



US Army Hawaii

Replacement Detachment

Replacement Detachment Cadre Leadership

Commander: CPT Confer
1SG: 1SG Marchus
Operations NCOIC: SFC Washington
Seniors NCOIC: SFC Alaiafune
Juniors NCOIC: SSG StPierre
Cadre Office: (808) 655-6291/ 6293
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Garrison Replacement Program Members

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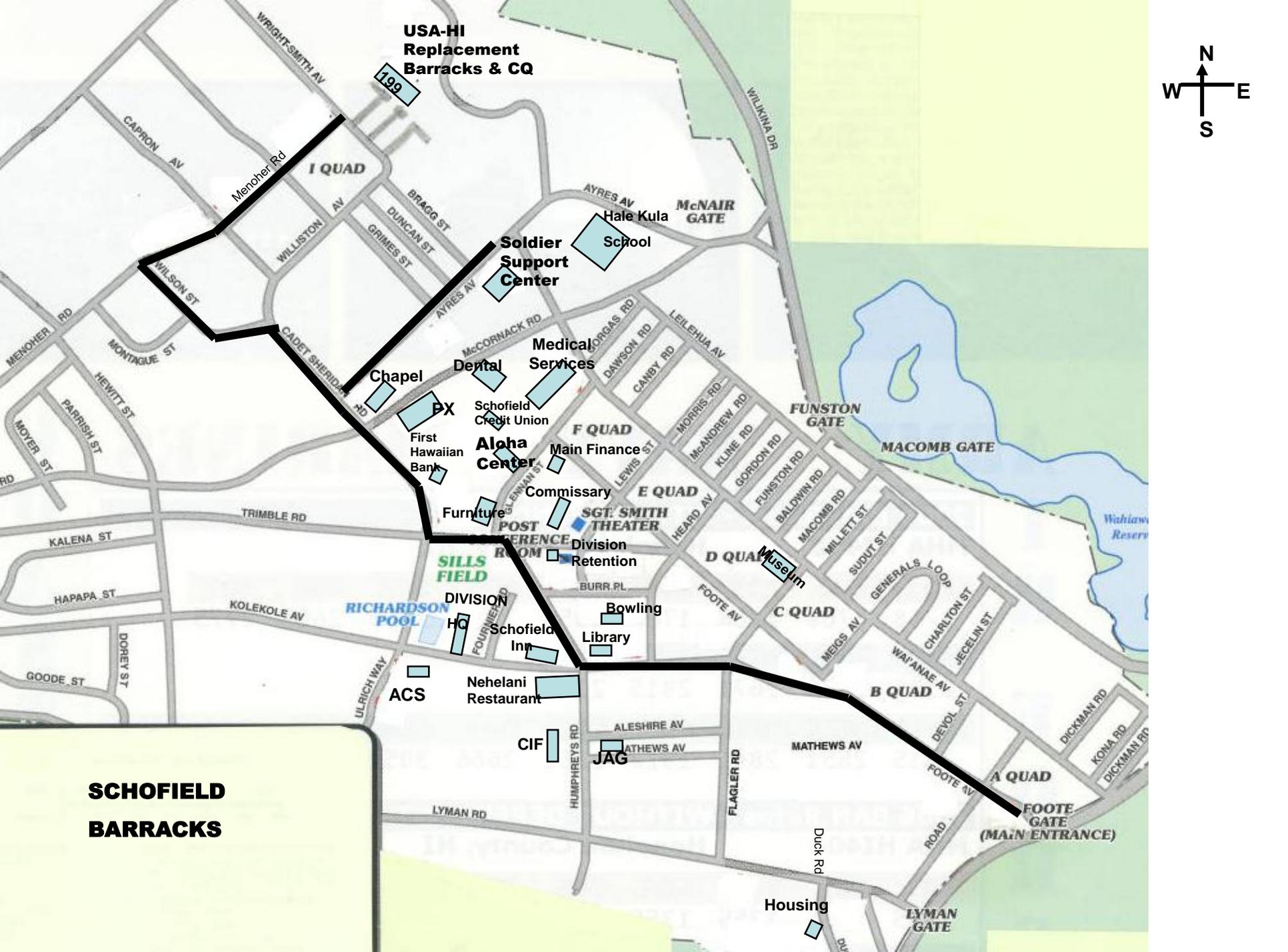
Office Hours
Mon 1100-1700
Tues -Thurs 0830-1630
Friday 0830-1500



Welcome Packet

TAKING CARE OF SOLDIERS AND FAMILIES





**USA-HI
Replacement
Barracks & CQ**

199

**Soldier
Support
Center**

Hale Kula
School

Medical
Services

Dental

Chapel

PX

Schofield
Credit Union

First
Hawaiian
Bank

**Alpha
Center**

Main Finance

Commissary

Furniture

SGT. SMITH
THEATER

Division
Retention

DIVISION
HQ

Schofield
Inn

Library

Bowling

ACS

Nehelani
Restaurant

CIF

JAG

Housing

**SCHOFIELD
BARRACKS**

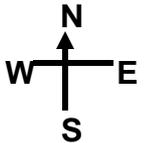


TABLE OF CONTENTS

<u>Page</u>	<u>Items</u>
1.	Table of contents & GRP Services
2.	Military Finance Loans & Bonus checklist
3.	DLA & DLA Chart
4.	COLA- Cost of Living Allowance website, BAH - Basic Allowance for Housing Chart, & TLA information
5.	TLA Information con't & Army Family Housing
6.	Transportation & Vehicle Processing Center
7.	Pet Boarding Kennel & ACS Army Community Services
8.	MAP of Medical Clinics
9.	Army School Liaison
10.	CYS Child and Youth Services Registration & AKO help
11.	Help with 'My Pay' & Acronyms

Military Operator - 449-7110

JAG – Judge Advocate General – Legal
Schofield Barracks – 655–8607

Garrison Replacement Program (Replacement S-1, Personnel Office) Bldg 750 Room 102

SERVICES PROVIDED

Finance related issues

Process AER, Advance pay, AHA loans, changing financial institution, stop/start allotment, pay discrepancies, information on My Pay account, Enlistment bonus, BAH information, Base pay info, etc.

