surrender of the Ryukyus-deployed Japanese forces occurred September 7 when Gen Joseph Stilwell accepted the surrender at a location which later became Kadena's Stearley Heights housing.

The 316th Bombardment Wing (Very Heavy) remained at Kadena until inactivation in 1948. An advanced element of the 316th returned to Kadena in June 1950 when the 19th Bomb Group arrived from Andersen Air Force Base, Guam, to fight the Korean War. In August 1950, the 307th Bomb Group arrived from MacDill Air Force Base, Florida, adding to the base's growing bomber force. When the Korean War ended in 1953, the B-29s departed and in 1954 were replaced with F-86 Sabrejets from the 18th Fighter-Bomber Wing (from Korea).

In March 1955, the 313th Air Division was activated at Kadena replacing 20th Air Force as the senior U.S. Air Force organization in the Ryukyu Islands. The 18th Tactical Fighter Wing, as the wing came to be known, exchanged its F-86F Sabre Jets for supersonic F-100D Super Sabres in 1957. The wing converted to F-105D Thunderchiefs in 1962. In the early '70s, the wing traded its Thunderchiefs for F-4C/D Phantoms. We received our latest fighters, the F-15 Eagle, in 1979.

Then, in 1991, the largest reorganization the base had ever seen took place when many units realigned, redesignated, or inactivated. The 313th AD inactivated on September 30 and one day later Kadena combined three wings — the 376th Strategic Wing, 18th Combat Support Wing and the 18th Tactical Fighter Wing — into one, thus incorporating the E-3 Sentry (Airborne Warning and Control System), KC-135 Stratotanker and the F-15s all under one wing — the 18th Wing. Since then, the 33rd Rescue Squadron and its HH-60G helicopters have also realigned under the 18th. Additional unit restructuring has followed, making Kadena one of the most complex and certainly the largest operational combat wing overseas in terms of the number of aircraft assigned.

KADENA MISSION

Operating from the largest U.S. installation in the Asia-Pacific region, the wing defends U.S. and Japanese mutual interests by providing a responsive staging and operational air base with

integrated, deployable, forward-based airpower. Strategy used to employ this mission centers around a force of 81 combat-ready fighter, air refueling, airborne warning and control, and search and rescue aircraft.

The 18th Wing is responsible for 54 F-15s, 15 KC-135s, 2 E-3s and 10 HH-60s valued at more than \$4 billion, as well as other equipment and capital assets valued at nearly \$2 billion. The base also provides infrastructure support to Army, Navy, and Marine Corps forces assigned to Kadena.

Team Kadena includes associate units from five other Air Force major commands, the Navy, and numerous other DoD agencies and direct reporting units. In addition to the 81 aircraft of the 18th Wing, associate units operate more than 20 permanently assigned, forward-based, or deployed aircraft from the base on a daily basis.

KADENA PEOPLE (estimates)

Active duty: 6,600

Family Members: 9,500

US Civilians: 1,100

Japanese Civilians: 3,000

Avg. Contractors: 900

OVERSEAS BENEFITS & ENTITLEMENTS

Okinawa, Japan

December 2009

The Kadena Civilian Personnel Office (CPO) provides the following information, as you prepare for your permanent change of station (PCS) move to Okinawa, Japan. Please carefully review this information since the benefits and entitlements overseas are very different from those in the United States. Although your current CPO, assigned sponsor, and Airmen and Family Readiness Center (AFRC) will provide detailed information, we want to share the following information with you. You should utilize this information in addition to contacting the AFRC Relocation Assistance Center and your sponsor. If you have any questions about the information provided, please ask your servicing CPO for clarification or contact us. Our fax number is DSN 315-634-2327 or commercial 011-81-98-961-2327. Our mailing address is 18 FSS/FSMCU, Unit 5134 Box 30, APO AP 96368-5134. On behalf of the Civilian Personnel Officer, we are pleased to welcome you to the Kadena Team – “Paradise with a Mission.”

ADVANCE IN PAY

When you are assigned to or within a foreign area, you can request one advance in pay of up to three months of your net base pay. Salary advances may be made 3 weeks before your estimated departure date or up to 2 months after your arrival on Okinawa. Repayment is by interest free payroll deductions over a maximum of 26 pay periods (12 months) beginning with the first pay period after receipt. Since the first paycheck may be delayed on assignment overseas, we strongly recommend employees request advance pay if you do not have cash reserves to cover you during the transition. Getting settled in a foreign country presents many challenges. You may need several thousand dollars for such things as a car purchase, rental security deposit, first month's rent, utility deposits, etc. An advance in pay is available to help meet these needs. To request an advance in pay, you should contact your CPO for assistance.

