



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

AMIM-JNW-A (608)

COMMAND POLICY MEMORANDUM 21-25

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, 1 May 2007, 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 beginning in-processing with a scheduled attendance date no later than 45 days of arrival.

b. Initial appointments for CNCO for personnel stationed on Honshu will be made at Military Personnel Division, Building 102, Camp Zama, upon receipt of in-processing checklist.

c. 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.

d. The CNCO is considered to be Soldier and DA Civilian's mandatory place of duty for that particular day. At no time will attendees be allowed to miss any of the scheduled briefs.

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e. Rescheduling for 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.

f. Family members ages 18 and above are encouraged to attend CNCO with the sponsor. In the event that space is limited, Family members will be on a first come first serve basis. It is optional for Family members to attend CNCO.

g. Contractors will receive guidance from their hiring agency concerning 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.

JB VOWELL
MG, USA
Commanding

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