The following are entitlements that you **may be** eligible for:

DLA: Dislocation Allowance

TLA: Temporary Lodging Allowance with or without dependant

FSA: Family Separation Allowance

BAH: Basic Allowance for Housing with or without dependant

BAS: Basic Allowance for Subsistence

COLA: Cost of Living Allowance with or without dependant

FLLP: Foreign Language Proficiency Pay. See unit S-1.

Personnel issues

Family Travel & Command Sponsorship, EMILPO arrivals, AKO info, copy machine access, fax machine access.

You need Family Travel or Command Sponsorship if:

*If any Soldier's PCS order read: DEPENDENTS: YES

But ***no family name is listed***

*If any Soldier's PCS orders read: DEPENDENTS: NO

But ***married prior to arrival to Hawaii or***

*If any Soldier PCS orders reads: DEPENDENTS: NO

But ***married after arrival to Hawaii***

*If any Soldier paid or will pay for airline tickets for dependents to arrive in Hawaii or traveled with an airline ticket from a government agency at the last duty station (in error) **and** PCS orders do not have the dependents name listed.

Military Finance Loans

Due to an emergency or no pay due situation, you may be eligible for the following Loans or payments.

AER LOAN

Emergency Travel, Required Travel, Rent, Non-Receipt of pay, food, utilities, funeral, medical /dental, Essential POV(POV repair, Initial POV insurances) Loss of Funds, Loss of funds, & there may be other valid causes for obtaining emergency financial assistance. If there is a question whether assistance is within the regulation, the Unit Commander or 1SG may telephone the AER Section for more information. All soldiers have the right to submit an application for assistance. The AER chain of command will be utilized to process exception to the policy and over section limit requests. This action will be processed within a day and repayment of loan will not exceed more than 12 months.

ADVANCE PAY

The purpose of Advance Pay is to provide a Service member with funds to meet extraordinary expenses of a government ordered relocation.

1st Advance request requires a Detachment Commander signature

2nd Advance request requires a Battalion Commanders signature LTC or above.

This actions will be process 5-7 working days. Repayment of loan is prorated over 12 months unless financial hardship is proven, then it may be over 24 months.

AHA (Advanced Housing Allowance) LOAN

An AHA is to pay advance rent, security deposits, and/or initial expenses prior to occupying Government/ or off post Housing. It may be requested any time during a member's tour. The AHA will not be processed more than 3 working days prior to the move in date of the rental agreement. The amount to be advanced will be based on housing expenses and the current prescribed BAH rate. In no case shall the advance payment exceed the amount of 3 months of BAH. AHA repayment will not exceed 12 months.

CASUAL PAY

Is requested when warranted because of emergency conditions. For any entitlement in which documents were submitted and received in the finance office prior to cutoff, but were not processed/paid in a timely manner. For any amount in held pay. For health and comfort for soldiers in a "no pay due" status (Maximum is \$50.00 for single soldiers and \$100.00 for married soldiers. Back pay for such entitlements must show on the Soldiers account for current payday to offset casual pay.

A casual payment may not be made when the Soldier's account is in a NO PAY DUE status because of legitimate debts to the U. S. Government.

Note: the entire amount of casual payment will be collected at one time in the following pay period. Consider a casual payment as a loan from the Finance Office- as a Band -Aid solution to a problem.

SERVICE MEMBER SELECTIVE ENLISTMENT BONUS CHECKLIST

The following documents are needed in order to process Enlistment Bonuses.

Please have all documents ready in this order

DD FORM 4/1, 4/2, AND 4/3 (Enlistment Contract)

If prior service, in place of 4/3, submit DD214, or NGB 22, or DD 220 Enter telephone number at the right top hand corner of the packet.

DD FORM 1966/1; 1966/2; 1966/3, (Record of Military Processing Armed Forces of the United States).

DA FORM 3286 April 2005/Annex A & B or **DEP-IN & DEP-OUT** Statement for Enlistment US Army Enlistment Program. **Circle amount of bonus on page 2.** (Provide all pages)

PCS orders (to include all amendments)

Orders awarding the PMOS entitled to the bonus (may accept the PCS orders that identify the PMOS);

Unless you are prior service and did not change your MOS then use DD 214, NGB 22 or DD 220.

AIT graduation certificate is a MUST;

Unless you are prior service with the same PMOS, then PMOS must show on DD 214, or NGB 22 or DD 220, or DA 1059.

If you misplace this document, please look at your leave form for your last duty station phone number and call to request for another copy.

RESOURCES to find most of these documents:

* AKO ACCOUNT – Use computers at the Schofield Library or ACS office.

* Wednesday when processing the SGLI/DD93 ask clerk for documents in 201 file.

* Check with AIT unit for Certificate.

Make copies before submitting documents.

DISLOCATION ALLOWANCE -DLA

Do I qualify for Dislocation Allowance? (DLA)

To qualify for the WITHOUT DEPENDENT rate:

E-6 and above automatically qualifies for Dislocation Allowance whether you have dependents or not.

You may qualify for DLA if you are E-5 and below without dependents if you are not staying in the barracks and have proof of authorization (i.e. statement of non-availability, copy of lease).

To qualify for the WITH dependent rate:

ANY RANK WITH DEPENDENTS can receive DLA if you have PCS orders that state:

DEPENDENTS; YES or

Dependents are noted by name on the original, amended orders, or command sponsorship orders.

***In addition you must have proof that they are here on island with you (i.e. dependent flight itinerary).

This is payable based on rules found in the Joint Federal Travel Regulation (JFTR).

DLA is a set rate according to rank.

