

## Plan My Move Booklet for Schofield Barracks/Fort Shafter

### Overview



**Location**

Schofield Barracks is nestled at the foot of the Waianae mountain range on the island of Oahu in Hawaii. The installation is located a few miles from the towns of Wahiawa and Mililani. Fort Shafter is situated among stately plantation-style homes and royal palm trees in south Oahu in the town of Kalihi. Hawaii's cost of living is among the highest in the nation. The major source of that high cost of living can be attributed to the cost of housing. The base operator's phone number is 808-449-7710.

### **History**

The 25th Infantry Division traces its lineage to the Hawaiian Division, which has defended Hawaii since 1921. On December 7, 1941, the 25th Infantry Division received its debut of fire when Japanese forces attacked military facilities on the island of Oahu. The division without delay deployed to southern and eastern coasts of the island, ready to defend against a possible Japanese invasion. The division was made famous after relieving the Marines at Guadalcanal in 1942. Due to their superior performance during this operation, the 25th Infantry Division (25th ID) earned its nickname "Tropic Lightning." For more information, go to the [25th ID homepage](#).

### **Mission**

The 25th Infantry Division prepares for deployment to a theater of operations to perform combat operations as part of a corps counterattack. On order, it conducts theater-wide deployment within 54 hours of notification to perform combat operations in support of USCINCPAC theater strategy.

### **Population Served**

Average Population

Military	20,535
Civilian	5,984
Active Duty Family Members	25,319
Retired Military	4,877
Retiree Family Members	11,826
Reserve Component	1,828
Reserve Component Family Members	3,134
TOTAL	71,675

### **Base Transportation**

Currently, there is no base transportation on this installation.

### **Sponsorship**

To obtain a sponsor at Schofield Barracks, contact G1 Strength Management. For Juniors call 808 655-8594 and for Seniors call 808 655-8584 prior to your arrival. Your sponsor should meet you when you arrive. If you are not met by your sponsor, you should report to the Army Liaison Office at the Honolulu International Airport located between baggage claims F & G. Army Liaison contact number is 808-542-9867.

If you need to forward your mail to Schofield Barracks prior to your arrival, address it to: Your Name, 25th ID Replacement Detachment, Schofield Barracks, HI 96857.

Personnel not assigned to 25th Infantry Division should contact their unit of assignment for detailed information.

### **Temporary Quarters**

If you are in transit to Schofield Barracks and have made reservations in advance you will be staying at the Inn at Schofield Barracks. Contact them at 800-490 9638, 808-624 9650, or by fax, 808-624 5606. If space is not available at the Inn at Schofield Barracks you will be redirected to the Best Western or Honolulu Airport Hotel.

For all personnel in transit to the Fort Shafter area who had have made reservations in advance will be staying at the Tripler Lodging Facility, 808-839-2336, fax 808-433-6905. If space is not available there, you must process through the Inn at Schofield Barracks.

### **Relocation Assistance**

The Relocation Readiness Program offers a newcomer's island tour and cultural orientation every Tuesday. The orientation is part of in-processing. Our lending closet offers basic household items for a 60 day loan period. We also, have a computer lab available for your personal use while you wait for yours to arrive. For more assistance, contact us at 808-655-4227.

### **Critical Installation Information**

The Hawaii Army Family Housing office is currently experiencing a shortage of housing due to the construction of new homes. The housing services office will do their best to house you within your allotted 60 days of TLA.

Pit-bulls or any type of pit-bull breeding combinations such as American Pit-Bull Terrier, American Staffordshire Terriers or Staffordshire Terriers are strictly prohibited on installation.

If you are part of a separated family due to deployment, be sure to contact Army Community Service and ask for a Blue Star Card. This Card provides a discount on FMWR programs and 16 hours of free child care monthly. Review the Deployment article for full details of the Blue Star program.

## Sponsorship

Settling into your new location and your new unit takes time. [Plan My Move](#) is designed to assist you with information about your new location. Complimenting Plan My Move each of the military Services has a Sponsorship Program which is very helpful in providing new unit information. Sponsors can make your transition smoother. The purpose of the Sponsorship program is to:

- Provide a sense of belonging
- Ease the transition for inbound service members or civilians and their family members
- Increase productivity
- Reduce culture shock
- Help newcomers make informed decisions
- Cultivate new friendships
- Improve morale

A sponsor is someone from your new unit who is assigned to assist you settling into your new location. You can request a sponsor through your unit, or with help from the Relocation Assistance Program or the Family Center at your new installation.

Your Service will appoint your sponsor in writing. He/she will be the same or close to your rank and the same marital status, if at all possible. This person will be knowledgeable about the local community and the installation; available to assist you and your family for at least two weeks post arrival, and be someone who is positive and outgoing.

A sponsor's duties include:

- Contacting you and your family by letter of introduction or e-mail upon learning of your assignment to the installation.
- Following up with a personal phone call after contact has been made.
- Sending information about the installation/area which you may require, or putting you in touch with the resources on the web and at the installation that provide current, complete and up-to-date information such as those provide by the Relocation Program.
- Answering any questions which you or your family may have, or, again, providing the proper resources to answer those questions.
- Confirm transportation and lodging arrangements.
- Assisting with obtaining a Post Office Box for your mail.
- Meeting you and your family upon arrival.
- Accompanying you to your check in point for the unit.
- Introducing you to the Family Center and lending closet
- Providing essential service locations such as commissary, exchange, gas station, bank.
- Being available when you arrive at your installation to meet you, show you around, and help you through in-processing.

If you have not been assigned a sponsor, or have not been contacted as of yet, request one by contacting your gaining command or unit. If after contacting your new command you find difficulties in obtaining a sponsor, contact your Relocation Assistance Personnel for additional help with your move.

Service specific processes for requesting a Sponsor include:

- **Army and Defense Logistics Agency:** AR 600-8-8 outlines procedures for DA Form 5434, Sponsorship Program Counseling and Information Sheet. Sponsorship is mandatory for first term Soldiers. All Soldiers, private through colonel (excluding those completing advanced individual training (AIT) and those PCSing to long term schools) and civilian employees through grade 15 may participate in the advance arrival sponsorship program. Reactionary Sponsorship is available for individuals arriving at an installation without a sponsor. Contact the gaining unit to request a sponsor.

- **Air Force:** Gaining Unit Commander Support Staff/Military Personnel Element will assign a sponsor upon receipt of assignment notice. Assigned sponsor will then make contact with the inbound member.
- **Navy:** OPNAV INSTRUCTION 1740.3B prescribes procedures regarding Command Sponsor and Indoctrination Programs. This Program is designed to facilitate the adaptation of Sailors and their families into new working and living environments, to minimize the anxiety associated with a Permanent Change of Station (PCS) move, and afford Sailors and their families the greatest opportunity for a successful and productive tour of duty.

Command sponsor and indoctrination responsibilities begin upon receipt of PCS orders and continue until the Sailor has become an integral part of the new command and is fully cognizant of all policies, programs, services, and responsibilities available through the command. Commanding Officers shall establish a Command Indoctrination Program to include the delivery of the Navy Pride and Professionalism training per this instruction. COs should ensure all incoming personnel receive command indoctrination training within 30 days of arrival or within 3 drill weekends.

