



DEPARTMENT OF THE ARMY
UNITED STATES ARMY JAPAN
UNIT 45005
APO AP 96343-5005

30 SEP 2024

AMIM-JNW-A (608)

COMMAND POLICY MEMORANDUM 24-14

FOR SEE DISTRIBUTION

SUBJECT: Community Newcomers' Orientation Attendance Policy

1. References.

- a. Army Regulation (AR) 608-1, Army Community Service.
- b. AR 600-8-11, Reassignment, Chapter 3, Paragraph 3-7, Briefings.
- c. Department of Defense Instruction (DODI) 1342.22, Military Family Readiness.
- d. U.S. Forces, Japan Instruction 36-2811, Indoctrination Training Programs.

2. Purpose. To provide guidelines regarding Community Newcomers' Orientation (CNCO) attendance of new arrivals assigned to Japan.

3. Applicability. This policy applies to all Army personnel to include Soldiers and Department of the Army (DA) Civilians assigned to Honshu and Okinawa, Japan.

4. Policy.

a. All Soldiers and DA Civilians will be scheduled for CNCO within 72 hours of in-processing. The scheduled attendance date must be within 45 days of arrival.

(1) Honshu Personnel: Initial appointments for CNCO for personnel stationed on Honshu will be made at Military Personnel Division, Directorate of Human Resources, Building 102, Camp Zama, upon receipt of in-processing checklist.

(2) Okinawa Personnel: Initial appointments for CNCO for personnel stationed at Okinawa will be made at the Army Community Service (ACS), Directorate of Family and Morale, Welfare and Recreation (DFMWR), Building 251, upon receipt of the in-processing checklist.

b. The CNCO is the mandatory place of duty for that particular day for all Soldiers and DA Civilians. Attendees are not permitted to miss any of the scheduled briefs.

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c. Rescheduling the CNCO must be done no later than 72 hours before the scheduled orientation date.

(1) Rescheduling for Camp Zama can be done by calling Defense Switched Network (DSN) 315-263-4357/Commercial 046-407-4357 or visiting ACS, DFMWR at Building 402 on Camp Zama.

(2) Rescheduling for Okinawa can be done by calling DSN 315-652-4357/Commercial 098-962-4357 or visiting ACS, DFMWR at Building 251 on Torii Station.

d. Family members ages 18 and above are welcome and encouraged to attend CNCO with the sponsor. Family members attendance at CNCO is optional.

e. Contractors will receive guidance from their hiring agency regarding CNCO attendance.

5. General. All commanders and/or directors will ensure that personnel in their units/organizations are briefed and understand the mandatory attendance policy.

6. This policy will remain in effect until rescinded or superseded.

7. The proponent for this command policy is ACS, DFMWR, U.S. Army Garrison Japan at 263-4357.


DAVID B. WOMACK
MG, USA
Commanding

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