BASE PAY for E1-E4

Pay Grade	2 or less	Over 2	Over 3
E-5	1,993.50	2,127.00	2,229.60
E-4	1,827.60	1,920.90	2,025.00
E-3	1,649.70	1,753.50	1,859.70
E-2	1,568.70	1,568.70	1,568.70
E-1 ^s	1,399.50		

Table U5G-1:

A. Primary DLA Rates (Table U5G-1)

**PRIMARY DLA RATES
Effective 1 January 2009**

Table U5G-1		
Grade	Without-Dependent Rate	With-Dependent Rate
O-10	\$3,318.33	\$4,084.83
O-9	\$3,318.33	\$4,084.83
O-8	\$3,318.33	\$4,084.83
O-7	\$3,318.33	\$4,084.83
O-6	\$3,044.30	\$3,678.02
O-5	\$2,932.06	\$3,545.24
O-4	\$2,717.18	\$3,125.18
O-3	\$2,177.60	\$2,585.57
O-2	\$1,727.36	\$2,207.77
O-1	\$1,454.55	\$1,973.62
O-3E	\$2,351.42	\$2,778.73
O-2E	\$1,998.96	\$2,507.16
O-1E	\$1,718.91	\$2,316.41
W-5	\$2,760.62	\$3,016.54
W-4	\$2,451.60	\$2,765.48
W-3	\$2,060.52	\$2,533.70
W-2	\$1,829.98	\$2,330.91
W-1	\$1,531.80	\$2,015.87
E-9	\$2,013.46	\$2,654.41
E-8	\$1,848.07	\$2,446.80
E-7	\$1,578.89	\$2,271.76
E-6	\$1,429.19	\$2,099.14
E-5	\$1,318.15	\$1,887.89
E-4	\$1,146.73	\$1,887.89
E-3	\$1,125.01	\$1,887.89
E-2	\$913.77	\$1,887.89
E-1	\$814.81	\$1,887.89

COLA

Cost of Living Allowance

Website - <http://perdiem.hqda.pentagon.mil/perdiem/>

Go to this website to find out what your bi-monthly COLA rate for Hawaii will be.

Basic Allowance for Housing 2009

	E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	
With Dependents	1949	1949	1949	1949	2043	2274	2403	2545	2745	
W/O Dependents	1555	1555	1555	1555	1757	1868	1955	2088	2160	
	W-1	W-2	W-3	W-4	W-5					
With Dependents	2276	2461	2433	2788	2967					
W/O Dependents	1913	2087	2167	2306	2434					
	O-1E	O-2E	O-3E	O-1	O-2	O-3	O-4	O-5	O-6	O-7
With Dependents	2431	2607	2816	2069	2269	2627	3043	3334	3361	3401
W/O Dependents	2043	2144	2274	1855	2011	2191	2416	2502	2633	2686

TEMPORARY LODGING ALLOWANCE (TLA) Processing Procedures

Housing Services Office Locations and Phone Numbers to Process TLA

Housing Services Office North—Bldg 950 Duck Rd, Schofield Barracks (off Lyman Rd) 275-3149

Housing Services Office South—Bldg 1004— Fort Shafter Main Post 438-6198

Unaccompanied Personnel Housing (UPH) - Bldg 950, 275-3110

The purpose of TLA is to partially reimburse an individual for the more than normal expenses incurred during occupancy of temporary lodgings. Individuals with command sponsored family members in the area of the Permanent Duty Station (PDS) are entitled to payment of TLA when housing is not available upon arrival and after clearing privatized family housing or off-post housing.

Single Soldiers, Unaccompanied/Geographical Bachelors Soldiers (E1-E5) Will be assigned a room in the Replacement Detachment barracks during processing. Geographical bachelors can reside in the barracks for up to 30 days with a written request. Requests for additional time requires an Exception to Policy.

Single and unaccompanied NCOs (E6 and above); accompanied Soldiers with dependents; Dual military arriving together or with dependants, regardless of grade, Will stay at TLA authorized hotels, (family member's names must be on the PCS orders). Insure you contact the Schofield Inn (808-624-9650) to make reservations. If the Inn is full, they will issue you a Statement of Non-availability and provide a list of TLA authorized hotels or other military lodging to stay at. If you do not do this, your TLA will not be authorized until the day you do. **You will also need to process with Housing Services Office (HSO) within 5 working days.**

Dual military that do not arrive with their joint spouse E-6 and above will also in process with (UPH) Unaccompanied Personnel Housing Office.

Permissive TDY If you are taking Permissive TDY in conjunction with your leave and it is annotated on your leave form, you must go to the Housing Services Office to get your leave form stamped and annotated or you will be charged leave instead of PTDY. BUT in order for TLA to start you must be signed off of PCS leave.

TLA Temporary Living Allowances: You must be signed off PCS leave .

Service members assigned to Oahu North (Schofield Barracks, Wheeler or Helemano)— Check in with the Inn at Schofield Barracks. If they do not have availability you will be issued a Room Status Certificate (RSC) and a list of TLA authorized hotels or military lodging. Every 10 days you will take all TLA documents to the Inn at Schofield.

Service members assigned to Oahu South (Camp Smith, Fort Shafter, Tripler, Hickam)— You can get a TLA authorized hotel or military lodging list from the Inn at Schofield Barracks or Ft. Shafter Housing Services Office. Every 10 days your S-1 will need to make an appointment with Fort Shafter Finance Office to turn in your TLA documents.

TLA is processed in 10-day increments. TLA memorandum is issued by the appropriate office listed above.

TLA - Temporary Living Allowance (Con't)

If you are staying at The Inn at Schofield. Finance will pay The Inn at Schofield directly.

Soldiers residing in lodging at the Best Western Plaza or Ohana Airport Hotel will receive a promissory note on the 10th day of lodging. SM will take the promissory note, Room Status Certificate from the Inn at Schofield and TLA Memo from housing to the designated location as previous stated. **Soldier must pay their lodging costs when they receive TLA reimbursement from Finance .**

Soldiers residing in any other TLA approved hotel must pay for their lodging in advance and take their receipt, TLA memo and non-availability from The Inn @ Schofield.