ANNUAL LEAVE ACCUMULATION

Employees recruited from the U.S. may carry over a maximum of 360 hours annual leave from one leave year to the next, rather than the normal 240 authorized in the US. Dependents and other employees recruited locally are still limited to 240 hours.

ANNUAL LEAVE ENROUTE

This must be approved by your supervisor in Okinawa (not your current supervisor). If you want to take annual leave enroute to Okinawa, request it through your CPO representative at your current installation. She/he will contact the Kadena Air Base Human Resources Specialist processing your overseas assignment who will, in turn, forward your request to your new supervisor for a decision. Where to get more information: your current CPO.

BACHELOR OFFICERS QUARTERS (BOQ)

Unaccompanied employees recruited from the U.S. may be offered on-base furnished BOQ. Assignment of civilian employees to these quarters is on a space available basis and the waiting period may be 0-24 months. If the BOQ is not available, you will draw a living quarters allowance to live in off-base quarters.

BANKING

Due to electronic banking, most of the conveniences of home are available to you on base and on most military installations on Okinawa. You may keep your Continental United States (CONUS) checking account or establish one at one of the base banking facilities: Department of Defense (DoD) Community Bank (an affiliate of Bank of America) or Pentagon Federal Credit Union (PFCU). Some people keep one in the CONUS and one overseas. An ATM (automatic teller machine) card is very useful here, however, not all merchants, especially off-base locations, accept credit cards. You will find you will use cash much more on the economy than you probably did in the CONUS. The banking facilities on base (including ATMs) can give you both dollars and Japanese yen currency. We have one of the first drive-thru ATMs on a military installation in Japan.

The base bank can change currency for only Japanese yen. Generally, you get better exchange rates in the country of the currency so it's often a good idea to wait until you're in the specific country to buy the local currency. It's easy to find currency exchanges in airports, train stations, banks, and offices. Depending on where you're going and how much time you will have, it's always a good idea to get some currency in advance – for the cab driver, a cup of coffee, etc. – before you have a chance to hit the exchange facilities. Whoever is changing your currency is not doing it for free--avoid buying too much and converting back, because you will lose money in the process.

BASE PRIVILEGES

You and your family are authorized the use of essentially all base facilities including the base exchange, commissary, DoD Dependent Schools (DoDDS), education center, and base theater as well as all recreation, child care, medical, and club facilities. You must, of course, pay applicable fees and charges, including those for medical care.

CHILD CARE

Kadena Services Family Member Programs Flight operates a variety of programs to assist with your child care needs. Visit <http://kadenaforcesupport.com/index.html> and navigate/select “Youth/Teen/Child” for more information.

DEPARTMENT OF DEFENSE DEPENDENT SCHOOLS (DODDS)

School age children can attend DoDDS from kindergarten through Grade 12. Students are transported to schools by military contracted school buses, if not within walking distance. Visit <http://www.okinawa.pac.dodea.edu/> or <http://www.pac.dodea.edu/index.html> for more information.

DIRECT DEPOSIT

All pay is transmitted by direct deposit. If you plan to establish a checking account with Community Bank or PFCU, Standard Form 1199A, also known as the Direct Deposit Form, can be completed following your arrival. If you plan to send your pay to your bank in the U.S., please have that bank complete the necessary information on the SF-1199A and hand-carry it to the Kadena CPO. Contact your current CPO, payroll office, and bank for more information.

EDUCATION TRAVEL

Student Education Travel allows for employees to be able to send their child(ren) for one round trip travel within a 12 month period between Kadena AB and CONUS for college education purposes. The student must be attending a university or college, including 2-year junior or community college, and

registered in a full-time program at the undergraduate level. Education travel is authorized until the student's 23d birthday or graduation, whichever occurs first.

EMERGENCY LEAVE PROGRAM

DoD civilian employees assigned to overseas duty stations may participate in this program. Employees are eligible to use Air Mobility Command (AMC) space available travel from Okinawa to the United States and return, in case of a family emergency. Commercial transportation from the U.S. port of entry to the emergency destination is at the employee's expense. Emergency situations include the death or illness of an immediate family member and must be verified through the local American Red Cross. Employees are granted a higher priority than all other space available travelers when enroute to the emergency destination.