Enclosures (1) and (2) of OPNAVINST 1740.3B outline responsibilities and provide guidance for these programs. Assistance to local commands regarding the Command Sponsor Program is through the Fleet and Family Support Center (FFSC) Relocation Assistance Program staff.

- **Marine Corps:** Gaining Unit Commander will assign a sponsor on request. Overseas commands should assign a sponsor automatically, however if one is not assigned, send a request to the gaining command. A sample request form is available on our website that can be filled out and sent to the gaining command. See the following [website](#).

*Sponsors' responsibilities and abilities to be available will vary from installation to installation, depending upon the priority which the installation and unit commanders give to the program; however, the Services are making the Sponsorship program a priority as research has shown the many benefits of good sponsorship to service, family members and youth.*

### **Youth Sponsorship**

The Youth Sponsorship Program depends on the availability of youth who volunteer to become sponsors. The Youth Services topic should explain the Youth Sponsorship program at your new installation, but if it does not answer all of your questions, contact your Relocation Manager to inquire about the program and acquiring a youth sponsor.

## **Directions to Installation**

### **Directions to Schofield Barracks (Inn at Schofield)**

#### *Driving from Honolulu International Airport*

The installation is approximately 17 miles from the airport. To reach Schofield Barracks from Honolulu International Airport follow exit directions to Interstate H1 west bound. Proceed on H-1 to the H-2 interchange and go north to Wahiawa. Continue on H2 (about 8 miles) until it ends into a divided highway (Wilikina Drive 99), proceed to the second traffic light (Wilikina & Kunia Road) and turn left onto Kunia Road. Make a right at Foote Gate onto Kolekole Ave, go through the first stoplight (Road A), and the next two stoplights (Kolekole and Flager, and Kolekole and Humphreys. As you go through the third traffic light, you will see the Inn at Schofield on the right. As you turn right into the parking area, the Main Lobby is on your left.

### **Directions to Tripler Billeting Facility**

#### *Driving from Honolulu International Airport*

Tripler is approximately 4.5 miles from the airport. Follow the exit directions; Turn left onto Rodgers Blvd, continue for about 0.8 miles; Turn right onto H-92(East) Nimitz Highway for about 1.1 miles. Turn left on Puuloa Road continue for 1.1 miles. Puuloa Road will run into Jarrett White Road. Continue on Jarrett White Road for 1.3 miles, you will be entering Tripler's gate.

## **Check-in Procedures**

### **Reporting Procedures**

Soldiers can report to the Army Liaison Officer at the USO in the Honolulu International Airport or at the 25th ID(L) and USARHAW Replacement Detachment at Schofield Barracks, G Quad, Bldg T664 to sign-in and coordinate for further inprocessing instructions.

All personnel assigned to 25th ID(L), U.S. Army Garrison, Hawaii, 45th CSG (Forward), 703rd MI will process through 25th ID(L) & USARHAW Replacement.

Medical Services personnel assigned to Tripler AMC will inprocess through Tripler Military Personnel Office, 808-433-9180.

Personnel assigned to PACOM, Camp Smith will inprocess through the J1 Manpower, 808-477-1388.

Personnel assigned to 205th MI BN will inprocess through the S1 at 205th MI, 808-438-6877.

Personnel assigned to 515th SIG BN will inprocess through the S1, 808-438-1600.

Personnel assigned to U.S. Army Pacific will inprocess through the S1, 808-438-2800.

Personnel assigned to Joint POW/MIA Accounting Command (JPAC) will inprocess through J1, 808-477-5421.

Personnel assigned to JICPAC will inprocess through S1, 808-473-6597.

### **Documents to Hand carry**

All incoming personnel should have their PCS orders, Command Sponsorship orders for spouse and family members, 201 file, leave form, medical, and dental records.

### **Married Servicemembers**

If you get married before you PCS, you *must* inform your commander and follow the procedures exactly as you are given them. The military *will not pay* for travel and housing of your spouse if you do not follow the proper procedures.

## **Relocation Assistance**

### **Programs and Services**

While moving is always stressful, your stress can be drastically reduced if you take full advantage of the information, education, and personal assistance provided to you by the Relocation Program. This is the place to find answers and get referral to other installation resources as well as assistance with in-transit emergencies. The most important thing you can do to ensure a smooth move is to start planning early using the many Relocation Assistance program services and tools available.

*Individual PCS Planning* -- Most relocation programs offer one-on-one consultation for anyone needing assistance. In particular those making their first military move, first overseas move, or those with challenging and complex situations such as special needs family members or financial problems should call the Relocation Program for an appointment.

*Military Installations and Plan My Move* -- For managing and planning your move, use these two DoD sponsored web-based relocation tools with information on over 250 installations worldwide. You can estimate expenses, find the forms necessary for housing and household goods, keep a calendar of events and take other necessary actions to ensure a successful move.

*Loan Closet* -- Basic household goods items are available to borrow while waiting for your personal property pre-departure or upon arrival. The typical items in stock include: pots and pans, dishes, silverware, irons, ironing boards, portacribs, high chairs, and infant/toddler car seats. Generally, towels and bed linens are not available, so these should be packed in your hold baggage.

*Workshops and Briefings* -- The classes offered vary from installation to installation but you can generally find classes on buying, selling and renting smart, budgeting and finance, moving with children, general moving preparation and many other moving related topics.

*Pre-departure Briefings* -- Sometimes called Smooth Move or PCS Briefings, you and your spouse will want to attend for sure. These briefings provide essential information that can prevent you from making uninformed and costly decisions before your move.

*Settling-in Services* -- These may include welcome wagon services, local area tours with childcare often provided, or basic household items to use until your goods arrive. Overseas arrival services may include introductory language classes and cultural awareness training.

*Deployment Support* -- The Family Center assists unit family readiness groups and Ombudsman programs during the entire deployment cycle. Support includes services for special needs, classes on deployment preparation, managing finances, helping children adjust, family separation, return and reunion, and information on resources available locally and on-line.

*Foreign Born Spouse Support* -- Whether your question concerns immigration and naturalization, learning the English language or how to take local transportation, the Relocation Program provides assistance, classes and referrals.

*Emergency Assistance* -- From time-to-time emergencies occur while moving, the Relocation Program office has the resources to provide emergency financial assistance and referrals.

*Transition Assistance* -- This is a mandatory program available to assist personnel and family members when they separate from the military. The Relocation Assistance office will establish your individual transition plan and refer you to all the installation and community resources necessary to complete a successful transition.

### **Installation Specific Information**

The newly arriving soldier and family members should be aware that the Army Community Service (ACS) Relocation Readiness Program (RRP) is especially designed to make their transition into our community an easier, more pleasant experience. The RRP provides assistance to soldiers and family members who will be moving to Hawaii or who will be moving from Hawaii to other military installations. Services include: individual counseling service sessions, Worldwide Resource Library, PCS video tapes, Newcomer s Packet, sponsorship training, Lending Closet, and other related information.

Our Lending Closet provides essential items primarily for the PCSing family while they are awaiting the arrival of their household goods. Items provided include: linens (twin/full, pillowcases, blankets, pots and pans, dishes, silverware, irons, ironing boards, toasters, coffee pots, porta-cribs, car seats, fans, etc. We do not provide pillows, or towels. Plan to bring or mail/ship these items to save unnecessary expenses.