Documents required to process TLA:

1. Copy of PCS orders and all amendments (family members must be listed on orders by name to be command sponsored).
2. DA Form 31 showing date signed into installation
3. Flight itineraries for all command sponsored dependents.
4. Hotel bill statement.
5. Room Status Certificate (RSC) if being stationed at Oahu North units.

LODGING (maximum authorized with Statement of Non-Availability = \$177.00)

Member or 1 dependent	\$177.00 x 65% = \$115.00
Member and 1 dependent, or 2 dependent	\$177.00 x 100% = \$177.00
Dependent 12 yrs and over	\$177.00 x 35% = \$61.95
Dependent 12 yrs and under	\$177.00 x 25% = \$44.25

MEALS (maximum authorized =\$106.00)

Member, or 1 dependent	\$106.00 x 65% = \$68.90
Member and 1 dependent or 2 dependent only	\$106.00 x 100% = \$106.00
Dependent 12 and over	\$106.00 x 35% = \$37.10
Dependent 12 and under	\$106.00 x 25 % = \$26.50

Hotels:

The Inn at Schofield Barracks (808) 624-9650

OHANA Honolulu Airport Hotel & Best Western The Plaza Hotel

(808) 836-0661, (808) 372-0587

Army Hawaii family Housing, North, LLC
215 Duck Rd Bldg 950
Schofield Barracks, HI 96857
(808) 275-3700 Phone
(808) 275-3729 Fax
www.armyhawaiifamilyhousing.com

Army Hawaii Family Housing (AHFH)

Aloha!

Welcome to Hawaii and the AHFH North Regional Office where 'Resident's Come FIRST'!
You will be best served if you have the following documents ready prior to In-Processing with us and/or adding you to our waitlist:

Command Sponsored

PCS Orders including Command Sponsorship(s) and Amendments(s)
Copy of Service Member's SIGNED leave form (by USO or Replacement)
Copy of Service Member's most recent end of month LES
Completed DA 2142 (Pay Inquiry) or Signed DA 5960 from Finance
Flight Itinerary for all family members (already on island or deferred travel)
Copy of your current lease, if coming from off post

NOT Command Sponsored

PCS Orders including Command Sponsorship(s) and Amendments(s)
Copy of Service Member's SIGNED leave form (by USO or Replacement)
Copy of Service Member's most recent end of month LES
Copy of your marriage license/certificate (if applicable)
Copy of each child's birth certificate (if applicable)
Copy of current lease, if coming from off post to on post
Flight Itinerary for all family members (already on island or deferred travel)

Soldier Not on Island but Family Is – wishes to sign on post lease

RCI Special Power of Attorney – Should the Service Member be absent due to deployment, extended training mission or other circumstances, and RCI Special Power of Attorney or General Power of Attorney ALONG WITH the Special Finance Power of Attorney is required to sign for on post housing. General Powers of Attorney or Powers of Attorney of any other kind are NOT accepted.

AHFH South: Ft. Shafter, Bldg 1004, 111 7th St 275-3800

HSO South: Ft. Shafter Flats, Bldg 1507 438-6198

AHFH North: Schofield Barracks, 215 Duck Rd, Bldg 950 275-3700

HSO North: Schofield Barracks, 215 Duck Rd, Bldg 950 275-3149

UPH- Unaccompanied Personnel Housing Office:

Schofield Barracks, Bldg 690, 2nd floor Rm 2c, 655-0454

TRANSPORTATION

PERSONAL PROPERTY AND TRAVEL OFFICE

BLDG 690 ALOHA CENTER SCHOFIELD BARRACKS

655-1868 PHONE 655-8971 FAX

HHG- HOUSEHOLD GOODS

If you have already shipped your HHG, contact:

JOINT PERSONAL PROPERTY SHIPPING OFFICE (JPPSO)

Bldg 487, Pearl Harbor, HI 96860 (808) 473-7750 Fax (808) 474-4580

Email: fisc_prlh_jppso@navy.mil

If you have not already shipped your Household Goods:

Come to our office for an appointment.

1. Home of Record (HOR) move:

Only authorized one time during a Soldier's career.

Documents: PCS orders to Hawaii, Page 4/1 of Enlistment contract or (ERB) Enlisted Records Brief for proof of HOR.

2. Previous duty station move:

Documents: PCS orders to Hawaii.

POV- PERSONALLY OWNED VEHICLE

You must contact the VEHICLE PROCESSING CENTER (VPC).

Pier 51-B, Sand Island Access Rd, Honolulu, HI (808) 848-8383

Website: www.wheremis.mypov.com

POV can be shipped up to 90 days from the report date. If 90 days passed and POV was not shipped, Soldier must request extension through our office.

PETS:

Go to Department of Agriculture, State of Hawaii. You may be able to receive partial reimbursement through Army Finance. Keep all receipts.

****Effective 1 December 2004, American Pit Bull Terrier, American Staffordshire Terriers and Staffordshire Bull Terriers commonly known as "Pit Bulls" are no longer allowed on any Army post in Hawaii, to include all housing areas.**

OFFICIAL TRAVEL OFFICE

CARLSON WAGONLIT TRAVEL

** To schedule flights for family members on Family Travel status, you must see and receive a Travel slip from Transportation first. Bring the following documents: PCS orders and Family Travel orders

Schofield Barracks, Aloha Center, Bldg 690, Rm 1c, (808) 624-1805

Hours: 0730-1600, Monday thru Friday.

Ft. Shafter, Aloha Center, Bldg S330, (808) 848-1941

Hours: 0730-1600, Monday thru Friday.

VEHICLE PROCESSING CENTER

(808) 848-8383

Only one person is authorized in the vehicle inspection area. Others may remain in the waiting area. Hours of Operation: 0800-1600 Monday thru Friday except Federal Holiday's. Members must arrive by 1500 to be processed before posted closing time. **PLEASE CALL PRIOR TO ARRIVING TO ENSURE VEHICLE IS AVAILABLE FOR PICK UP.**

Documentation needed to pick-up and Hawaii Registration.