EMERGENCY VISITATION TRAVEL (EVT) PROGRAM

Employees on a transportation agreement, which authorizes return travel to the U.S., may be eligible for Emergency Visitation Travel (EVT). Only one person may be authorized (either the employee or a dependent family member) to travel from the OCONUS assignment to the U.S. or other locations at government expense in certain immediate family situations, such as serious illness, injury, or death.

ENVIRONMENTAL AND MORALE LEAVE (EML) PROGRAM

Employees on a transportation agreement, which authorizes return travel to the U.S., are eligible to participate in the EML program. Employees on annual leave and their family members are eligible to use AMC space-available travel from Okinawa to designated EML locations in the Far East and the U.S. The EML program is administered by each unit commander and is not under the jurisdiction of the CPO.

FOREIGN TRANSFER ALLOWANCE (SUBSISTENCE EXPENSE) (FTA)

FTA is authorized only when there is a PCS move from the U.S. to an overseas area. It will reimburse lodging, meals, and laundry/dry cleaning expenses while in temporary quarters for employees and their family members for up to ten days **prior to final departure from permanent duty station (PDS) in the U.S.**, beginning on the date of HHG pick up. Meals will be reimbursed based on the per diem rate of your stateside PDS. Receipts are only required for lodging. Reimbursement of FTA will be processed once you arrive at Kadena AB.

HOME LEAVE

Employees recruited from the U.S. to Okinawa accrue at least five days of home leave each year. This leave is in addition to the normal accrual of annual and sick leave. Home leave is for use only in the U.S. or its territories when the employee is returning to the foreign area. Home leave can be used in conjunction with renewal agreement travel (RAT), TDY, EML or personal leave, but cannot be used until the initial prescribed tour of duty for the assigned overseas area has been completed. Initial tours for Okinawa are 24 months. Employees initially recruited to other overseas locations requiring a 36-month tour will be required to complete 36 months before home leave will be available.

HOUSEHOLD GOODS (HHG) SHIPMENT

Okinawa is no longer a weight-restricted area. From the U.S., you are authorized to ship up to 18,000 lbs, the full amount of HHG authorized by the Joint Travel Regulations (JTR). The U.S. Government has no permanent storage facilities on the island, so if you ship too much and find you have inadequate room, storage will be at your own expense on the local economy (which can be quite expensive).

Additionally, we highly recommend members do not ship oversize furniture items (i.e., King size beds, large entertainment centers, etc.). Once you ship your personal property to Kadena AB, the Transportation Management Office (TMO) is not authorized to reship excess property back to CONUS for storage. We recommend you correspond with your sponsor and obtain all possible information needed to make a decision regarding shipment and/or storage of your HHG. Major appliances (washer/dryer, refrigerator, and stove) are available for people residing off-base for the duration of your tour.

HOUSEHOLD GOODS (HHG) NON-TEMPORARY STORAGE (NTS)

HHG you elect not to ship to your overseas PDS may be placed in NTS. However, your total shipped and/or stored HHG amount cannot exceed a combined total of 18,000 lbs. NOTE: Civilian employees are not authorized to store a POV at government expense.

NTS is managed by the TMO at the nearest military installation from the area which you are recruited. Upon your arrival at Kadena, if you had made arrangements to place your HHG in NTS at government expense in the U.S., you must provide a copy of DD Form 1299, Application for Shipment and/or Storage of Personal Property for NTS, to the Kadena CPO. It indicates the name and address of the military TMO that arranged for the storage. Kadena CPO requires this information to renew your storage contact each fiscal year so that you are not personally held financially accountable for the NTS.

HOUSING

If you are recruited from the U.S. and accompanied by your family, you are eligible for on-base government family housing. The waiting period for on-base housing generally ranges from 0 to 24 months. Single family, duplex, and multiplex units are available. While waiting for on-base quarters, you are entitled to receive a Living Quarters Allowance (LQA) to cover most living expenses off base. Rent and utilities off base are expensive. Your LQA should be sufficient to cover rent and utilities if you factor in the estimated utility costs with the rent and practice energy conservation (i.e., do not run the air conditioner when you are not home, etc.). You can usually find off-base housing within 30 days. Once you move on base, you lose your LQA, but you pay no rent or utilities for Government quarters. However, there is a charge for telephone service, cable television, and Internet services, if you choose to use them. Contact your sponsor if you need additional information.