The RRP provides a Newcomers' Orientation for newly arriving soldiers and their families. Newcomers' Orientations are held every Tuesday. Registration is required. Upon your arrival contact ACS to register.

The RRP office provides premove and postmove briefings, Welcome Packets, overseas briefings, resource library, computerized roadmap and itinerary for traveling by POV to new duty station. Also, you need to:

- contact the transportation office
- homeowners begin preparations to sell or rent
- if residing in government quarters, contact your housing office
- Make an inventory of possessions and valuables \* Organize personal records, such as birth certificates, insurance papers, etc.
- Take care of necessary medical and dental appointments
- If soldier is going TDY in advance of PCS, have a power of attorney
- Take care of auto maintenance and repairs if traveling by automobile
- Have pets checked by a Veterinarian and update vaccinations/inoculations and take a copy of records. Pets coming to Hawaii will be quarantined for six months with the cost borne by the owner.
- Notify schools and arrange to pick up records

For more information in planning your move, contact your Relocation Readiness Program at your installation.

The ACS Information and Referral (I&R) Service assists active duty soldiers, retirees, and their family members with any problem, concern or question. I&R services assess the scope of the problem and provide resources for developing solutions and provide referrals to military and civilian agencies as appropriate.

## **Emergency Assistance**

### **Planning for Emergencies**

No matter how well you have planned your move, emergencies do happen.

### **Important Documents/Hand Carry**

Before you leave make sure you have all important papers with you - not packed with your household goods. Make sure you have important numbers such as: SDO, Command Duty Office, your Sponsor.

Your sponsor can be invaluable in case of an emergency while in transit.

### **American Red Cross**

The American Red Cross is always available for emergency aid. Contact the nearest chapter listed on the local phone directory.

### **Army Emergency Relief(AER)**

Army Emergency Relief (AER) can provide financial assistance to meet unforeseen required travel and related maintenance expenses such as transportation, lodging or food, when applicable due to extraordinary costs involved with permanent change of station (PCS).

Should you encounter an emergency in route contact the following:

Emergency Point of Contacts

<b>Personnel</b>	<b>Contact Office</b>	<b>Phone Number</b>
25th Infantry Division Light	25th ID (L) Replacement	808-655-0267/8280
Tripler Medical Personnel	Tripler MILPO	808-433-9180/9188
All Incoming Personnel	USO Honolulu Airport	808-836-3351

## **Motor Vehicles**

### **Registration & Licensing Requirements**

Hawaii State law requires you to have sufficient liability insurance and a valid driver's license in order to operate a vehicle. The term "vehicle" generally includes automobiles, motorcycles, vans, trailers and boats regularly parked or garaged overnight. Further, your vehicle must be properly registered. Even though you are in the Military, you may be required to register your vehicle in-state and obtain an in-state license within a few months of moving. Access complete information on insurance, driver's licensing, and where and how to register your vehicle by visiting the [State Department of Motor Vehicles](#) website.

### **State Laws**

You and your passengers must always wear seatbelts while driving, you will be ticketed and issued heavy fines if seatbelts are not secured. State law requires that all children under 7 years of age be properly restrained in child seats. Some states also require younger, smaller children to sit in the back seat.

Motorcycles and their operators are subject to special laws. If you own and operate a motorcycle, you must comply with those laws. Visit the State Department of Motor Vehicles website for more information.

Many States and local jurisdictions have strict laws about the use of cell phones and other digital devices while driving. Research these laws on the State Department of Motor Vehicles website. Tickets will be issued and fines assessed for violating these laws. Play it safe and always use a "hands free" device if you must use a cell phone or other PDA while driving. Hands-free devices must be used while operating a motor vehicle on ALL military installations worldwide.

### **Registering Vehicles in Hawaii**

Registration records of all vehicles in Hawaii must be updated annually. Annual fees are based on the vehicle weight and usage. They are computed by the Division of Motor Vehicles and Licensing.

The deadline for registering vehicles is the last working day of the expiration month of the current registration. However, if the registration expiration date occurs on a Saturday, Sunday or legal holiday, the delinquent renewal penalty fee will not be charged until after the next working day.

Proof of Hawaii motor vehicle insurance is required to obtain a vehicle inspection, and the vehicle inspection sticker and certificate are necessary to operate a vehicle on all Hawaii roads and for all vehicle ownership-registration transactions.

Non-resident active duty military personnel must submit a properly completed Non-Resident Certificate, Form DF-L (MVR) 50, for each registration, renewal or transfer or transaction. Form DF-L (MVR) 50 is available from your military personnel office or your military unit.

When you buy a new vehicle on Oahu, the dealer will probably have it registered and licensed for you. But if this service is not provided, this is what you must do:

- Fill out an Application for Registration, Form DF-L (MVR) 1, which must be signed by you, the registered owner(s) and countersigned by a licensed Oahu vehicle dealer.
- Submit a Hawaii Vehicle Inspection Certificate.
- If you are an active duty service member stationed in Hawaii and a non-resident of this state, you must submit the Non-Resident Certificate, Form DF-L (MVR) 50, available from your military personnel office or your military unit.

The required fees will be determined by vehicle registration or Satellite City Hall personnel.

### **Registering Vehicles on Post**

All privately owned vehicles operated on Schofield Barracks, Wheeler AAF, Fort Shafter and Tripler Army Medical Center must be registered with Provost Marshal within 10 days after arrival, or within 3 days of local purchase.

Personnel are required to present proof of Hawaii State Registration, driver's license, Hawaii safety inspection slip, Hawaii No-Fault insurance card and Military ID Card.

**Post Regulations**

Hawaii State law requires the operator and all passengers ages 4-17 must use a seatbelt. Children birth to age 3 must ride in a safety seat.

Speed Limits -- Troops on a roadway - 10 MPH, Housing areas - 15 MPH, The maximum speed is 15 MPH.

Vehicle Checks -- As this is a federal installation, all vehicles entering or leaving Schofield Barracks, Wheeler Army Airfield, Fort Shafter and Tripler AMC are subject to search.

Accidents -- The military police handles accidents on post. The Honolulu Police Department responds to accidents off post.

## **Loan Closet**

### **Items Available**

The Relocation Readiness Program Loan Closet loans various household items to individuals in transient personnel.

### **How to Borrow**

Inbound personnel may borrow items for 60 days. A valid military ID card and a copy of the soldier's orders must be provided. Appointments are required.

## **Housing - Overview**

### **Government Housing**

There are nearly 7000 units of family housing that include 3 and 4 bedroom units designated by rank and family size. Hawaii is a very high cost area and housing can be one of the most expensive items. Be sure to visit your local Family Center for relocation planning assistance.

#### *Availability and Eligibility*

All service members who have command sponsorship for their families are authorized Government quarters. Waiting times vary according to the supply versus demand for quarters at any given time. Factors influencing waiting time are time of year (quarters turnover is usually much faster during the summer months), rank and the number of bedrooms required (the size of your family). You could have no waiting at all or you may wait as long as 14 months. Accommodations can be found in a reasonable period of time and at acceptable prices.