Bring ID card and the DD Form 788 (Document of picture of vehicle with damages). BE sure to get your CLF-50 Non-Resident Vehicle Registration (from Replacement Cadre or unit S-1) to avoid paying full price for Hawaii Registration.

Hawaii No-Fault Insurance is required to drive in the state.

Vehicle MUST be registered with the DMV within 30 days of pick-up. You make elect to keep state plates, but you must register your vehicle and get the Out of State Decal.

Vehicle Safety Inspections: Vehicle Safety Inspections is required within 7 days of pick-up cost \$15.50 and up. Tinted windows may cause you to fail the inspection. Be sure you use reputable companies if you have your windows tinted. After factory modifications require a State of Hawaii Reconstruction Permit. Without the permit, you can be ticketed if you alter your vehicle.

THINGS TO KNOW: POV pick-up by other than the entitlement holder requires a Power of Attorney; this includes the spouse or dependents. Vehicle should be clean to allow you to receive an acceptable inspection. Upon receipt of vehicle if you identify new damages, the contractor must explain the claims process to you. For minor damages caused by the contractor, site settlements may be made. You can receive 3 gallons of gas to allow you to get back to your organization. If you still can't agree, get the COR. If you choose to have your claim processed the home office contractor has 45 days from receipt of your claim to contact.

POST VEHICLE REGISTRATION

(808) 655- 0894 Directions: Soldier Support Center Ayers Ave, Bldg 750, Rm 116.

HAWAII VEHICLE REGISTRATION

(808)532-4324 for information or (808) 621-0791 for Wahiawa DMV Directions:

- Turn left out of Foote Gate, onto Kunia Rd.
- Turn right onto Willkina Dr (99-H2)
- Take exit 9 Kamehameha Hwy (99)
- At the light, turn left onto Kam Hwy
- Turn right onto California Ave
- Turn left onto Cane St
- Satellite City Hall is at the dead end on the right side



99-951 Halawa Valley Street
Aiea, Hawaii 96701-5602
(808) 368-3456

USAG-HI MWR PET KENNEL

The USAG-HI Morale, Welfare and Recreation Pet Kennel is available for your cats and dogs. This 102 kennel facility will quickly become your cat or dogs favorite home away from home. With exceptional customer service and all the love and care your pet will need, you can be confident in leaving your pet at the MWR Kennel. Go to the website www.mwrarmyhawaii.com/leisureactivities/mwrkennel.asp

The kennel is located at the Halawa State Quarantine site in Halawa Valley. Look for the sign "MWR Pet Kennel."

FEES

- Dogs are \$14.00 per day and \$10.00 for second family dog sharing the same kennel
- Cats are \$10.00 per day and \$5.00 for second family cat sharing the same kennel

Eligibility - Limited spaces are available for Active Duty/DOD/Retired/ Reservists

Reservations – In order to reserve a space for your pet, the registration form must be completed and a two day boarding deposit must be submitted to the kennel at least 30 days prior to the boarding date. The deposit will be refunded if the reservation is cancelled within 10 days of boarding. Boarding of animals without reservations will only be accepted on space availability. Call (808) 368-3456 for more information and reservations.

MWR Pet Kennel Registration Form – [Click here](#) to receive your copy of the form (PDF File for Printing). Fill it out and bring it to the Pet Kennel for final registration.

If you don't have Adobe Acrobat Reader to open a PDF file, click below and you can download it for free.

Visiting Hours of Operation:

Sunday	12:00 pm - 3:00 pm
Monday	Closed
Tuesday	1:00 pm - 4:00 pm
Wednesday	1:00 pm - 4:00 pm
Thursday	1:00 pm - 4:00 pm
Friday	Closed
Saturday	12:00 pm - 3:00 pm
Holidays	12:00 pm - 3:00 pm

ACS is a one stop agency that assists the Army community in many ways. Some of them are:

Relocation Readiness Program

Arriving or leaving Hawaii? The staff at the ACS Hawaii Ohana (family) is ready to assist you with information and resources that will ease your move. Classes and orientations are provided to support the relocation process. Resources and support include – Newcomer Orientation, Relocation Counseling, online information tools to help plan your move (Military HOMEFRONT) and 24/7 services available from Military OneSource for military installations worldwide, Computerized Trip Planning, Moving Overseas, Welcome Packets, Cultural Adaptation, Sponsorship and Levy Briefings.

Lending Closet

A lending closet is located in ACS at Schofield Barracks, Bldg. 2091, Kolekole Avenue, has basic housekeeping items to be loaned on a temporary basis during your PCS move. Items such as pots and pans, dishes, flatware, and more can be found at the lending closet. For personnel assigned to Fort Shafter and Tripler Army Medical Center a small lending closet is located in our Outreach Center at Fort Shafter, Bldg S330, Montgomery Avenue.

Financial Readiness

Your Financial Readiness Team offers a wide range of services to assist Soldiers and their families with financial affairs. Emphasis is placed upon the training portion of the program designed to educate Soldiers and spouses in money management, proper use of credit, financial planning, deployment, transition and relocation, and check writing principles. Our goal is to help families prevent financial difficulties before they arise.

Also included in this service is the **debt liquidation program**, designed to help soldiers arrange to pay off their debts. Clients are encouraged to work with their creditors to gain stable, manageable financial positions.

Skilled counselors are available to help Soldiers and their spouses:

Establish budgets, Work with creditors, File consumer complaints, Gather information on local consumer laws, Army Emergency Relief loans.