ID CARDS

Upon arrival at Kadena, most civilian employees and their authorized family members are issued new Common Access Cards (CAC) and dependent ID cards (age 10 and older). These ID cards are required to gain access to the base, enter and make purchases at the Commissary and Base Exchange (BX), pick up packages at the Post Office, and for numerous other day-to-day tasks and activities. You and your family should carry your ID card wherever you go. Additionally, if you or any of your dependent family members currently have a CAC or dependent ID card, you are encouraged to request that your current military installation allow you to travel to Kadena with those IDs in hand, specifically for travel on the AMC flight and/or to gain initial access to Kadena AB. These IDs will be turned in upon issuance of your new overseas ID cards, but will facilitate easier initial inprocessing.

LEGAL ASSISTANCE

The base legal office can help you with claims resulting from damage to your car or HHG in shipment, income tax questions and form preparation, obtaining a will or power of attorney, and/or similar issues.

LIVING QUARTERS ALLOWANCE (LQA)

Employees recruited from the U.S. are granted LQA when government-owned or leased quarters are not provided free of charge. LQA is designed to reimburse substantially all costs for suitable, adequate, (not extravagant) living quarters, including rent and utilities, up to a maximum limit for each location established by the Department of State. It is intended to cover most, but not necessarily all expenses. LQA rates are based on base pay and family size and are adjusted periodically to correspond with the yen/dollar exchange rate.

LOCALITY PAY

Employees working overseas are not eligible for locality pay. Locality pay applies only to CONUS duty locations. However, please see the section on Post Allowance.

MARRIAGE LICENSE AND BIRTH CERTIFICATES

To ensure verification of legal dependents, please email copies of these official documents to the AFPC PCS Unit at PCS.Authorization@randolph.af.mil. Please bring certified copies of your marriage license/certificate and birth certificates for yourself and dependent family members when traveling to your new overseas PDS. The overseas CPO will generally require these documents for issuance of ID cards and renewal of passports.

MEDICAL AND DENTAL FACILITIES

You are eligible for medical and dental care on a fee basis. Dental care is limited to emergencies or is on a space available basis only. Military pharmacies will not honor private physician's prescriptions. Bring enough prescription medication with you to last until you can get an appointment and a new prescription. You may want to have your sponsor check to see if either the Kadena Medical Clinic DSN 315-630-4368 or Lester Naval Hospital DSN 315-643-7547 or DSN 315-643-7557 pharmacies stock your medications.

MISCELLANEOUS EXPENSE

Miscellaneous expense is an allowance to offset some of the costs involved in your PCS move. Employees without a family receive \$500. Employees with families receive \$1000. No receipts are required. Upon arrival at Kadena, you should claim this expense on your first travel voucher.

PASSPORT

PCS moves to overseas locations are authorized official passports (maroon cover) at no cost for PCS moves to overseas locations. Submit application(s) for you and authorized U.S. citizen family members. Applications must be submitted immediately to preclude unwarranted delay in reporting to Japan. Processing could take four (4) weeks or more. Contact the CPO at the nearest military activity to initiate applications for official passports. Kadena CPO will not be held responsible for any problems that may occur if the employee elects to travel on tourist passports (blue cover).

Non-U.S. citizen dependents are not eligible to obtain and use a U.S. passport. These individuals must apply for and obtain a passport from the country in which they claim citizenship.

VISA is not required for DoD civilians and eligible family members covered by the Status of Forces Agreement (SOFA), regardless of nationality. However, such eligible family members must have ID cards and must be listed on the PCS orders.

Passport applications are available at www.travel.state.gov.

PCS TRAVEL AND TRANSPORTATION

Employees transferring overseas at Government expense are required to sign a transportation agreement with a 24-month tour for Okinawa. This agreement will cover both the employee and eligible family members. With the exception of those who choose to drive their POV to the port of debarkation (or a seaport enroute), travel by air is the normal mode. You may be required to use the AMC military contract flight, (also called Patriot Express), if available. The contract flight flies directly from the U.S. to Kadena AB. If you use a commercial flight, you will fly through mainland Japan and change to a domestic carrier for the flight to Okinawa. You would fly into Naha International Airport where you may be met by your sponsor, arrange for a taxi, or take the Naha Shuttle to Kadena AB, about an hour's drive away. The 18th Logistics Readiness Squadron, Vehicle Operations, operates the Naha Shuttle. This service runs 7 days a week, excluding federal holidays, wing family days, and Typhoon Condition 1. For more information, visit the Kadena website at www.kadena.af.mil and search for "Naha Shuttle" to view the most current schedule/hours of operation or contact Vehicle Dispatch at DSN 315-634-4505 or DSN 315-364-3345.

