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| **MISAWA AIR BASE**  **MARRIAGE APPLICATION** | | | | | | | | | | | | | | | | | | | | | | |
| **DATA REQUIRED BY THE PRIVACY ACT OF 1974** | | | | | | | | | | | | | | | | | | | | | | |
| **AUTHORITY:** Title 10, U.S.C. 8013  **PRINCIPAL PURPOSE:** To ensure that the Servicemember has the necessary information to make an informed decision before marrying overseas and to ensure the member complies with United States and host nation law.  **ROUTINE USES:** Information will be used for ensuring the Service member has all the information necessary to make an informed decision and is complying with United States and host nation law.  **DISCLOSURE:** Disclosure of information is voluntary; failure to give this information may result in delay. | | | | | | | | | | | | | | | | | | | | | | |
| **MILITARY TO U.S. CIVILIAN MARRIAGE INSTRUCTIONS** | | | | | | | | | | | | | | | | | | | | | | |
| **Congratulations on your engagement! The Legal Office is honored to facilitate your marriage in Misawa. To marry in Japan, you must follow the instructions outlined below: (Initial or write N/A)**  \_\_\_\_\_\_\_ 1. Complete this Marriage Application.  \_\_\_\_\_\_\_ 2. Attend a Pre-Marital Briefing at the Misawa Legal Office. Bring your Marriage Application.  \_\_\_\_\_\_\_ 3. Draft and complete the required “Joint Affidavit” using the template provided in this application.  \_\_\_\_\_\_\_ 4. Provide original or certified copies of you and/or your intended spouse’s finalized divorce decree(s).    \_\_\_\_\_\_\_ 5. Provide original or certified copies of you and your intended spouse’s passport or birth certificate.  \_\_\_\_\_\_\_ 6. Provide a notarized “Statement of Consent” from you and/or your intended spouse’s parent or legal guardian if either of you is less than 20 years old, the legal age to marry in Japan. Include:   * Full name and legal residence of the person being granted permission to marry; * Full name and legal residence of the intended spouse; * Date permission is granted; AND * Full name, legal residence, and relationship of the person(s) granting permission.   \_\_\_\_\_\_\_ 7. Bring your completed application and supporting evidence to the Legal Office for final approval.  \_\_\_\_\_\_\_ 8. Schedule an appointment for your marriage consultation with Mr. Yamauchi in the Legal Office.  \_\_\_\_\_\_\_ 9. Provide Mr. Yamauchi with the full name (and full middle names if available) and date of birth of the two individuals that will act as your marriage witnesses. Both witnesses must be 20 or older.  \_\_\_\_\_\_ 10. During your marriage consultation, Mr. Yamauchi will translate your Joint Affidavit and help you fill out the Japanese Marriage Registration Form (*Kon-in Todoke*).  \_\_\_\_\_\_ 11.At the conclusion of your appointment, Mr. Yamauchi will schedule your marriage ceremony.  \_\_\_\_\_\_ 12. Your marriage ceremony will be held in the Misawa Legal Office courtroom. You and your guests are required to wear appropriate attire; no flip-flops or clothing with profanity. Additionally, please notify the Legal Office in advance if you plan to have more than five guests attending.  \_\_\_\_\_\_ 13. During your marriage ceremony, Mr. Yamauchi will ask you and your intended spouse to sign the Joint Affidavit. Each of your witnesses will sign the document. Finally, an officiating officer will swear in you and your intended spouse, ask you both questions and sign.  \_\_\_\_\_\_ 14. After the ceremony, you and your spouse will have time to celebrate with your guests. The Legal Office encourages you to take photos and will have various marriage props available for your use.  \_\_\_\_\_\_ 15. Mr. Yamauchi will register your marriage with Misawa City Hall, which requires a 1,400 yen filing fee. Once registered, you will be legally married! For extra copies, Misawa City charges 1,400 yen.  \_\_\_\_\_\_ 16. Mr. Yamauchi will translate your marriage certificate from Japanese to English.  **CONGRATULATIONS! YOU ARE NOW MARRIED IN MISAWA!** | | | | | | | | | | | | | | | | | | | | | | |
| **SECTION I - PERSONAL DATA OF APPLICANT MILITARY MEMBER** | | | | | | | | | | | | | | | | | | | | | | |
| APPLICANT (LAST NAME, FIRST NAME, MIDDLE NAME) | | | | | | | | | | | | | | | | | SOCIAL SECURITY NUMBER | | | | | |
| RANK/ GRADE | | | | | | | | | UNIT | | | | | | | | DEROS | | | | ETS | |
| COMPLETE MILITARY ADDRESS (Include ZIP code) | | | | | | | | | | | | | STATE OF LEGAL RESIDENCE | | | | | | | | | |
| PLACE OF BIRTH (City, State, Country) | | | | | | | | | | | | | DATE OF BIRTH (YYYYMMDD) | | | | | | | | | |
| CITIZENSHIP | | | | | | | | | | | | | NUMBER OF DEPENDENTS | | | | | | | | | |
| MARRIAGE CEREMONY LOCATION (City, Country)  **Misawa Air Base, Japan** | | | | | | | | | | | | |  | | | | | | | | | |
| **PAST MARRIAGES OF APPLICANT MILITARY MEMBER** | | | | | | | | | | | | | | | | | | | | | | |
| FORMER SPOUSE’S NAME | | | | | | | DATE TERMINATED | | | | | | REASON FOR TERMINATION  (Divorce, Annulment, Death) | | | | | | | | | |
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| **DEPENDENTS OF APPLICANT MILITARY MEMBER** | | | | | | | | | | | | | | | | | | | | | | |
| DEPENDENT’S NAME | | | | | DATE OF BIRTH | | | | | | RELATIONSHIP | | | | | | | | ADDRESS (Include ZIP Code) | | | |
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| **I certify that the contents of this form are accurate and complete and understand that knowingly falsifying this document will result in punishment under applicable provisions of the UCMJ.** | | | | | | | | | | | | | | | | | | | | | | |
| **Date (YYYYMMDD)** | | **Name and Grade** | | | | | | | | | | | | | **Signature of Applicant Military Member** | | | | | | | |
| **SECTION II - PERSONAL DATA OF U.S. CIVILIAN INTENDED SPOUSE** | | | | | | | | | | | | | | | | | | | | | | |
| INTENDED SPOUSE (LAST NAME, FIRST NAME, MIDDLE NAME) | | | | | | | | | | | | | | | | | | SOCIAL SECURITY NUMBER | | | | |
