



PACIFIC KNIGHTS

OPERATIONS COMPANY, HHBn, USARPAC

Aloha!

Welcome to Operations Company, Headquarters and Headquarters Battalion, United States Army Pacific (Pacific Knights). Your name recently appeared as a future gain to our unit, and we wanted to contact you with some useful information regarding your assignment to Hawaii.

Your unit sponsor will be assigned to you in Army ACT. They will provide you with a general overview of the unit's mission, workload, etc. Your sponsor should also provide you with general information regarding this duty assignment, including in-processing, on or off post housing, schools, etc. For your convenience, there are several guides and resources attached to this letter which will provide additional information on your PCS move. If you don't receive contact from your assigned Unit Sponsor, please contact the First Sergeant.

If needed, HHBn, USARPAC Staff Duty can be reached at (808) 367-2820. To make your transition smoother, please ensure your sponsor and our First Sergeant receives the following information:

- Date and time of arrival.
- Name of carrier and flight number.
- Number of people accompanying you.
- Amount of luggage.
- Any pets arriving with you (30 day quarantine, can be done at home)
- Rental Car plan
- Lodging plan

On arrival at the Honolulu airport, you will sign in at the 25th ID Replacement Center Desk located in front of Baggage Claim 19 (808-833-3874). The desk is open seven days a week, 1100 - 2330. You will sign-in off PCS leave and receive information on in-processing, and if needed, you will begin quarantine procedures. Based on USARPAC Policy, if you are vaccinated or/and have recovered from COVID-19 at least 30 days prior to arrival, you are not required to quarantine (although your family may be required to quarantine). Please be certain that you hand carry the following documents and have them available when you arrive in Hawaii.

- Copy of your assignment orders
- Any amendments to your original orders
- Original of your DA Form 31 (Leave Form)
- Copy of your flight itinerary for yourself and sponsored dependents
- Your Government Travel Charge Card

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The cost of living in Hawaii can be expensive. This is partially off-set by a Cost of Living Allowance (COLA) to cover daily living expenses, and a high Basic Allowance for Housing (BAH) to cover increased housing costs. Be aware that these entitlements, as well as your travel voucher, may take up to 6 weeks to process before you are paid. It is recommended that you plan to have some money saved or accessible to cover out-of-pocket PCS costs until you can be reimbursed. We also recommend not to enter into an off-post rental agreement until after arriving on the island and finalizing your duty location. Although we live on an island, traffic can be a challenge during peak hours, and you'll want to be familiar with the area before selecting a residence. Your Sponsor should also be able to answer questions about living and commuting on the island.

Here are some helpful links for newcomers on the island:

<https://www.25idl.army.mil/newcomers.html>

Temporary Lodging Allowance approved hotels can be found at:

https://www.25idl.army.mil/DOCUMENTS/newcomer_docs/TLA_PROCESS.pdf

TLA frequently asked questions can be found at:

https://www.25idl.army.mil/DOCUMENTS/newcomer_docs/TLA_FAQ.pdf

The US Army Garrison Hawaii home page:

<https://www.garrison.hawaii.army.mil/>

Please review the attachments to this email which provides in-processing information and documentation, as well as a map to USARPAC in-processing locations.

If you have any issues, please feel free to contact us up at the Company Headquarters. Welcome to the HHBN Family and we look forward to working with you.



STEVEN D. APSLEY
CPT, MP
Commanding

Company HQ Points of Contact			
Commander	CPT Steven Apsley	(808) 221-1978	Steven.d.apsley.mil@mail.mil
First Sergeant	1SG Jimmy Nena	(808) 492-2749	jimmy.s.nena.mil@mail.mil
Ops Sergeant	SSG Marckiny Seki	(808) 787-0701	marckiny.c.seki.mil@mail.mil
Training Sergeant	SSG Cordero Robinson	(808) 787-0701	cordero.robinson2.mil@mail.mil
Supply Sergeant	SGT Fortuno, Simon	(808) 787-0700	simonalfred.r.fortuno.mil@mail.mil

Leave, Actions, Awards: usarmy.shafter.usarpac.list.ops-training-rm@mail.mil



DEPARTMENT OF THE ARMY
OPERATIONS COMPANY
HEADQUARTERS AND HEADQUARTERS BATTALION
UNITED STATES ARMY, PACIFIC
FORT SHAFTER, HAWAII 96858-5100

APST-OPS

26 August 2021

MEMORANDUM FOR RECORD

SUBJECT: In-Processing SOP

1. Purpose: the following in the SOP for in-processing of new personnel into Operations Company, HHBn, USARPAC, and provides guidance for sponsorship of incoming personnel.