PETS

Japanese Animal Quarantine Service Regulations require that all animals entering Japan be examined to determine if they are free from communicable diseases. You are responsible for the shipment of pets arriving, departing, and within Japan. Also, you are responsible for all matters associated with the travel arrangements, shipping requirements, and costs for your pet, to include micro-chipping, vaccinations, Fluorescent Antibody Viral Neutralization (FAVN) Test, etc. For more details regarding the forms/documents required, please visit the Kadena Veterinary Clinic Website at: <http://www.kadenaservices.com/vetweb/index.htm>.

PORT CALL/FLIGHT ITINERARY

Please provide your gaining CPO and your sponsor/supervisor with your flight itinerary prior to your arrival. In case we do not receive it on time, please let your sponsor/supervisor know when you are arriving and where. If you are arriving on a commercial flight, tell your sponsor where the last leg of your trip is originating from. This determines the terminal where your sponsor picks you up. For example, if you clear customs in Osaka and fly to Naha, Okinawa, you will arrive at the domestic rather than international terminal. We recommend you coordinate with your sponsor for transportation arrangements to your temporary living facility (TLF). Also, it's a good idea to work out a back-up plan on what to do in case your sponsor does not meet you.

POST ALLOWANCE

Post Allowance is part of the Cost-of-Living Allowance (COLA) paid to full-time employees assigned to a foreign post where the cost of living is significantly higher than in Washington, DC. It is a balancing factor designed to permit employees to spend the same portion of their basic compensation for current living expenses without incurring a reduction in their standard of living. It is a tax-free allowance paid at a flat rate based on base pay, size of family, and post of assignment. It is subject to adjustment based

on the yen/dollar exchange rate or as costs fluctuate relative to those in Washington, DC. Post Allowance is not authorized while receiving Temporary Quarters Subsistence Allowance (TQSA).

POST DIFFERENTIAL

Post differential is not authorized for Okinawa.

POST OFFICE BOX

Your sponsor can obtain a PCS mailing address (post office box) up to 30 days in advance of your reporting date so you can arrange to have mail forwarded. Contact your sponsor for more information.

PRIVATELY OWNED VEHICLE (POV)

A POV may be transported at Government expense when it is in the Government's interest for the traveler to have POV use at the PDS. Cars manufactured **AFTER** 31 Mar 76 may not be shipped to Okinawa due to Japanese emission standards. However, there is a good supply of Japanese used cars locally available at reasonable prices. Storage of a stateside POV is not authorized. If you have any questions regarding the POV shipment to Okinawa, please contact your nearest TMO. While in Okinawa, you will need a SOFA driver's license. After your arrival, details on obtaining one will be given during the new comers briefing, as well as information regarding the associated costs in owning a vehicle, such as the required road tax and Japanese Compulsory Insurance (JCI).

RENEWAL AGREEMENT TRAVEL (RAT)

Employees recruited from the U.S. are eligible for RAT after completing the initial 24-month tour of duty and agreeing (with management's concurrence) to serve another renewal tour of 24 months. Such employees and their family members are entitled to round trip travel at Government expense to their place of actual residence at time of hire (normally the last duty station in the U.S.) or an alternate destination less costly to the government.

REAL ESTATE EXPENSES

Real estate expenses are not authorized for moves to Okinawa. An employee may be eligible after he/she has completed an agreed upon tour of duty in a foreign area and, instead of being returned to their former nonforeign area permanent duty station, is assigned in the interest of the Government to a different nonforeign area duty station. Employees who believe they may qualify should inquire with their servicing CPO.

RETURN RIGHTS

Generally, DoD civilian employees recruited from the U.S. are granted statutory return rights to a position without reduction in the seniority, status, and tenure held by the employee immediately before his/her assignment to duty outside the U.S. The only exceptions are those employees assigned from a position identified for return of another employee previously assigned overseas, or those assigned whose employment was scheduled to be terminated, voluntarily or involuntarily. Return rights may not be exercised until the employee satisfactorily completes the overseas tour of duty. Employees without return rights, or those with return rights to a lower grade, are provided return placement assistance through the DoD Priority Placement Program. Employees are entitled to Return Rights up to 5 years.