| RANK/ GRADE  N/A | | | | | | | | | UNIT  N/A | | | | | | | | | DEROS  N/A | | | ETS  N/A | |
| CURRENT MAILING ADDRESS (Include ZIP code) | | | | | | | | | | | | | STATE OF LEGAL RESIDENCE | | | | | | | | | |
| PLACE OF BIRTH (City, State, Country) | | | | | | | | | | | | | DATE OF BIRTH (YYYYMMDD) | | | | | | | | | |
| CITIZENSHIP | | | | | | | | | | | | | NUMBER OF DEPENDENTS | | | | | | | | | |
| MARRIAGE CEREMONY LOCATION (City, Country)  **Misawa Air Base, Japan** | | | | | | | | | | | | |  | | | | | | | | | |
| **PAST MARRIAGES OF INTENDED SPOUSE** | | | | | | | | | | | | | | | | | | | | | | |
| FORMER SPOUSE’S NAME | | | | | | | DATE TERMINATED | | | | | | REASON FOR TERMINATION  (Divorce, Annulment, Death) | | | | | | | | | |
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| **DEPENDENTS OF INTENDED SPOUSE** | | | | | | | | | | | | | | | | | | | | | | |
| DEPENDENT’S NAME | | | | | DATE OF BIRTH | | | | | | RELATIONSHIP | | | | | | | | ADDRESS (Include ZIP Code) | | | |
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| **I certify that the contents of this form are accurate and complete and understand that knowingly falsifying this document may result in disciplinary action through the Misawa Civilian Adjudication Program.** | | | | | | | | | | | | | | | | | | | | | | |
| **Date (YYYYMMDD)** | | **Name** | | | | | | | | | | | | | **Signature of Intended Spouse** | | | | | | | |
| **SECTION III - LEGAL BRIEFING** | | | | | | | | | | | | | | | | | | | | | | |
| **pre-marital brief:** Both the military member and U.S. civilian attended a Pre-Marital Briefing at the Legal Office and have been informed of the following: (Both individuals must initial each line.)  \_\_\_\_\_\_\_ \_\_\_\_\_\_ 1. **Procedural requirements for marriage in Japan.** Japan requires civil registration of the marriage at a Japanese government office. Registration constitutes a legal marriage recognized in the U.S. Japan does not recognize religious ceremonies alone.  \_\_\_\_\_\_\_ \_\_\_\_\_\_ 2. **Eligibility to marry in Japan.** Active duty, reservists on active duty orders, retirees and civilian employees are eligible for marriage in Japan. Same-sex marriages are not legal in Japan. Individuals must wait six months to marry after their finalized divorce.  \_\_\_\_\_\_\_ \_\_\_\_\_\_ 3. **Step-by-step process required for marriages between a military member and a U.S. civilian.** 1) Complete application; 2) Both individuals’ passports/birth certificates; 3) Divorce decrees; 4) Prepare Joint Affidavit; 5) Legal Office approval  \_\_\_\_\_\_\_ \_\_\_\_\_\_ 4. **Importance of updating the member’s SGLI, FSGLI, Death Gratuity and Wills.**  \_\_\_\_\_\_\_ \_\_\_\_\_\_ 5. **Marriage benefits for military members.** Members may be eligible to live in on-base housing, take up to 21 days paternity leave, receive Family Separation Allowance and emergency leave to care for a sick spouse, and obtain coverage for moving expenses.  \_\_\_\_\_\_\_ \_\_\_\_\_\_ 6. **Marriage benefits for civilian spouses.** Civilian spouses are able to use a Military dependent ID card to enter military bases, access AAFES facilities and tax-free shopping (i.e. Shoppette, BX, Commissary), and use on-base services including legal assistance, AFRC, postal services, chaplain, Military One Source Outdoor Recreation/ITT and veterinary care. Civilian spouses are also entitled to military healthcare benefits through TRICARE.  \_\_\_\_\_\_\_ \_\_\_\_\_\_ 7. **On-base purchases and the black market.** Participation in black market sales may initiate disciplinary action under the UCMJ for military members or through MCAP for civilians.  \_\_\_\_\_\_\_ \_\_\_\_\_\_ 8. **Personal financial responsibilities.** Military members are expected to provide adequate financial support to spouses and family members under AFI 36-2906.  \_\_\_\_\_\_\_ \_\_\_\_\_\_ 9. **Failure to Support.** If the member fails to provide adequate financial support, the spouse may:  Step 1: Notify the member’s First Sergeant by phone and in writing.  Step 2:  Obtain a court order to ensure the filing spouse receives adequate spousal/child support from the member. The court order must be filed in a court in either spouses’ state of legal residence. Step 3: If the member spouse still fails to pay, return to court and obtain a garnishment order. This order allows payments to be taken directly out of the member's pay through DFAS.  \_\_\_\_\_\_\_ \_\_\_\_\_\_ 9. **Protections From Court Action.** Military members have certain legal protections against court orders under the Servicemember's Civil Relief Act. If a member cannot appear in court due to: 1) military necessity (if the member is deployed or assigned overseas); and 2) the commander certifies that leave is not possible, the court must grant a 90-day stay (delay) in any court action. The member can request an extension from the court.  \_\_\_\_\_\_\_ \_\_\_\_\_\_ 10. **Legal Separation and** **Divorce.** The military does not recognized legal separation. Divorce may be filed in either spouses’ state of legal residence. The most effective way to serve divorce papers in Japan is by certified mail per the Hague Service Convention. Alimony and child support laws vary by state. The Uniformed Services Former Spouse Protection Act (USFSPA) offers some financial protection to certain former spouses of military members. The USFSPA allows states to divide military disposable retirement pay as marital property upon divorce.  \_\_\_\_\_\_\_ \_\_\_\_\_\_ 11. **International custody governed by the Hague Convention on International Child Abduction**. | | | | | | | | | | | | | | | | | | | | | | |
| **Date (YYYYMMDD)** | | | | **Name and Grade** | | | | | | | | | | | | | **Signature of Applicant Member** | | | | | |
| **Date (YYYYMMDD)** | | | | **Name** | | | | | | | | | | | | | **Signature of Intended Spouse** | | | | | |
| **Date (YYYYMMDD)** | | | | **Name and Grade of Legal Office POC** | | | | | | | | | | | | | **Signature of Legal Office POC** | | | | | |