2. Sponsor Responsibilities:

a. The sponsor should be equal in grade, of the same sex, marital status, career field, and have more than three months remaining in the SCP after the newcomer's arrival. Sponsors will be identified from the Branch in which the inbound personnel will be assigned.

b. Review HHBn Sponsorship Checklist and the Battalion Sponsorship Policy. The sponsorship checklist will help you successfully execute your duties as the sponsor. Review it often as you work through the sponsorship process.

c. Provide Soldier being sponsored with an organization chart and welcome letters.

d. Provide and review arrival instructions and USARPAC HHBn In-Processing Checklist with incoming personnel.

e. Provide and assist incoming personnel with:

(1) Personal Data Sheet: Complete Personal Data Sheet and return to OPS TRNG RM

(2) Badge Request: Submit Badge Request to G2 Badging office (usarmy.shafter.usarpac.list.g2-badge-requests@mail.mil).

(3) Thin Client Request: Follow the instructions on the attached form and click AESD icon at the top and self-submit.

(4) PIC Code MOU: Fill out and sign MOU and get it signed by the SCP Chief. Send completed forms to Mr. Eryn Seidl (C2F Security Manager) at eryn.s.seidl.civ@mail.mil. Once received ensure you test on all Conference Rooms and PODs.

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(5) Link to MS Teams: Establish MS Teams account at <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/group-chat-software>.

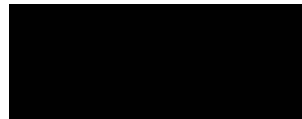
f. Provide incoming personnel with the USARPAC-CAJ-ART-U-FDO-PUBLIC-REL-20200714-0271 and Command Brief for AOR familiarization.

g. Provide incoming personnel with C2F In-Brief, C2F Quick Start Guide, and GVS set-up instructions for C2F familiarization.

h. Arrange for necessary introductions and provide a tour of the installation.

i. Ensure attendance to mandatory Newcomers brief. Newcomers in the rank of MSG and above will attend USARPAC staff orientation training.

3. The point of contact for this SOP is CPT Steven Apsley at steven.d.apsley.mil@mail.mil.



STEVEN D. APSLEY
CPT, MP
Commanding

ENCL
Annex A: Sponsor Checklist
Annex B: Ops Co In-Processing Checklist
Annex C: Important Contacts
Annex D: HHBn In-Processing Checklist
Annex E: Badge Request

ANNEX A
HHBn, USARPAC SPONSOR CHECKLIST

Sponsorship is a vital component of military PCS. Relocation can be a stressful experience for both service members and their families. Your role as a sponsor helps smooth their transition to a new community and helps create and maintain unit cohesion. The following sponsorship checklist will help you successfully execute your duties as a sponsor.

Before arriving to Hawaii

- Initiate contact with incoming personnel to gather pertinent information, and continue to communicate throughout transition
- Ensure incoming personnel are tracking in-processing requirements upon arrival to Hawaii (send the HHBn, USARPAC Arrival Instructions, attached to this document)
- Inquire if personnel are traveling with dependents (# of children) and if EFMP
- Inquire if traveling with pets: <http://hdoa.hawaii.gov/ai/aqs/aqs-info/>
- Inquire about scheduled arrival time (flight info) and coordinate transportation and lodging (recommend scheduling lodging NLT 60 days prior to arrival)
- Inquire on POV arrival date/ determine transportation plan (recommend shipping POV 30 days prior to arrival): <https://www.pcsmypov.com/>
- Provide DD form 1746 and copy of orders to get on housing wait list, if necessary
- Provide TLA Approved lodging/rates: TLA FAQs
- Provide Post Housing /Apartment Rent: www.islandpalmcommunities.com Off-post: www.ahrn.com
- Provide Soldier & Family contact information for Schools/Childcare and other resources
- Provide link to Army/Military OneSource website or have them call 1-800-342-9647 for assistance 24/7
- Provide guides for US military in Hawaii <http://www.himilitary.com/>
<http://www.usarhaw.army.mil>
- Privately Owned Weapons must be registered with Honolulu Police Department within 5 days of arriving to Hawaii. If you will live on post they must be registered with the Provost Marshall's Office.

**ANNEX B
OPERATIONS COMPANY IN-PROCESSING CHECKLIST**

Training Room In-Processing Documents Required:

- PCS Orders
- DA 4187 Generated by BN S1
- Copy of most recent APFT/Weapons Qualification Card(s)
- Family Care Plan (if applicable)
- HHBn Checklist

Supply Room In-Processing Documents Required:

- PCS Orders
- DA 4187 Generated by BN S1
- CIF Record
- SFRG Info Sheet
- HHBn Checklist

Commander / First Sergeant:

- Sent up meeting with Commander/First Sergeant for introductions

**ANNEX C
IMPORTANT CONTACTS**

Temporary Lodging:

Inn at Schofield Barraks: The official lodging for military personnel on Oahu. Call to make a reservation. Single or geographic bachelor Soldiers must call first to reserve in this lodging.