### **Non-government Housing**

*Housing Referral Office-(HRO)* --The HRO is your contact for any problems you may encounter such as discrimination complaints, tenant/landlord disputes, or any questions or problems about off-post housing is the HRO. The HRO will provide you a list of rentals with corresponding locator maps and give you information regarding the communities in which the rentals are located.

*DoD Automated Housing Referral Network (AHRN)* -- Visit [AHRN.com](http://AHRN.com) or ask at your local housing office to learn about this DoD program that is currently available for more than 75 installations. The program allows military members and families to:

- Search listings and pictures of available rentals near military installations
- List their own properties for rent to other military families
- List their homes for sale by owner (FSBO) to other military members
- Contact installation housing offices
- Receive one-on-one real estate counseling and assistance from the AHRN partner, [Military Moving Station](#) on how to buy and sell smart.

AHRN is not currently available at all installations but the phased program is adding new installations every month. Check the AHRN website to see if your next assignment is an AHRN base and check out other features to assist you in your home search.

*General Information*--The first month's rent and an additional deposit equal to one month's rent are generally required. You should expect that utilities will not be included in your monthly rent with utility deposits required, but deposit waivers are usually granted to military personnel. In general, housing in Hawaii is smaller and of different design than most CONUS locations. Although Hawaii is a full weight allowance area for the shipment of household goods, it is a good idea to contact the housing office in Hawaii *before* PCSing for a pre-move assessment on what to ship and what to put into storage.

## **Housing - Temporary**

### **Temporary Lodging Facility**

The Inn at Schofield Barracks is the official temporary lodging for all Army personnel on Oahu and is the only facility authorized to issue a statement of non-availability. For all personnel located in the Fort Shafter area or other areas on Oahu, the Tripler Billeting Facility should be the first choice of transient lodging. If space is not available there, the soldier must process through the Inn at Schofield Barracks to qualify for full per diem entitlements.

Room rates are established by HQDA so as not to exceed the maximum lodging portion of the transient lodging allowance (TLA).

### **Tripler Lodging**

Reservations for PCS or TDY may be made as soon as you have orders. Other than military or DOD civilians on official orders to the island, all others are considered Space A. Space A policy is based on availability, you may make a reservation 30 days in advance for a maximum of 7 days.

Local policy for official travelers to Oahu requiring a certificate of non-availability differs on whether the orders are PCS or TDY. All guests that cannot be accommodated at Tripler are automatically referred to the Inn at Schofield Barracks.

### **Amenities**

Tripler Lodging has 90 two room suites with either two double beds or one queen, TV, VCR, microwave, small refrigerator, coffee pot, internet connectivity, clock radio, hairdryer, lanai and private bath.

## **Housing - Government**

### **Family Housing**

Prior to renting, leasing, purchasing, or making arrangements for housing off-post, all military personnel with dependents are required to report to their respective Family Housing Office. You must report to housing within 3 workdays after your reporting date in Hawaii, even if you do not intend to reside in government quarters.

At the housing office, your application for housing will be processed and your name added to the appropriate waiting list.

You will receive information on your eligibility date, availability of quarters, and waiting periods.

#### *Enlisted Family Housing Availability*

- Senior NCO 4 bedroom -- 528 units
- Senior NCO 3 bedroom -- 300 units
- Senior NCO 2 bedroom -- 188 units
- NCO 3 bedroom -- 1849 units
- NCO 2 bedroom -- 3272 units

#### *Officer Family Housing Availability*

- Gen Officer 4 bedroom -- 5 units
- Colonel 4 bedroom -- 30 units
- Field Grade 4 bedroom -- 285 units
- Company Grade 4 bedroom -- 102 units
- Company Grade 3 bedroom -- 320 units

### **Single Service Member Housing**

There are 67 Bachelor Officer Quarter (BOQ) units and 6100 Bachelor Enlisted Quarter (BEQ) units available.

## **Household Goods - Overview**

### **Arranging Household Goods Shipments**

As soon as you are alerted to your upcoming PCS move, you can start getting your house and family ready. Clean up and get rid of junk. Hold a yard sale or take serviceable items you no longer need to a thrift shop or donate to charity. Get important family records together in one place. You can even estimate the weight of your household goods before you visit your transportation office to set up the move. If you are going overseas, you should begin to plan what items you will take in your hold baggage, in your household goods shipment and what might need to go into storage. Remember for overseas assignments electricity is different and houses are generally much smaller and cannot handle large furniture.

Set up an appointment with your transportation office as soon as you have a copy of your PCS orders. The earlier you call or visit your transportation office, the greater your chances of moving on the date you desire. The counselors will explain all your PCS move entitlements in detail. Your first decision is whether to have the government move you or whether to move yourself. There are pros and cons to each type of move. Your counselor will answer all of your questions. If you choose a government move, they will book your shipment and let you know the exact dates the movers will come. If you choose to move yourself, the counselor can assist with recommendations and tips on how to do a personal move.

#### *Automobile*

The government may ship one Privately Owned Vehicle (POV) at their expense to your new overseas location. This is handled through your transportation office. Remember to discuss your POV needs at your initial counseling session. The shipping contractor has established a [website](#) where you can track the location of your POV through the shipping process.

#### *Shipping Pets*

Planning for shipment of your pet includes researching airline requirements and quarantine and restriction laws in your new location. You will need to ask the airlines the requirements for size, weight, number of animals, kennel construction, documentation and season of the year limitations. Occasionally, small pets can be shipped on military flights but availability and regulations are always changing as well as fees. Checking the [SDDC website](#) will provide details on shipping pets.

Many international locations have strict importation laws including extended quarantines and restrictions on breeds or types of animals that can be brought into the country. Carefully research these rules as they could impact your moving schedule. Not only do overseas locations have strict rules but many locations have restrictions on dangerous dogs as well.

### **Delivery of Household Goods Shipments**

It is your responsibility to contact the transportation office as soon as you arrive at your new duty station. Let them know how you can be contacted, phone, mobile phone and e-mail. If you already have new quarters, they will help arrange delivery of your personal property shipments. Otherwise they will arrange for temporary storage until you have permanent housing.

#### *Customer Satisfaction Survey*

Once your personal property is delivered, you'll be asked to [rate the customer service](#) you received from the movers. Make sure you take the time to do this. Your feedback will make the process better for everyone.

#### *Claims*

If you have any loss or damage to your personal property you may need to file a claim. Use the front of [DD Form 1840/1840R](#) to notify the mover of any loss or damage you find at the time of delivery. If further loss or damage is discovered after the transportation provider departs, use the reverse side of the form, DD Form 1840R. You must **file DD Form 1840/1840R within 70 days of delivery**. Completing and submitting the DD Form 1840/1840R does not constitute filing a claim. A claim is separate and distinct from these forms. Your local personal property office and claims office will give you complete instructions on where and how to file DD Form 1840/1840R and your claim.

## **Household Goods - Shipping Pets**

### **Quarantines**

Importation of dogs, cats and other carnivores into Hawaii is governed by Chapter 4-29 of the State of Hawaii, Department of Agriculture Administrative Rules. This law says that dogs and cats meeting specific pre and post arrival requirements may qualify for 30-days, 5-days or even direct release depending upon which requirements are met prior to and after arrival in Hawaii.

