



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

REPLY TO  
ATTENTION OF

APST-OPS

27 August 2015

Future Pacific Knight,

Aloha! On behalf of U.S. Army Pacific (USARPAC) and Operations Company, I'd like to welcome you and your family to the command and Fort Shafter, Hawaii. We look forward to having you on the team. In addition to welcoming you to the command, I would like to take this opportunity to provide you a brief orientation to your new unit, the installation, and the tools and contacts you need to answer all your questions.

**USARPAC** is the Army Service Component Command (ASCC) to U.S. Pacific Command and postures and prepares the force for unified land operations, responds to threats, sustains and protects the force, and builds military relationships that develop partner defense capacity. If you would like more information on USARPAC, you can visit our website at [www.usarpac.army.mil](http://www.usarpac.army.mil).

**Operations Company** is composed of several USARPAC Directorates. These Directorates include the G3, G5 Plans, G6, G7 Exercises, and Operational Protection Directorate (OPD). The Operations Company Commander is CPT Chelsey A. Freeman, and the Company First Sergeant is 1SG Nelson T. Mendoza.

**Your Assignment:** You will be assigned a sponsor from within the Directorate or section of your assignment. For more information on your specific job or duty requirements, please contact your sponsor via telephone or email. Your sponsor will be identified by the command and they will initiate contact with you. If you do not hear from your sponsor within 14 days of receiving this message, please contact CPT Freeman or 1SG Mendoza.

**Your Training Requirements:** You will be required to complete the attached training to ensure you have a smooth transition into your duty position. It is recommended that you complete the required training prior to reporting as you will most likely be integrated into your section quickly. You will be asked to provide copies of your training certificates during Company in-processing.

**Fort Shafter:** Fort Shafter is located in Honolulu off the H-201 freeway and approximately 3 miles from the Honolulu International Airport. The attached information sheet provides an overview of the resources available on Fort Shafter and their contact information. For more information about Fort Shafter, see the attached information sheet or visit <http://www.garrison.hawaii.army.mil/>.

Again, welcome to U.S. Army Pacific and Operations Company! We look forward to your arrival and having you on the team. The telephone number for the Company Orderly room is 808-438-2749.

NELSON T. MENDOZA  
1SG, USA  
First Sergeant

CHELSEY A. FREEMAN  
CPT, CM  
Commanding

**Required Training: (Bring all Certificates with you)**

DoD Cyber Awareness Challenge:  
<https://ia.signal.army.mil/DoDIAA/>

ISOPREP (only do this if you DO NOT have a PROFILE created):  
<https://prmsglobal.prms.af.mil/prmsconv/profile/survey/survey.aspx>

Survival, Evasion, Recovery and Escape (SERE) 100.1 Level A:  
[https://jkodirect.jten.mil/html/COI.xhtml?course\\_prefix=J3T&course\\_number=A-US022](https://jkodirect.jten.mil/html/COI.xhtml?course_prefix=J3T&course_number=A-US022)

Level 1 Antiterrorism Awareness Training:  
<https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam>

Army Substance Abuse Program (ASAP):  
<https://asap.hawaii.army.mil/>

Supervisor's Safety Course:  
[www.lms.army.mil](http://www.lms.army.mil)

Composite Risk Management Basic Course:  
[www.lms.army.mil](http://www.lms.army.mil)

Global Assessment Tool:  
<https://armyfit.army.mil/>

Fraternization:  
<http://www.atsc.army.mil/crc/>

SHARP (Standing Strong Training - FY15):  
[www.lms.army.mil](http://www.lms.army.mil) \*\*and classroom training provided in USARPAC upon arrival\*\*

Law of Land Warfare:  
[https://jkodirect.jten.mil/html/COI.xhtml?course\\_prefix=ARN&course\\_number=J7-US033](https://jkodirect.jten.mil/html/COI.xhtml?course_prefix=ARN&course_number=J7-US033)

Personnel Recovery (PR 101A):  
[www.lms.army.mil](http://www.lms.army.mil)