Phone: (808) 624-9650

Website: <http://www.innatschofield.com/>

Tripler Lodging (located behind Tripler Medical Center):

Phone: 1-877-711-TEAM (8326).

Website: <https://www.ihg.com/armyhotels/hotels/us/en/tripler-amc/mftrb/hotel/detail>

Navy Lodge at Ford Island

Phone: 808-440-2290

Hale Koa (MWR Hotel in downtown Waikiki):

Phone: (808) 955-0555

Website: <http://www.halekoa.com/>

****We recommend that you make reservation anywhere from 3-6 months prior to arriving to Hawaii.****

On Post Housing

Note: If you intend to live on post, we recommend that you contact the Island Palm Community Office as soon as possible since there is often a wait list. You are also authorized to live in Navy or Air Force Quarters based on availability.

Island Palm Communities

South Regional Leasing Office: (Serving Fort Shafter, Tripler Army Medical Center, Aliamanu Military Reservation, and Red Hill)

Phone 888-458-8933

Website: <https://www.islandpalmcommunities.com/Become-a-Resident/Our-Homes---Communities/Fort-Shafter/Fort-Shafter/default.aspx>

North Regional Leasing Office: (Serving Schofield Barracks, Wheeler Army Air Field, and Helemano Military Reservation)

Phone: 877-487-4323

Website: <https://www.islandpalmcommunities.com/Become-a-Resident/Our-Homes---Communities/Schofield-Barracks/default.aspx>

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Off-Post Housing

The cities around this installation are Honolulu, Waimanalo, Kaneohe, Aiea, Waipahu, Wahiawa, and Pearl City.

Basic Allowance for Housing (BAH):

<http://www.defensetravel.dod.mil/site/bahCalc.cfm>

Your BAH will be used in one of two ways. You can either rent on post or you can live off post. If you live off post, you can either rent or buy. Use BAH calculator using 96858 zip code.

Check Housing datapost for available single-family homes or go to <https://www.myarmyonesource.com/SoldierandFamilyHousing/FamilyHousing/default.aspx> to find more information on the housing options off-post here in Oahu..

Other Useful Contacts:

Tripler Army Medical Center:

1 Jarrett White Road, Honolulu, Hawaii 96859-5000
Main Telephone (808) 433-6661 586729125
Appointments: (808) 433-2778

Schofield Barracks Education Center

Building 560, Yano Hall, 2nd Floor, 1336 Kolekole Avenue
Schofield Barracks, Hawaii 96857
Phone: 808-655-0800/0805
Fax: 808-655-4986
Hours of Operation: Monday-Friday, 8 a.m.-5 p.m.

Tripler/Fort Shafter Education Complex

823 Krukowski Road
Tripler Army Medical Center, Hawaii 96859
Phone: 808-433-4182/4184
Fax: 808-433-4183
Hours of Operation: Monday-Friday, 8 a.m.-5 p.m.

SGT Yano Library, Schofield Barracks

Library Information (808) 655-8002
Reference Services (808) 655-8001
Monday - Thursday: 11:00 am - 8:00 pm / Friday -Sunday: 10:00 am - 6:00 pm
Holidays: Closed

Fort Shafter Library

(808) 438-9521
Monday - Thursday: 10:00 am - 7:00 pm / Friday: 10:00 am - 3:00 pm
Saturday & Holidays: Closed / Sunday: 11:00 am - 3:00 pm

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School Liaison Services:

Call (808) 655-9818 or (808) 655-8326
Building 1283, 241 Hewitt Street, Schofield Barracks, HI

Youth Services:

Fort Shafter: (808) 833-5393
Schofield Barracks: (808) 655-5314
Hours of Operation: Mon-Fri, Walk-in, 8:00 am - 12:00 pm
Appointments: 1:00 pm - 4:00 pm

Commissary: (near Fort Shafter – Good place for cost-efficient groceries)

Pearl Harbor Commissary
4725 Bougainville Drive, Pearl Harbor, HI 96860
Store Phone: (808) 471-8402
Hours: (Mon – Sun), 0900-2100

The Mall at Pearl Harbor (NEX)

4725 Bougainville Drive, Building No (631), Honolulu, HI, HI 96818
Main Telephone (808) 423-3344
Hours: (Mon – Sun), 0900-2100