*Please study the requirements for each program carefully as any deficiency or deviation from the stated requirements will disqualify the pet from that program and result in a longer quarantine period such as 120-day quarantine.*

You must contact the Animal Quarantine Branch with any questions prior to your preparations as no exemptions or discretionary modifications are permitted by law.

## **Education - General Overview**

### **Public School**

There are no DODDS Schools in Hawaii.

The Army School Liaison Services provides access to a wide range of resources to facilitate Army youth education transitions.

#### *Schools for Temporary Lodging*

While your family is staying in temporary lodging, the Department of Education has designated the following schools as temporary schools for school aged children staying at the Inn at Schofield:

<b>Grades</b>	<b>School</b>
Grades K-5	Hale Kula Elementary School
Grades 6-8	Wheeler Middle School
Grades 9-12	Leilehua High School

For school-aged children staying at Tripler Lodging:

<b>Grades</b>	<b>School</b>
Grades K-6	Moanalua Elementary School
Grades 7-8	Moanalua Middle School
Grades 9-12	Moanalua High School

### **Schools for Permanent Housing**

If you permanently reside on one of the Army housing areas, your designated school is:

#### *Helemano Military Reservation*

Kindergarten to 5th Grade - Helemano Elementary School or Wahiawa Elementary School depending on home address within the school boundaries. Grades 6 to 8 - Wahiawa Middle School; Grades 9 to 12 - Leilehua High School.

#### *Schofield Barracks*

Kindergarten to 5th Grade - Solomon or Hale Kula Elementary School depending on home address within school boundaries; Grade 6 to 8 - Wheeler Middle School; Grades 9 to 12 - Leilehua High School.

#### *Wheeler Army Airfield*

Kindergarten to 5th Grade - Wheeler Elementary School; Grades 6 to 8 ; Wheeler Middle School; Grades 9 to 12 - Leilehua High School.

#### *Fort Shafter*

Kindergarten to 6th Grade - Shafter Elementary School; Grades 7 to 8 - Moanalua Middle School; Grades 9 to 12 - Moanalua High School.

#### *Tripler Army Medical Center Housing*

Kindergarten to 6th Grade - Moanalua Elementary School; Grades 7 to 8 - Moanalua Middle School; Grades 9 to 12 - Moanalua High School.

#### *Aliamanu Military Reservation*

Depending on home address with school boundaries. Kindergarten to 6th Grade - Salt Lake, Red Hill, Moanalua,

Mokulele, Makalapa, Pearl Harbor or Pearl Harbor Kai Elementary Schools. Grades 7 to 8 - Aliamanu or Moanalua Middle Schools. Grades 9 to 12 - Radford or Moanalua High Schools.

### *Central Oahu School District*

The Central Oahu District, one of four school districts on the island, stretches from Fort Shafter to Waialua. Its major communities include Aiea, Aliamanu Military Reservation, Fort Shafter, Haleiwa, Hickam, Mililani Town, Pearl Harbor, Schofield, Wahiawa, Waialua, Waimalu and Wheeler.

A total of 43 schools - 29 elementary, 6 intermediate/middle, 6 high schools and 2 community schools come under the jurisdiction of the Central Oahu District Superintendent.

### **Registration**

When a child registers for school in Hawaii for the first time, the following records are required:

- Birth Certificate
- Certificate of Release and Proficiency from the last school attended.
- Current documented TB (Mantoux) clearance within one year of school registration.
- Complete series of required immunizations.

### **Policies and Programs**

With certain exceptions, all children between the ages of 6 and 18 *must* attend either a public or private school. The birth date cut-off is December 31 of the year in which school begins. Kindergarten, for which a child must be five years of age by December 31, is optional.

### **Geographic Exceptions and No Child Left Behind (NCLB) Parental Choice Transfers**

Public school students who wish to attend a particular school outside their home school may request a transfer. Regular Geographic Exception applications should be submitted to the school at which attendance is desired. NCLB/Choice applications should be submitted to the home school (the school that the student would attend based on official residence).

Students eligible for NCLB/Choice transfers will be given highest priority among all students applying for geographic exceptions and are eligible for transportation support to the new schools. Priority is given to students with the greatest academic and economic need, as determined by grades and eligibility for free or reduced-price lunch. Priority for incoming kindergarten students is based only on economic need.

Following highest priority for NCLB/Choice applicants, priority for regular geographic exception is given to:

- Students wanting a program of study not available at their home school.
- Siblings of students already attending the receiving school who will continue to be enrolled in the coming year.
- Children of staff members at the receiving school;
- Students not living with their parents who have an authorized physical residence in the receiving school's attendance area.

All other requests for geographic exception are considered only after priority requests have been accommodated.

Due to lack of facility space, certain schools are accepting applications on a waiting list basis only. A chance selection process shall be used at schools where applications exceed available spaces.

Students currently attending a school on a geographic exception or under NCLB/Choice may continue until their terminal year at that school without reapplying each year. Under NCLB/Choice, transportation support is provided as long as the home school continues under Title 1 status.

### **Medical Requirements**

The State Department of Health requires that a student enrolling in school for the first time must be:

Examined by or under the direction of a licensed physician within 12 months of school entry.

TB Testing: All new entrants must show proof of freedom from communicable tuberculosis through a negative TB (Mantoux) test or x-ray and have completed all health requirements at the time of school entry.

Provisional Enrollment: A signed doctor's statement (with the date/time of next visit) that indicates that the student is in the process of completing health requirements.

All students attending school must be immunized against:

- Diphtheria-Tetanus-Pertussis(DTP). Primary immunization. (The number of doses shall be dependent on the age of the child when first immunization is given). Booster doses as required by physician. Pertussis is not required after age of six.
- Measles, Mumps and Rubella (MMR). Two MMR immunization shots are required for all new students.
- Poliomyelitis. Primary immunization (original series) and a booster one year later.
- Hepatitis B. Required for all students born after 12/21/92 & for 7th grade attendance.
- Varicella (chicken pox). Effective 7/1/02. Two doses of varicella vaccine are required if the first dose is administered on or after the 13th birthday.

### Promotion Policy

Each student must earn a minimum number of units or credits to be promoted from one grade to the next.

#### *Intermediate School*

\* From grade 7 to 8 --- minimum of 4 units

\* From grade 8 to 9 --- total of 8 units (2 must be English, 2 in mathematics, 1 in science, 1 in social studies, and 2 others)

Units: One-half unit is granted for each semester course passed with at least a grade of D. One unit is granted for each course passed with at least a grade of D.

#### *High School*

\* From grade 9 to 10 --- minimum of 4 credits

\* From grade 10 to 11 --- minimum of 8 credits

\* From grade 11 to 12 --- minimum of 14 credits

Credits: One-half credit is granted for each semester course passed with at least a grade of D. One credit is granted for each course passed with at least a grade of D.