Army Emergency Relief Loan- AER can help active duty soldiers and their dependents, ARNG and USAR soldiers on active duty for more than 30 days and their dependents, retirees and their dependents, and surviving spouses and orphans of soldiers who died while on active duty or after they retired. This assistance is usually in the form of interest-free loans or grants. Application (DA 1103) form and instructions are available in the Money Matters download section or at the ACS Centers. **AER COMMAND REFERRAL PROGRAM:** Commander Referral Program was implemented on 15 Nov 05 for Hawaii units. Under this program, Commanders and 1SGs can approve up to \$1,000 for Basic Living Expenses. To utilize this program a 30 minute training must be attended. The class is held the last Wednesday of each month. Desk side briefings are available.

Call ACS at 655-4ACS to schedule.

Multicultural Services

Immigration & Naturalization Service (INS) Assistance - Provided FREE to family members, active duty, eligible reservists, and retirees. It offers information on INS policies, procedures and forms. The Relocation Readiness Program works with the Honolulu INS District Office to assist clients in effectively using services available to resolve INS issues.

English as a Second Language - Classes are offered to international spouses and active duty military who want to increase their reading comprehension, vocabulary, and pronunciation. Classes are appropriate for beginning, intermediate, and advanced levels with individualized group instruction.

Citizenship 101 – Classes are offered to family members, active duty and retirees who want to study and prepare for their US citizenship examination and for those who just want to learn about US history and government.

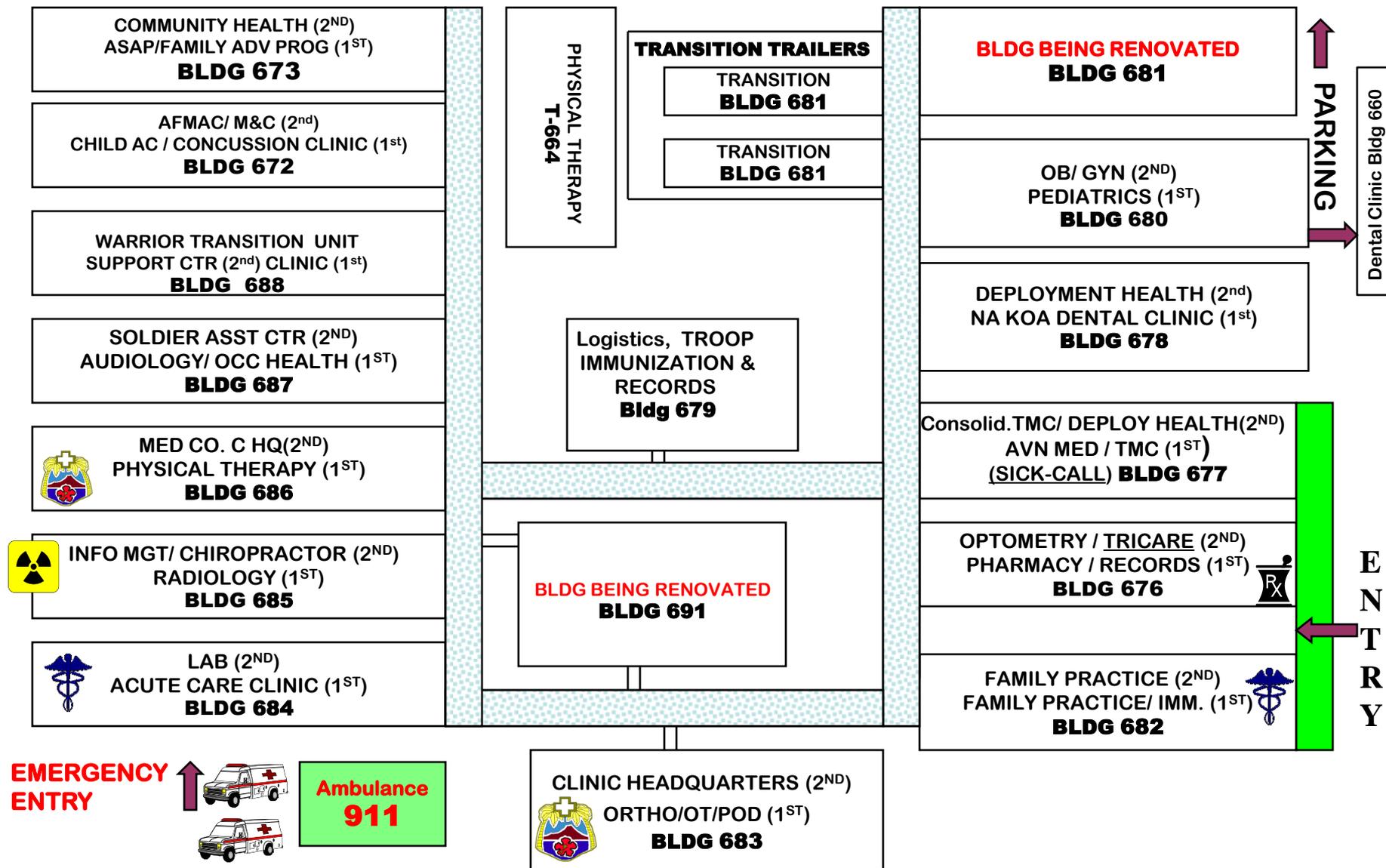
Tricare: 1-800-242-6788
 Central Appointments 433-2778
 Tripler EFMP 433-4441
 Schofield Immunization Clinic 433-8145
 Schofield Acute Care Clinic 433-8850

U.S ARMY HEALTH CLINIC SCHOFIELD BARRACKS, HI
CLINIC LAYOUT
 as of 19 MARCH 09

Troop Medical Clinic Appointments
 433-8225/ 8232

Dental Clinic 433-8905/8904

**REFILL
 PHARMACY
 BLDG 695**



ARMY SCHOOL LIAISON OFFICE

Building 1283, 241 Hewitt Street, Schofield Barracks, HI 96857

Phone: (808) 655-9818/8326

Fax: (808) 655-9818

Welcome to Hawaii!!! We understand that one of your top priorities is to register your child(ren) in a public school, private school, or as a home school student as soon as possible. While you are staying in temporary housing, there are designated temporary schools for your child(ren) until your family receives permanent housing.