SEPARATE MAINTENANCE ALLOWANCE (SMA)

SMA is intended to offset the additional expenses incurred when employees must maintain a separate household in another geographical location for family members. This situation can occur when, for the convenience of the government, employees are precluded from bringing family members to a new duty station, or when employees, because of special need or hardship involving the employee or family members, elect to have one or more family members not accompany them on the overseas assignment. Conditions under which SMA can be granted are as follows:

- When an employee, for the convenience of the Government, is precluded from maintaining family members at the official overseas post of assignment, SMA will be authorized.
- When an employee has a substantial hardship or special need to maintain family members elsewhere (such as career, educational, or family considerations of the spouse, educational considerations for children, or health considerations for either), SMA may be authorized.

Requests should be submitted through the losing/local CPO, routed through Kadena CPO, for approval from the employee's gaining MAJCOM (e.g., HQ PACAF or HQ AFMC) **prior to departing the U.S.** Once initial election is made, there are restrictions on subsequent changes to that election.

At the time of assignment, an employee must elect to either have a dependent included on the employee's PCS travel orders or not placed on the travel orders and instead be placed on SMA. After this initial election, the employee may request that SMA either commence/terminate, depending on the initial election, only once for each family member during a tour. However, this change cannot occur during the employee's first or last 90 days at post. For additional information, contact the Kadena CPO.

SPONSORSHIP

You will be assigned a sponsor by your gaining organization. Your sponsor should e-mail you within a few days to introduce themselves. If you do not receive any correspondence from your assigned sponsor, please make contact directly with your gaining supervisor. Communication between you and your sponsor is instrumental in making your PCS a smooth transition.

STATE INCOME TAXES

Some states have no income tax, period. Other states don't tax income earned overseas. Many states, however, do expect you to continue to pay state income tax while you are assigned overseas. Most states require quarterly payment of estimated taxes to be due, if taxes aren't withheld from your salary. You are now able to arrange for state tax withholding from your check. Your local Legal Office can provide advice on these matters.

TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA)

TQSA is granted to employees for the **reasonable** cost of temporary lodging, meals, and laundry/dry cleaning expenses incurred after arrival in the overseas area up to 90 days while awaiting permanent quarters. TQSA is intended to assist in covering the average cost of adequate, but not elaborate or unnecessarily expensive, accommodations in a hotel or other transient quarters at the post of assignment, plus **reasonable** meal and laundry expenses.

TOUR LENGTH

A tour in Okinawa is 24 months. DoD policy limits employment in foreign areas to five years. Before your tour is up, your supervisor will advise you whether you will be returning to the U.S. or will be given the option to extend. If you are authorized to extend for a full 24-month renewal tour, you are generally eligible for RAT. Extensions beyond five years require approval by the Installation Commander, or the Career Program Policy Chair for career program covered positions. Extensions are at management's discretion, based on mission requirements, and are not an employee entitlement.

MILITARY & CIVILIAN SPOUSE/FAMILY MEMBER EMPLOYMENT

Military and civilian spouses and unmarried family members under 23 years of age interested in federal employment should contact the CPO upon arrival for civilian employment opportunities with the Air Force.

We hope this guide helps you in the coming weeks as you prepare for an exciting assignment in Okinawa. We look forward to meeting you!

THE KADENA AIR BASE CIVILIAN PERSONNEL OFFICE

CONGRATULATIONS ON YOUR ASSIGNMENT TO OKINAWA!

REMINDER CHECKLIST

CARRY WITH YOU

- Birth Certificates for Self and Dependents (certified with state seal, not a hospital birth record)
- College Transcripts
- Direct Deposit Form SF 1199A (if check is to be deposited in stateside account)
- Federal Employee Health Benefits SF Form 2809 (most recent)
- Health Certificates for Pets
- Immunization Records for Self and Dependents
- Income Tax Returns (federal, state, local)
- Insurance Policies
- Marriage Certificate (state or county certified, i.e. with seal)
- Medical Records for Self and Dependents
- Military Discharge Papers (DD 214)
- Naturalization Records
- Other Legal Documents to Prove Legal Guardianship, Joint Custody, Adoption, Dependent Parents, etc.
- Passports for Self and Dependents
- School Records for School Age Children (transcripts of credit)
- Shipping and Storage Documents for Your Property
- Multiple Copies of Travel Orders
- Wills and Powers of Attorney
- Other _____
- Other _____