### Graduation Requirements

Graduation is based on credits earned in grades 9-12. A total of 22 credits are required. A student transferring from out-of-state or from a private school shall meet the Hawaii requirements or shall show evidence of equivalency in meeting the requirements. Minimum graduation requirements are:

Subject	Credits
English	4
Social Studies	4
Mathematics	3
Science	3
Physical Education	1
Health	1/2

Subject	Credits
Guidance	1/2
Electives	6

### Board of Education Recognition Diploma

Seniors who meet certain requirements will be eligible to receive the Board of Education Recognition Diploma. The purpose of the Recognition Diploma is to recognize students who strive for higher levels of achievement. The requirements are:

Board of Education Recognition

Subject	Credits
Language Arts	4
Social Studies	4
Mathematics	3
Science	3
Physical Education	1
Health/Guidance	1
Electives	6

Two credits in one of the following: Foreign Language (in the same language), Performing/Fine Arts, and Vocational Education

- Have a Grade Point Average (GPA) of 3.0 or better.

- Diplomas:

Cum Laude: GPA of 3.0 to 3.5

Magna Cum Laude: GPA of 3.5+ to 3.8

Summa Cum Laude: GPA of 3.8+ and above

### Bus Service

State school bus service is partially subsidized by the State and generally available to students living beyond a one-mile radius of the school.

## **Education - Training (College/Technical)**

### **Continuing Education**

Army Education services and programs are available to active Army soldiers throughout Hawaii. Major services and programs include, but are not limited to:

- Educational counseling and testing
- Army personnel testing
- Soldier Leader Development Program
- Army tuition assistance for undergraduate and graduate courses
- Army Learning Centers and Military Occupational Specialty Libraries that support self-paced learning, and individual and collective training.

### **College**

On-post college courses are offered by Central Texas College, Chaminade University of Honolulu, Embry-Riddle Aeronautical University, Hawaii Pacific University, Honolulu Community College, Wayland Baptist University, and Central Michigan University.

## **Education - Local Schools**

Choosing the right school for their children is a priority for military families. This article describes excellent resources for your use in planning for your child's educational needs. Parents can find current information about public, charter and private schools by using the tools below:

### **1. How do I choose a good school?**

[Choosing a School for Your Child](#) is a U.S. Department of Education publication that will help families identify what is important in selecting a school.

[The School Visit: What to Look For, What to Ask](#) Whether you are choosing a school for the first time, or because you are in transition, this site will provide you with information about what to do and what to ask.

### **2. What schools are in my area (or in the area where I may move), and how good are they?**

Several high quality commercial tools are available to assist in making decisions about which school to choose for your child. Listed below are these website tools along with information on how you access the information and what type of information each site provides.

Both [Great Schools](#) and [School Matters](#) provide a wealth of information for parents:

- School contact information
- Distance from zip code (provide the installation zip code, or the zip code of the area where you will be living)
- Public, private or charter school designation
- Student/teacher ratios
- Free and reduced school lunch program (an estimate of economic disadvantage)
- Great Schools provides a rating of schools and a parent comment section
- Percentage of students meeting or exceeding the state standards in math, reading and language arts
- Teachers - average number of years teaching experience, % of first year teachers on the staff
- Students: Average percentage of students absent from school for more than 15 days
- Ethnic breakdown and percent of students with English as a second language
- School Matters provides college prep scores (PSAT, SAT, ACT test scores)-for high schools only
- Great Schools also provides parents the ability to rate the schools and make comments on the schools.

For both sites, the user must enter the State and zip code to find schools in the area.

[SchoolQuest](#) was developed by the [Military Child Education Coalition](#) to help military families select schools. SchoolQuest also offers an Online Library that provides resources for families in transition. At this time, the SchoolQuest data base covers 99 military installations. The Military Child Education Coalition also provides a [data base of information](#) on each State's educational system.

[The School Report Tool](#) is available from Military OneSource that list names and locations of public, public charter, private, virtual and home schooling choices around major installations. [Charter Schools](#) are nonsectarian public schools of choice that operate with freedom from many of the regulations that apply to traditional public schools. Use this site to find one in your area.

### **3. How can I help plan for a successful transition in this new school and for my child's school career?**

Parents often want to know about the availability of extra curricular activities and sports, or the availability of advanced classes. For these questions, it is best to contact the schools directly. It is important to ask the right questions. The following resources can help with these questions and others.

The [Toolkit for Parents](#) was developed by the Department of Defense, especially for Military Families. This 85 page booklet walks parents through preparing for the move and the first two weeks of school....what to ask, what to take, etc..

The [Military Impacted Association](#) has [checklists](#) available for military kids who are leaving or entering a new school.

The Military Child Education Coalition has a [checklist for transferring students](#) that will be helpful. Additionally, through [SchoolQuest](#), MCEC provides parents with the ability to develop a profile for each of their children, which then will provide them with a report on issues related to transferring to a new school district.

#### **4. Question? What happens if I need help during the school year?**

During the school year, there are always questions that parents have, such as "What is the best way to help with homework?" or "What if my child needs to see a counselor because my spouse is deployed?" Military OneSource helps with these questions and has 24/7 access. You can call them at 1-800-342-9647, connect to them at the website [Military OneSource](#), or [e-mail a consultant](#).

## **Education - Local Schools/Overseas**

### **Overseas Schools -- What You Should Know**

Moving your family from one installation to another in the U.S. can be challenging enough; but moving your family overseas presents an even more complex situation. One of the most important challenges can be summed up by this question, "Where are my children going to go to school?"

This article will provide resources to help guide military families through the many questions and decisions regarding local schools abroad.

#### **Where do I start?**

Start with the information on your new installation. Visit [Plan My Move](#) and review the installation's Education - Overview article. All of the overseas installations have dedicated a portion of the Education Overview to discussing the education options available in the local community as well as the DoD schools located on the installation, if available. Most installations overseas that allow accompanied family travel have one or more DoD schools.

#### **What is the difference between a DoD school and an international or national school?**

[DoDEA](#) is the Department of Defense Education Activity. DoDEA operates DoD schools in 12 foreign countries, Guam and Puerto Rico. All DoDEA schools are fully accredited by U.S. accreditation agencies and maintain high academic standards with well rounded educational programs.

In addition to DoDEA, the [U.S. Department of State's Office of Overseas Schools](#) mission is to promote quality educational opportunities for dependents of American citizens overseas at the elementary and secondary level. If a DoD school is not available on your installation there may be a school in the local community that is an American-Sponsored Elementary and Secondary School.

International schools are English-language schools whereas National schools are schools where courses are taught in the native language. The curriculum and grading system of an International school tends to be similar to the traditional American education system. This is a consideration if your family will be returning to the U.S. prior to your child or children graduating high school. Remember, when choosing a school it is best to try to match the school with your child's needs and expectations.

#### **Where can I find a list of International schools in the country where my family is moving?**

The Internet can be an excellent resource for finding International Schools overseas. You can find a complete directory of overseas schools on the [International Schools Services' website](#).

In addition, the [World Wide Schools](#) website is an excellent resource. From the homepage you can select the country. Once you have done this, a list of schools will appear and you can then choose which one you are interested in researching. All of the information appearing on this website is provided by the schools directly. Some of the information you may find on a school includes: a background summary about the school, the school's address, phone number, website, and even the email address of the director of the school. This information should be explored so that you can make comparisons with other International schools in the area to determine the best place for your child/children.

#### **How do I decide what school is best for my child?**

This process is much the same as it would be in the U.S. You may not have as many choices but it is important to make a list of possible schools and then begin to ask around. This is a daunting task since it is likely that there will be a language barrier. However, talk to the Relocation Personnel in the Family Center and your sponsor at your new installation who may be able to put you in touch other families with children around the same age as your child/children. Always contact the school directly and ask for references.