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| **SECTION IV – MARRIAGE CEREMONY WITNESSES** | |
| **INSTRUCTIONS:** Provide the full name (and full middle names if available) and date of birth of the two individuals that will act as your marriage witnesses. Both witnesses must be 20 or older. | |
| WITNESS #1 (LAST NAME, FIRST NAME, MIDDLE NAME) | DATE OF BIRTH (YYYYMMDD) |
| WITNESS #2 (LAST NAME, FIRST NAME, MIDDLE NAME) | DATE OF BIRTH (YYYYMMDD) |

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| **SECTION V – JOINT AFFIDAVIT FOR U.S. CITIZEN TO U.S. CITIZEN** |
| **INSTRUCTIONS:** Draft the required “Joint Affidavit” on Microsoft Word in Times New Roman, on 1 page, using the template and example provided on the pages to follow. Below provides a numbered guide for the template on the next page. The following page provides an example of a completed Joint Affidavit. Make sure you do not sign the affidavit yet! |
| **TEMPLATE GUIDE:** The following numbers correspond with the numbers on the template on the next page. Replace the numbers with the appropriate responses outlined below:   1. Husband’s full legal name (include full middle name). 2. Wife’s full legal name (include full middle name). 3. Father’s full legal name it appears on birth certificate.  * If adopted, include full legal name as it appears on an adoption certificate. * If the full name of father is unknown, exclude this line.  1. Mother’s full legal (married) name it appears on birth certificate. 2. Home address in the U.S. 3. Date Month Year (Ex. 24 March 1980) 4. City, State 5. If you are military member, include branch of service with your pay grade.  * U.S. Air Force (E-4), U.S. Navy (E-6), U.S. Army (E-5), etc. * If you are government employee, identify your title (Civilian Contractor, DoDEA Employee, etc.).  1. Evidence of your U.S. citizenship: Birth Certificate, U.S. Passport No., or Naturalization Certificate. 2. Misawa Air Base, Japan 3. Do not sign this document yet. You will sign at the Legal Office on the day of your marriage ceremony. 4. If neither of you have been divorced. Stop here. 5. If either or both parties have been divorced: 6. Full legal name (include full middle name) of husband/wife. 7. Date of divorce decree. 8. Full legal name of former husband/wife as it appears on divorce decree. 9. Name of the court as it appears on divorce decree. 10. Name of county as it appears on divorce decree. 11. Name of city or town as it appears on divorce decree. 12. Name of state as it appears on divorce decree. |