For children staying at the Schofield Inn, the following have been designated as temporary schools:

Grades K - 5 Hale Kula Elementary School, Waianae & Ayers Avenue, Wahiawa, HI 96786

Phone: 622-6380

Grades 6 - 8 Wheeler Middle School, 2 Wheeler Army Airfield, Wahiawa, HI 96786

Phone: 622-6525

Grades 9 - 12 Leilehua High School, 1515 California Avenue, Wahiawa, HI 96786

Phone: 622-6550

For children staying at the Tripler Guest House:

Grades K - 6 Moanalua Elementary School, 1337 Mahiole Street, Honolulu, HI 96819

Phone: 831-7878

Grades 7 & 8 Moanalua Middle School, 1289 Mahiole Street, Honolulu, HI 96819

Phone: 831-7850

Grades 9 - 12 Moanalua High School, 2825 Ala Ilima Street, Honolulu, HI 96819

Phone: 833-1836

For children staying at the Best Western Plaza Hotel or the Honolulu Airport Hotel:

Grades K - 6 Nimitz Elementary, 520 Main Street, Honolulu, HI 96818

Phone: 421-4165

Grades 7 & 8 Aliamanu Middle School, 3271 Salt Lake Boulevard, Honolulu, HI 96818

Phone: 421-4100

Grades 9 - 12 Radford High School, 4361 Salt Lake Boulevard, Honolulu, HI 96818

Phone: 421-4200

For children staying at the Hale Koa Hotel - Waikiki:

Grades K - 6 Jefferson Elementary, 324 Kapahulu Avenue, Honolulu, HI 96815

Phone: 971-6922

Grades 7 & 8 Washington Middle School, 1633 South King Street, Honolulu, HI 96826

Phone: 973-0177

Grades 9 - 12 Kaimuki High School, 2705 Kaimuki Avenue, Honolulu, HI 96816

Phone: 733-4900

Once you permanently reside on one of the Army installations below, your designated school is:

Aliamanu Military Reservation

Grades K-6 Makalapa, Mokulele, Nimitz, Pearl Harbor, Pearl Harbor Kai, Red Hill or Webling Elementary School (depending on home address)

Grades 7 & 8 Aliamanu or Moanalua Middle School

Grades 9 - 12 Radford or Moanalua High School

Fort Shafter

Grades K - 6 Shafter Elementary School

Grades 7 & 8 Moanalua Middle School

Grades 9 - 12 Moanalua High School

Helemano Military Reservation

Grades K - 6 Helemano or Wahiawa Elementary School (depending on home address)

Grades 6 - 8 Wahiawa Middle School

Grades 9 - 12 Leilehua High School

Schofield Barracks

Grade K - 5 Hale Kula, Solomon, or Wheeler Elementary School (depending on home address)

Grades 6 - 8 Wheeler Middle School

Grades 9 - 12 Leilehua High School

Tripler Army Medical Center Housing

Grades K - 6 Moanalua Elementary School

Grades 7 & 8 Moanalua Middle School

Grades 9 - 12 Moanalua High School

Wheeler Army Airfield

Grades K - 5 Wheeler Elementary School

Grades 6 - 8 Wheeler Middle School

Grades 9 - 12 Leilehua High School

Families staying in a temporary or permanent location not listed above may contact the Central District Office at 627-7478 for more information.

Choose your home wisely, your child will be assigned to a school based on the street that you live on.

Special needs students should contact the Army Community Service, EFMP Coordinator at 655-4777.

Families that are planning to home school should visit their child(ren)'s assigned school to complete the Exceptions to Compulsory Education Form #4140.

Hawaii schools follow a year-round, modified calendar. They begin in late-July and end in early-June. There are 3 intercessions during the school year.

While families are in temporary housing, the DOE has designated temporary schools for students to attend. Please call the School Liaison Office for info.

Students are assigned to a school based on their home address. If you decide to live off-post, please ensure there are programs available to meet your before and after-school childcare needs.

We also recommend that you visit the following websites for useful information:

School Liaison Services Website

www.mwrarmyhawaii.com/cys/cyslia.asp

Hawaii Department of Education

doe.k12.hi.us

Aloha to Military Families & Students

militaryfamily.k12.hi.us

Hawaii Private Schools

www.hais.org

CYS Services Registration Office

Registration is *required* to participate in any CYSS programs!

There is NO Annual registration fee

Schofield Barracks (SB) Office

Building 556 ph# 808-655-8380

Hours of Operation (Monday – Friday):

Walk-ins: 0730-1100 Appointments Only: 1200-1700

Aliamanu Military Reservation (AMR) Office

Building 1782 ph# 808-833-5393

Hours of Operation (Monday – Friday):

Walk-ins: 0800 - 1200 Appointments Only: 1300 -1700

Please bring the following for each child/teen registering:

- * Birth Certificate
- * Up-to-date shot records
- * Up-to-date TB clearance
 - Schofield Immunization Walk-In Clinic #808-433-8145
 - Schofield Pediatric Clinic #808-433-8175
- * Current health assessment
 - may submit within 30 days of registration
- * Name/phone number of 2 on-island emergency contacts, other than sponsor or spouse. 3rd contact to be submitted within 30 days of registration
- * Current LES/paystub for sponsor and spouse
- * Family care plan for single and dual military
 - may submit within 30 days of registration

NEED HELP WITH AKO ACCOUNT?

CALL *(703) 704-4357 FOR NEW PASSWORD

Army Knowledge Online <https://www.us.army.mil> (for more info see self service tab and dropdown listings.)

Please go to the post library to use their computers and printers to retrieve documents. Bldg 560, phone 655-0145.

Instructions on how to retrieve your Enlistment Contract

Go to and access the AKO website. Enter your user name and password.

Select Self Service Tab, down arrow and select Personnel.