Combating Trafficking in Persons:  
[https://jkodirect.jten.mil/html/COI.xhtml?course\\_prefix=J3T&course\\_number=A-US030](https://jkodirect.jten.mil/html/COI.xhtml?course_prefix=J3T&course_number=A-US030)  
[https://jkodirect.jten.mil/html/COI.xhtml?course\\_prefix=J3T&course\\_number=A-US1281](https://jkodirect.jten.mil/html/COI.xhtml?course_prefix=J3T&course_number=A-US1281) (refresher)

Threat Awareness Reporting Program (TARP), Operations Security (OPSEC),  
and Equal Opportunity (EO)  
**\*\*classroom training provided in USARPAC upon arrival\*\***

**Required to provide:** DD93, SGLI, PCS orders, DA 4187 (from HHBn S1 assigning you to OPS Company), last APFT and weapons qualification scorecard

## **FORT SHAFTER IMPORTANT CONTACTS**

### **Lodging:**

Temporary lodging is available at Tripler Lodging which is located behind Tripler Medical Center. Additional lodging is available at Inn at Schofield Barracks and is considered the official lodging for military personnel on Oahu. The Tripler Billeting facility is also available for temporary guests. Reservations may be made up to 30 days in advance. For advance reservations at any of the temporary lodging available at Schofield Barracks, call 808-839-2336 ext. 0. There is also the Navy Lodging at Ford Island, call the Navy Lodge Pearl Harbor at 808-440-2290. (Please call in advance to make a reservation)

### **Housing:**

Fort Shafter Housing Office: 808-438-3800/1518  
Schofield Barracks Housing Office: 877-487-4323

### **Basic Allowance for Housing (BAH):**

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.

### **On Post Housing (Rent On-Post):**

You can contact the housing office above. Please keep in mind that there is a process involved in renting on post housing to include wait times. (**Note: You are also authorized to live in Navy or Air Force Quarters base on availability.**)

### **Off Post Single Family Rentals:**

You can choose to rent off post if you wish. 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..

### **Apartments for Rent around the Fort Shafter area:**

Cities around Fort Shafter (Purchase a Home) - The cities around this installation are Honolulu, Waimanalo, Kaneohe, Aiea, Waipahu, Wahiawa, and Pearl City.

### **Dining:**

Although Fort Shafter does not have a Dining Facility, there are many restaurants and fast food establishments to eat at off post. On post you will find the following establishments: Subway, Domino's Pizza, The Strike Zone (Bowling Alley) and Post Club.

### **Education Services:**

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.

**Education Services:**

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.

**Library:**

SGT Yano Library, Schofield  
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

**School Liaison Services:**

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

**Youth Services:**

Contact Aliamanu Military Reservation (Fort Shafter) at (808) 833-5393 or Schofield Barracks at (808)655-5314  
Hours of Operation (at both locations):  
Mon-Fri, Walk-in, 8:00 am - 12:00 pm  
Appointments: 1:00 pm - 4:00 pm

**Commissary: (near Fort Shafter – BEST PLACE TO SHOP FOR GROCERIES)**

Pearl Harbor Commissary  
4725 BOUGAINVILLE DRIVE  
PEARL HARBOR, HI 96860-6000  
Store Phone: (808)471-8402  
Hours: (Mon – Sun), 0900-2100

**Tripler Army Medical Center:**

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

**NEX, PX, and BX:**

The Mall at Pearl Harbor (NEX) – (near Fort Shafter)

4725 Bougainville Drive

Building No (631)

Honolulu, HI, HI 96818

Main Telephone (808) 423-3344

Hours: (Mon – Sun), 0900-2100

Schofield Barracks PX – (on Schofield Barracks)

Bldg. 694

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

PX (on Fort Shafter, with limited items):

Bldg. 550

Main Telephone (808) 843-1969

Hours: (Mon – Sun), 0700-2000

**ACS:**

ACS is located in Bldg 330, Room 111,

Ph: (808) 438-9285

Fax: (808) 438-0942

Monday – Friday

7:30 a.m. – 4:30 p.m.

Computer Lab

Monday – Friday

7:30 a.m. – 4:30 p.m.

[www.planmymove.org](http://www.planmymove.org)

**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