Once you have narrowed down your options, interview the school or schools directly. This is best done in person, if possible. Ask about: attendance, atmosphere, curriculum; grading system, tuition, accreditations, the staff and administration; as well as other practical details such as, does the school provide meals, what types of extra curricular programs are available, is there transportation, holidays and schedule, sports programs, before and after school care programs, and how is the facility maintained.

**Now that I have chosen a school, how do I successfully facilitate the transition for my child?**

A successful transition should be a priority during planning the move and once the move has been completed. The more knowledge you provide your child with, the more confident he/she will feel once he/she arrives at the new school. Allow your child to be a part of the decision making process, if he/she is old enough, and take his/her opinions into account.

[MilitaryStudent.org](http://MilitaryStudent.org) provides several valuable tools to facilitate the transition process. Although many of these tools are not geared specifically to an international move the resources provided do apply to any military student transitioning to a new school in the U.S. or overseas.

## **Employment - Overview**

### **Spouse Career Advancement Initiative**

The Military Spouse Career Advancement Initiative is designed to advance military spouses into portable careers by providing them with education and training in high-growth, high-demand occupations. Career Advancement Accounts, also known as CAAs, are flexible education funding accounts to pay for expenses directly related to post-secondary education and training, including tuition, fees, books, equipment, and credentialing and licensing fees necessary for portable careers. High-growth industries include financial services, education, healthcare, information technology and construction. High-demand occupations can be found in human resources, hospitality, homeland security and business administration.

The Department of Labor (DOL) and the Department of Defense (DoD) are jointly funding this demonstration in eight states (California, Colorado, Florida, Georgia, Hawaii, Maine, North Carolina, and Washington) targeting 18 military installations. Voluntary Education Centers and One-Stop Career Centers are collaboratively providing career counseling, guidance and assessments to support military spouse career and education choices.

CAAs, are self-managed accounts that must be used with approved local education and training institutions. CAA funds must be used for expenses directly related to career preparation. There is a limited amount of funds available in the CAA demonstration. The maximum amount of the CAA demonstration is \$3,000 for one year. The accounts may be renewed for one additional year, for a total two-year account amount of up to \$6,000 per spouse. Call Military OneSource at 1-800-342-9647 or visit <http://caa.milspouse.org/> for more information.

### **Employment Opportunities**

No matter where you are, job hunting is hard work and usually a full-time job in itself. The high cost of living in Hawaii, as well as company downsizing, has created a great demand for jobs. Consequently, the job market is very competitive.

Most positions are located in Honolulu. However, the majority of the population resides in outlying areas and commute to town. Traffic is always a problem. Options are to leave early, take the bus or carpool.

If you need to start working right away, consider registering for work at the Hawaii State Department of Labor and Industrial Relation's Workforce Development Division. Local offices are found throughout the state.

A staffing temporary employment agency can also help in finding a job.

Classified newspaper ads are also a good source of job leads. As tourism continues to be an important part of our economy, positions such as retail salespersons and tour guides require foreign language skills. Outdoor jobs are available year round, since the weather is always warm in Hawaii.

### *Employment Readiness Program*

The Employment Readiness Program in Hawaii is designed to help alleviate the stress and anxiety associated with job searching. It is important to have a job search plan and part of that plan is understanding the job market in Hawaii, the job opportunities and the resources available to you. The first step in your job search is for you to attend an employment orientation. Employment orientations are held at the Schofield Barracks Army Community Service. You will receive information on federal, state, private sector and staffing agencies. You will also receive information on installation contractors and NAF job opportunities. Reference materials, job listings, computers, web tours, and more will be available for use.

Employment Readiness offers a variety of services including transition assistance, employment counseling, assistance in job searching, information on local employment and job fairs, as well as, assistance with career, educational and volunteer opportunities. In addition, we offer a resource library, and employment resource file, youth employment information, and computers.

For one-on-one assistance, an appointment must be made. Various workshops are offered on a regular basis. They

include Interviewing Techniques, Effective Job Hunting Skills, Resume Writing, Dress for Success, Home Base Businesses, etc. Employment Readiness offers computer training classes in desktop applications. Courses include Microsoft Word, PowerPoint, Publisher and Excel. Increase your marketability by enhancing your computer skills. Employment Readiness offers Resume Writing Teleconferences. If you have never written a resume; have a written resume and you want a better resume; need a new resume for that great job then this teleconference is for you. Attend the conference from the privacy of your own home or office. All you need is a telephone and computer.

As you have read Employment Readiness has a lot to offer you. All you need to do is pick up the phone or come visit our center for assistance. You can also visit our [website](#). Please contact us at 808-655-4227 for Schofield Barracks Army Community Service (ACS). Employment Readiness Program Manager "Assisting our Military Community with Entering the Workforce".

### **Employment Documentation**

Remember to carry your employment history -- (resume, addresses of personal and professional references, letters of recommendation, school transcripts, certificates, licenses, etc with you.)

### **Unemployment Benefits**

If you quit your job because of your spouse's PCS orders, you may be entitled to unemployment benefits while looking for a new job. Call your state's unemployment compensation department to determine if that state you are leaving considers military PCS orders eligible for unemployment compensations. Many states do not consider military PCS transfer orders.

Initiate unemployment claims in your current state or after you move here. The paying state is always the state where you last worked.

## **Child Care**

### **Child Development Services (CDS)**

Military Child Care Act, Child Development Services (CYS), stipulates that all care-giving personnel will receive 38 hours of orientation and 16 hours of supervised work experience prior to his/her first duty assignment.

#### *Registration*

Please bring in the following to register for any child care program:

- Shot Record (current TB tine)
- Sponsor's Leave and Earnings Statement (LES) and/or Pay Vouchers
- Phone number for emergency contact (other than parents)
- Registration Fee of \$18 per child or \$40 for 3 or more children

### **Child Development Center (CDC)**

The Child Development Centers of the USAG-HI are places of learning and nurturing for all of our children from birth to preschool. Utilizing the creative curriculum, our approach balances both teacher-directed and child-initiated learning, with an emphasis on responding to children's learning styles and building on their strengths and interests.

We provide opportunities for learning in literacy, math, science, social studies, the arts, technology, and personal hygiene and health. However, we never lose sight of the importance of children's social/emotional development. The most important goal of our early childhood curriculum is to help children become enthusiastic learners.

#### *Centers on Installation*

Army Child Development Centers located on the Island of Oahu:

- Aliamanu Military Reservation CDC -- Located in Bldg. 1783, Honolulu, Hawaii. Phone: 808-833-5102
- Fort Shafter CDC --Located in Bldg. 900, Fort Shafter, HI. Phone: 808-438-1151
- Helemano Military Reservation CDC -- Located in Bldg. 30, Wahiawa, Hawaii. Phone: 808-653-0724
- Petersen CDC --Located in Bldg. 791, Schofield Barracks, Hawaii. Phone: 808-655-4706.
- Schofield Barracks CDC --Located in Bldg. 9098, Schofield Barracks, Hawaii. Phone: 808-655-1819

#### *Programs Offered*

The CDC offers full day, part day, and hourly services to meet the needs of the soldiers and families. Full Day care is available for children 6 weeks to 5 years of age, Part Day care is available for children 18 months to 5 years and Hourly Care is available for children 6 weeks to 12 years of age.