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| **SECTION V – JOINT AFFIDAVIT TEMPLATE** |

SERVING WITH THE UNITED)

STATES ARMED FORCES AT )

MISAWA AIR BASE, JAPAN )

JOINT AFFIDAVIT OF:

**[1]** **Groom** &  **[2]** **Bride**

Declarants:

\_\_ **[1]** , the Xst son of  **[3]** and **[4]** , citizens of the United States of America.

Legal Address: **[5]**

Date of Birth : **[6]**

Place of Birth : **[7]**

Occupation : **[8]**

Evidence of Citizenship: **[9]**

Local Address: **[10]**

\_\_ **[2]** , the Xth daughter of  **[3]** and **[4]** , citizens of the United States of America.

Legal Address: **[5]**

Date of Birth : **[6]**

Place of Birth : **[7]**

Occupation : **[8]**

Evidence of Citizenship: **[9]**

Local Address: **[10]**

We, the above-named  **[1]** and  **[2]** being duly sworn, jointly and each of us separately, do declare that according to the laws of our respective States, each of us is of legal marriageable age, (**[12]** that neither of us have been married before)( **[13]** that neither of us has been married before),and that there is no hindrance, legal or otherwise, to our uniting this day in marriage in Misawa-shi, Aomori-ken, Japan.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[11]**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[11]**

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_\_\_\_, \_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* I,  **[13a]** , was divorced on  **[13b]** from  **[13c]**  in the  **[13d]** for  **\_\_\_\_[13e] \_\_\_**  ,  **\_\_\_\_\_\_[13f] \_\_**  , **\_\_\_\_ [13g]\_\_\_\_\_\_\_\_\_.**

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| **SECTION V – JOINT AFFIDAVIT EXAMPLE** |

SERVING WITH THE UNITED)

STATES ARMED FORCES AT )

MISAWA AIR BASE, JAPAN )

JOINT AFFIDAVIT OF:

John Andrew Smith & Joan Andy Brown

Declarants:

John Thomas Smith, the 1st son of David Thomas Smith and Linda Ann Smith, citizens of the United States of America.

