



**DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES**

MEMORANDUM FOR NEWCOMERS

FROM: 374 FSS/FSFR

SUBJECT: Welcome Letter

1. Congratulations on your assignment to Yokota AB! We look forward to assisting you and your sponsor during your transition.
2. If you are an Air Force member, your first stop after arrival should be the Customer Service Desk at the Military Personnel Element, building 316. If you are with another branch of service, report to your unit for in-processing directions. First term first duty station airmen must report to the First Term Airman Center.
3. Most of your base in-processing will be accomplished during Right Start. You or your sponsor should call the Airman & Family Readiness Center (225-8725) to register. Right Start also includes the driver's course and test to obtain your USFJ Form 4EJ (operator's permit). You must have this permit to operate a vehicle on Yokota AB. Included in this sponsor package is a copy of the study guide for your test.
4. Please take a few moments to review both the AFRC and AFAS Programs brochures (also located in this folder) for great information on services available to all ID cardholders, as well as information on free childcare during your PCS. A loan locker and loaner furniture are also available upon your arrival; use the information on these documents to help you plan your HHG and Unaccompanied Baggage shipments.
5. We hope you find the information included on this CD helpful. If we here at the Airman and Family Readiness Center can be of any additional assistance to you please give us a call/e-mail.

//SIGNED//
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Airman and Family Readiness Center
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