New page will appear, look at the list on the right side of the screen under My G-1 Personnel and select OMPF.

Retype AKO username and password.

New page will appear with icons. Select Active Duty Army.

New page will appear, Select Authorized Official.

New page will appear, type your SSN, the enter.

New page will appear, you will see file folders on the left of screen. Select the Service folder.

Select the needed document and print what you need.

Make sure you logout of the website when you are done.

See page 17 and 18 for picture step by step.

NEED HELP WITH YOUR 'MY PAY' ACCOUNT?

What information do I need to be able to use myPay?

In order to use myPay, you need your Social Security Number (SSN)/Alternate ID and myPay Personal Identification Number (PIN). Depending on what you want to do in myPay, you might need additional information. When a military member retires or transfers to the reserves, the retiree or reserve member may continue to use the same PIN that they used while on active duty to access their myPay retired or reserve pay account information.

What happens if I do not know or have suspended my PIN?

If you do not know or have suspended your **Customized PIN** or temporary PIN, you must request a new temporary PIN. Click on the New PIN button on the myPay home page. After you have entered your Social Security Number and selected the 'YES' button this process will attempt to determine if we can mail a new random temporary PIN to your address of record in your pay system OR if we can email to a pre-registered address. Security Restrictions allow PINs to be Emailed that have been pre-registered from the appropriate administrator or to a pre-defined Secure Personal Email you provided previously in myPay. If we cannot mail/email a new random temporary PIN to you, the screen will display procedures for obtaining a new PIN. Please check with your local finance/pay office, they may be able to assist you in obtaining a PIN. **Note:** If you are offered the PIN by email or PIN by mail option and your email or home address of record has not been updated you can fax or mail your request for a PIN reset. Please check with your local finance/pay office before you fax or mail in your request. You can also scan your ID card and attach it to your email. Please include the following information:

If you Fax, Mail or email your request, your new Temporary PIN will be set to the **last five numbers of your SSN**. Please wait **at least** two business days before attempting to use your new temporary PIN (allow additional time if you mailed your request). **You will not receive any notification that your temporary PIN has been reset.** If this process does not work for you or you need additional assistance with obtaining a PIN, please contact the Customer Support Unit Toll Free at 1-888-DFAS411 or 1-888-332-7411, Commercial 216-522-5096 or **Defense Switching Network (DSN)** at 580-5096.

How do I get a Personal Identification Number (PIN)?

If you have lost, do not remember or have not received a PIN, click on the New PIN button on the myPay home page. After you have entered your Social Security Number and selected the 'YES' button, this process will attempt to determine if we can mail a new random temporary PIN to your address of record in your pay system OR if we can email to a pre-registered address. PIN letters will be mailed within two business days. Delivery time will vary based upon your location and postal service volume. If you do not receive your PIN letter within ten business days, please verify your mailing address with your pay system.

Security Restrictions allow PINs to be emailed that have been pre-registered from the appropriate administrator or to a pre-defined Secure Personal Email you provided previously in myPay. If we cannot mail/email a new random temporary PIN to you, the screen will display procedures for obtaining a new PIN. Please check with your local finance/pay office, they may be able to assist you in obtaining a PIN.

Note: If you are offered the PIN by email or PIN by mail option and your email or home address of record has not been updated you can fax or mail your request for a PIN reset. Please check with your local finance/pay office before you fax or mail in your request. You can also scan your ID card and attach it to your email. Please include the following information:

Name	FAX: 216-522-5800 or
SSN	Send this information to:
Copy of your government photo ID	DFAS-Cleveland/PMCAA
Daytime phone number	Attention myPay
Signature	1240 East 9th Street
	Cleveland, Ohio 44199

ACCRONYMS

ACS	Army Community Services	FRG	Family Readiness Group
AD	Active Duty	FSTE	Foreign Service Tour Extension
AER LOAN	Army Emergency Relief Loan	HHG	House Hold Goods
AHA LOAN	Advanced Housing Allowance Loan	HOR	Home of Record
AKO	Army Knowledge Online	JFTR	Joint Federal Travel Regulation
AMC	Air Mobile Command	LES	Leave and Earnings Statement
AR	Army Regulation	MGIB	Montgomery GI Bill (College Money)
AWOL	Absent Without Leave	MOS	Military Occupational Specialty
BAH	Basic Allowance for Housing	MPRJ	Military Personnel Record Jacket
BAS	Basic Allowance for Subsistence (food)	OCONUS	Overseas Continental Of United States
BASD	Basic Active Service Date	OMPF	Official Military Personnel File
COLA	COst of Living Allowance	ORB	Officer Records Brief
Concurrant	Travel Together	PAC/ S-1	Personnel Administration Center
CONUS	CONtinental United States	PCS	Permanent Change of Station
CYS	Child & Youth Services	PEBD	Pay Entry Base Date
DA 31	Leave Form	PERSCOM	US Total Army Personnel Command
DA Form	Department of the Army Form	PMOS	Primary Military Occupational Specialty
DD 4-1	Enlistment Contract	POA	Power of Attorney
DD Form	Department of Defense Form	POV	Privately Owned Vehicle
DD93	Record of Emergency Data	PTDY	Permissive Temporary Duty
DEERS	Defense Enrollment Eligibility Reporting System	PX	Post Exchange
Deferred	Travel Delayed	RA	Regular Army
DEP	Dependant	SGLI	Srvice Group Life Insurance
DEROS	Date Eligible to Rotate Overseas.	SM	Service Member
DLA	Dislocation Allowance	TAMC	Tripler Army Medical Center
DOB	Date of Birth	TCS	Temporary Change of Station
DOR	Date of Rank	TDY	Temporary Duty
EFMP	Exceptional Family Members Program	TIG	Time in Grade
ERB	Enlited Records Brief	TLA	Temporary Lodging Assistance
ERD	Early Return of Dependents	TRICARE	Army's Medical Insurance
ETS	Expire Term of Service	UCMJ	Uniform Code of Military Justice