Legal Address: 1001 Honey Bear Loop, Round Rock, TX 00000

Date of Birth : 14 March 1989

Place of Birth : Austin, TX

Occupation : Civilian Contractor

Evidence of Citizenship: Birth Certificate

Local Address: PSC 76 Box 0000, APO AP 96319-0050, Misawa Air Base, Japan

Patricia Lynn Brown, the 2nd daughter of Eric Lee Brown and Lori Kay Brown, citizens of the United States of America.

Legal Address: 189 Cherry Blossom Drive, Denver, CO 00000

Date of Birth : 28 December 1990

Place of Birth : Denver, CO

Occupation : U.S. Air Force (E-5)

Evidence of Citizenship: U.S. Passport No. 203220295

Local Address: PSC 76 Box 0000, APO AP 96319-0024, Misawa Air Base, Japan

We, the above-named John Andrew Smith and Joan Andy Brown being duly sworn, jointly and each of us separately, do declare that according to the laws of our respective States, each of us is of legal marriageable age, that neither of us has been married before, and that there is no hindrance, legal or otherwise, to our uniting this day in marriage in Misawa-shi, Aomori-ken, Japan.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JOHN ANDREW SMITH

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JOAN ANDY BROWN

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* I, John Andrew Smith, was divorced on 21 September 2015 from Mary Ann Smith in the District Court for King County, Seattle, Washington; and I, Joan Andy Brown, was also divorced on 15 March 2015 from Michael Richard Brown in the 375th Judicial District Court for Orange County, Los Angeles, California.

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| **SECTION VI – REQUIRED DOCUMENTS** |
| Bring the following documents to the Legal Office when you turn in your application for review: (Initial)  \_\_\_\_\_\_\_ 1. Original or certified copies of you and/or your intended spouse’s finalized divorce decree(s)  \_\_\_\_\_\_\_ 2. Original or certified copies of you and your intended spouse’s passport or birth certificate  \_\_\_\_\_\_\_ 3. Notarized “Statement of Consent” from you and/or your intended spouse’s parent or legal guardian if either of you is less than 20 years old, the legal age to marry in Japan. Include:   * Full name and legal residence of the person being granted permission to marry; * Full name and legal residence of the intended spouse; * Date permission is granted; AND * Full name, legal residence, and relationship of the person(s) granting permission. |

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| **SECTION VIII – FINAL COMPLIANCE REVIEW (LEGAL OFFICE)** | | |
| The Legal Office must review the following sections for all required information and signatures: (Initial)  **\_\_\_\_\_\_\_ SECTION I:** The military member has completed all required personal data and signed.  **\_\_\_\_\_\_\_ SECTION II:** The U.S. civilian intended spouse has completed all required personal data and signed.  **\_\_\_\_\_\_\_ SECTION III:** Both the military member and the intended spouse attended a Pre-Marital Briefing, signed the Briefing sheet and obtained the required Legal Office POC signature.  **\_\_\_\_\_\_\_ SECTION IV:** The couple has provided the names and birthdates for two marriage witnesses.  **\_\_\_\_\_\_\_ SECTION V:** The couple has completed the Joint Affidavit in compliance with the provided template.  The Joint Affidavit has not been signed.  **\_\_\_\_\_\_\_ SECTION VI:** The couple has provided the required documents for citizenship, divorce and consent. | | |
| After reviewing each section, this Marriage Application appears to be completed correctly. | | |
| **Date (YYYYMMDD)** | **Name and Grade of Judge Advocate** | **Signature of the Judge Advocate** |