Schofield Barracks PX

Bldg. 694, Schofield Barracks
Main Telephone (808) 622-1773
Hours: (Mon-Sat), 0900-2100 and (Sun), 0900-1900

Hickam AFB BX (near Fort Shafter, on Hickam AFB)

Bldg. 1232
Main Telephone (808) 423-1304
Hours: (Mon – Sun), 0900-2100

Fort Shafter Shopette

Bldg. 550
Main Telephone (808) 843-1969
Hours: (Mon – Sun), 0700-2000

Army Community Service

Bldg. 2091 Kolekole Ave, Schofield Barracks, Hawaii 96857
Telephone Number: (808) 655-4ACS (4227)
Fax Number: (808) 655-1654

Other Services at Fort Shafter:

Veterinary: (808) 433-2271
Family MWR Pet Kennel: (808) 368-3456
Family Member Employment Assistance Program: (808) 257-7790 or (808) 257-7787



HHBn, USARPAC In-Processing Checklist

Rank/Name: _____ Date Issued: _____ S: Date: _____

Personnel MUST complete in-processing at both the Battalion and Company prior to reporting to directorate

HHBn S1, Bldg 220, Rm. 14, Phone: 808-438-3625, Office Hours: M-W&F: 0900-1530, TH: 1200-1430

- PCS Orders/Diversion Orders
- PCS Leave Form
- Update DD93
- Update SGLV
- Update Records Review (DA FM 5960)
- Sign In/Out Log
- Update ADPAAS Information
- Do you require a vehicle registration form?
- DEERS Update

(Aloha Center, Montgomery Ave, BLDG 5330 (438-1757/1633) Appts: <http://appointments.cac.navy.mil>)

Cup and Flower Fund (HHBn Proper)

HHBn S2, Bldg 220, Phone: 808-438-3427, Office Hours: M-W&F: 0900-1530, TH: 1200-1430

- Security Clearance
- Next scheduled TARP _____

HHBn S3, Bldg 220, Phone: 808-438-3271, Office Hours: M-W&F: 0900-1530, TH: 1200-1430

Next Scheduled Newcomer's Orientation _____

HHBn S4, Bldg 220, Phone: 808-437-0730, Office Hours: M-W&F: 0900-1530, TH: 1200-1430

GTC (HHBn proper)

HHBn S6, Bldg 220, Phone: 808-787-0727, Office Hours: M-W&F: 0900-1530, TH: 1200-1430

- Cyber Awareness Training Verification
- Add to HHBn Email Distro

HHBn Medical Readiness Center, Bldg 503A, Phone: 315-438-3455, Office Hours: M-F: 0900-1530

MEDPROS Verification

**HSC, HHBn, USARPAC, Bldg 503A, 808-438-2844
OPS Co, HHBn, USARPAC, Motorpool, 3rd floor, 808-437-0700
I&S Co, HHBn, USARPAC, Motorpool, 3rd floor, 808-437-5208**

- PCS Orders/Diversion Orders
- Family Care Plan
- APFT
- Weapons Card
- Training Certs

All Soldiers must return the completed in-processing checklist to the BN S1!

USARPAC BADGE REQUEST

SUBMIT THIS FORM AT LEAST 2 WEEKS IN ADVANCE

AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.
PRINCIPAL PURPOSE: To record names, signatures, and other identifiers for validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. **NOTE:** Records may be maintained in both electronic and/or paper form.
ROUTINE USES: None.
DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay, or prevent further processing of this request.

Section 1 – Badge Holder Information (completed by individual or Security Manager) Date: (yyyy mm dd)

1. Last Name	2. First Name	3. Middle Name	4. Rank/Grade	5. SSN	6. DOB
7. DSN/Telephone #	8. Organization	9. Office Sym/Dept.	10. DEROS	11. Official Email (NIPR)	
12. Employment Status	Active Duty Reserve	Guard Civilian	Contractor Foreign National	13. Contract Office Rep: Phone Number:	14. Contract Expiration Date: Company Name:

Section 2 – To be completed by the servicing Special Security Officer/Representative or the Security Manager

15. Adjudication					
Clearance Level:		Date Granted:		Granting Agency:	
16. Interim					
Clearance Level:		Date Granted:		Granting Agency:	
17. Investigation					
Type:		Invest. Comp. Date:		Investigating Agency:	
18. Badge Access Requested:			19. Compartments	TK	HCS
				SI	G
					NATO-S
					OTHER:

Section 3 – Approved Building Access

READER LOCATION	Bldg. POC SIGNATURE	READER LOCATION	Bldg. POC SIGNATURE

20. Security Manager Name	21. Unit/Office	22. Signature
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23. Justification

24. Comments