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| **NEXT STEPS FOR NEWLYWEDS** |
| Now that you are newlyweds, you may assume the marriage registration process is complete. However, there are critical post-marriage actions you must take for you and your spouse to smoothly transition into married life in the military in Misawa. Please follow these important steps after you receive your translated marriage license:  \_\_\_\_\_\_ 1. **Enroll your civilian spouse in DEERS.** Take your original and translated marriage certificates to MPS Customer Support to update DEERS. Be sure to bring your spouse’s birth certificate, Social Security Card, and photo ID. Upon your request, the DEERS technician will provide you with a copy of DD Form 1172-2, which you will need for other on-base agencies. If you have stepchildren, bring in a copy of their birth certificate.  \_\_\_\_\_\_ 2. **Get a U.S. Military Dependent ID card for your civilian spouse.** When applying for a dependent ID card, please ensure that your civilian spouse has two valid forms of ID for authorization. You must accompany the civilian spouse when applying for a dependent ID or you may obtain a specific Power of Attorney from the Legal Office authorizing the civilian spouse to get the ID card alone.  \_\_\_\_\_\_ 3. **Apply for Command Sponsorship for the civilian spouse.** Command sponsorship requires:   1. Copy of PCS orders and amendments (if applicable) that brought you to Misawa 2. DD Form 1172-2 DEERS Enrollment Form (with sponsor and verify official reps’ signatures) 3. Copy of previous Command Sponsorship approval letter(s) (if applicable) 4. AF Form 1466 & 1466D - (Medical Clearance) ALL PAGES 5. Original and Translated Marriage Certificates   \_\_\_\_\_\_ 4. **Update your SGLI and enroll the civilian spouse in FSGLI.** You must recertify your SGLI record on the milConnect portal website at https://www.dmdc.osd.mil/milconnect. You will also need to enroll your spouse in Family Servicemembers’ Group Life Insurance (FSGLI). FGLI requires you to pay a premium to add your spouse, but other dependents will be covered for free.  \_\_\_\_\_\_ 5. **Add your civilian spouse to your Record of Emergency Data.** Update your vRed via virtual MPF to reflect your change in marital status.  \_\_\_\_\_\_ 6. **Update your records at the Finance Office.** Report to the Finance Office on the second floor of the Torii Building, Building 656 to update your withholding for exemptions (W-4), BAS, and address.  \_\_\_\_\_\_ 7. **Enroll your civilian spouse in TRICARE Prime Overseas.** Active duty members may enroll their command-sponsored, civilian spouse in TRICARE by calling the Pacific Regional Center at 012-098-3990 (if dialing from a Japanese cellphone) or 99-012-098-3990 (if dialing from DSN). Press Option 4 for Enrollments, then Option 3 for TOP Prime New Enrollments. You must make sure to have your PCS orders on hand to verify your TRICARE eligibility. For questions, call Misawa TRICARE at 226-6000 or visit the office in Building 99 across from Pediatrics and Family Health.  \_\_\_\_\_\_ 8. **Update your records with the Housing Management Office.** Misawa has an "On-Base First" Family Housing policy for married active duty members. If on-base family housing is available, you may be required to live in an on-base family housing unit that meets your grade and family size per AFI 32-6001. If you currently live in on-base housing, the Housing Management Office (HMO) will assist you in facilitating your move to on-base family housing. If you currently live off-base, you must either apply to live in on-base housing or file an Exception to Policy (ETP) request with the HMO to remain off-base. Upon receipt, the HMO will forward your request to the appropriate authority level.  \_\_\_\_\_\_ 9. **Memorize each other’s Social Security Numbers.**Knowing your new spouse’s Social Security is essential and will help you with agencies on-base. Exchange your Socials and commit them to memory.  \_\_\_\_\_ 10. **Create a Power of Attorney for your civilian spouse in the Legal Office.**[Powers of Attorney](http://www.military.com/benefits/military-legal-matters/power-of-attorney.html) (POA) are legal documents that will allow your spouse to act on your behalf when you are absent or deployed. Your spouse can use a POA to take out a loan, manage your finances, get a new ID card, etc.  \_\_\_\_\_ 11. **Introduce your spouse to your First Sergeant.** One of the most invaluable resources available within every squadron/unit is the First Sergeant or “Shirt.” One of the First Sergeant’s primary duties is to promote the morale, welfare, and health of Airmen and families in their squadron. When an Airman has a problem about pay, leave, travel, dependent care, work details, housing, etc., the First Sergeant can facilitate resolution through his/her established relationship with appropriate agencies on-base. The First Sergeant also assists spouse/family members at any time, especially when the Airman is on temporary duty (TDY) or deployed, and works closely with the squadron’s Key Spouse. New spouses are encouraged to become acquainted with the First Sergeant.  \_\_\_\_\_ 12. **Visit the Airman & Family Readiness Center.** The Airman & Family Readiness Center (AFRC) offers support and assistance to military members and their families. The AFRC also sponsors U.S. Air Force Heartlink for new spouses, which introduces new spouses to the military lifestyle while offering specific information about customs, tradition, mission, and available resources. |