### **Family Child Care (FCC)**

The Family Child Care program provides quality child care in a warm, family-like home setting. This program serves children between the ages of 4 weeks to 12 years of age.

Family Child Care Providers must complete the following prior to providing child care in their home:

- Certification Process
- Background Checks
- Training Process
- Home Inspection

For more information on the FCC program, you may call us at 808-655-8373.

### **School Age Services (SAS)**

*Programs Offered* -- The following programs are offered by the SAS program:

- Before School -- The program operates from 5:30 AM in the morning until the children are dropped off at school or at the bus stop. A USDA approved breakfast is served and a variety of self-directed activity choices are offered.
- After School -- The program begins when the children are picked-up at the bus stop or arrive from school at the center. The program ends at 6:00 PM. A USDA approved snack is served and a wide variety of directed and self-directed activity choices are offered. Activity choices include homework center, computer lab, outdoor and indoor games and play, music and dance, arts and crafts, physical fitness and sports and various nationally recognized programs from 4-H and the Boys and Girls Clubs of America.
- Before and After School -- A combination of the two previously mentioned programs with a standard monthly fee.
- Full-day programs are offered from 5:30 AM until 6:00 PM during school vacations, inter-sessions, state holidays, teacher training days and waiver days. Children in the After School or Before and After School programs are guaranteed a space in all full-day program days as part of their monthly fee. Children in just the Before School program or not currently attending a SAS program must register for full-day care on a space available basis and pay a separate daily rate. The same type of activity choices as After School, along with swimming and field trips, are offered.

## Youth Services

### **Youth Services**

#### *Youth Sponsorship Program*

Youth sponsorship helps newly arrived youth become familiar with their new home in Hawaii. School-Age Services provides a sponsor or welcome packet for family members in grades K-5. Sponsors are matched to youth according to their gender, age and interests. The sponsor takes the incoming youth around the post to see the school the youth center and introduce them to the various activities offered by Child and Youth Services (CYS) and the Community Recreation Division. To participate please fill out a Army Hawaii Youth Sponsorship Request.

#### *School Age Services (SAS) Program*

Following is a list of programs offered through the SAS program:

- Before School -- The program operates from 5:30 am until the children are dropped off at school or at the bus stop. A USDA approved breakfast is served and a variety of self-directed activity choices are offered.
- After School -- The program begins when the children are picked-up at the bus stop or arrive from school at the center. The program ends at 6:00 pm. A USDA approved snack is served and a wide variety of directed and self-directed activity choices are offered. Activity choices include homework center, computer lab, outdoor and indoor games and play, music and dance, arts and crafts, physical fitness and sports and various nationally recognized programs from 4-H and the Boys and Girls Clubs of America.
- Before and After School -- A combination of the two previously mentioned programs with a standard monthly fee.
- Full-Day Program -- Full-day programs are offered from 5:30 am until 6:00 pm during school vacations, inter-sessions, state holidays, teacher training days and waiver days. Children in the After School or Before and After School programs are guaranteed a space in all full-day program days as part of their monthly fee. Children in only the Before School program or not currently attending a SAS program must register for full-day care on a space available basis and pay a separate daily rate. The same type of activity choices as After School, along with swimming and field trips, are offered.
- Open Recreation -- Open Recreation is available for CYS registered children in grades 1-5. The program is offered free of charge each Wednesday, 3:30-5:30 pm, at each of the four SAS centers. Parents must register at least 24 hours in advance to determine space availability. Health records and emergency contact numbers must be on file at the youth center. Summer
- Day Camp -- Day Camp is a fast paced full-day care program that meets the childcare needs of military and DOD civilian parents. The program runs for ten weeks to cover the summer break periods of both year-round public school and traditional public school calendars

When space is available, "Occasional Users" can also take advantage of the various SAS care options. An hourly or daily fee will be charged for use of either before school, after school or full day care. "Occasional User" status will be determined by the SAS Director. Twenty-four hour notice and child record status will still be required before participation.

#### *Middle School and Teen Programs*

- Computer Lab -- This is a designated area in the center where teens may learn or practice computer skills.
- Leadership Program -- Teens may join the Middle School Torch Club, or the High School Keystone Club. These clubs help teens learn and practice leadership skills. Club members assist staff in making rules, planning programs, decorating centers, provide community service, and evaluate teen programs and services. Middle School and High School teens have opportunities to have their voice heard by community command leaders; High School teens have opportunities to represent Hawaii teens through off island forums and boards. All trips are free of charge. Teens within the leadership program have opportunities for college scholarships and grants.
- Special Interest Clubs -- Various clubs are offered to support individual special needs, such as the DJ Clubs and Dance Clubs. Boys and Girls Clubs of America and the 4-H Photo Clubs, Sewing Clubs, Cooking Clubs, and Fine Arts Clubs are also available. Teens within clubs have competitive opportunities throughout the year.

- Workforce Preparation -- Workforce Preparation helps teens prepare for youth employment and future careers. For Middle School Teens there is the Career Explorations Program. For High School teens there is the Workforce Prep program. Teens may become volunteers through Workforce Prep and gain valuable experience and awards, suitable for college scholarships or grants. Teens may also register to be commissary baggers at either Schofield Barracks or Fort Shafter. Teenage Hawaii State Work Permits services are also available.
- Educational Assistance -- The MS/T program has a certified secondary teacher available to assist teens with homework. Tutor services may be requested to assist home schooled youth. Assists teens with finding college scholarship and grants and helps teens prepare and complete all paperwork. Provides SAT and ACT classes, additional classes are added by need of the community. Our teacher will help parents and teens enroll and be part of our new Project Learn Program.

## **Financial Assistance**

### **ACS Financial Readiness Program**

The Army Community Service Financial Readiness Program (FRP) focuses on improving soldiers' personal financial status and their abilities to perform as informed consumers. Assistance will be provided to commanders and leaders in training soldiers and family members in personal financial readiness/soldier money management and consumer affairs.

### **Plan a PCS Budget**

The cost of living in Hawaii is about 30% higher overall than on the Mainland, USA. Review your BAH and use as a guideline when looking for off post housing. Keep in mind the cost of utilities needs to be budgeted also.

Give yourself at least two months to adjust financially whenever you relocate. Sketch out a spending plan and track expenses to stay within budget guidelines. Think twice before taking *advance pay*. You may have a hard time making ends meet when you have to pay back the advance.

Make phone calls to the mainland sparingly. Remember letters cost a lot less and are more personal. COLA (Cost of living allowance) is based on grade, years in service and number of dependents. Family members must be physically on the Island and Command Sponsored for you to receive COLA benefits for dependents. Shop the commissary and save. Always make a grocery list, avoid convenience foods and remember to use coupons.

In order to operate a car in Hawaii, you must have Hawaii Motor Vehicle auto insurance. Under Hawaii's no-fault law, your own insurance company pays for any injuries that you receive in a accident, regardless of who was at fault. No-fault insurance only covers bodily injury; it does not cover damages to vehicle or property.

Check location, ATM service, fees and shop for your bank! Each bank or credit union offers different services. Comparing the best combination of price, quality and services will allow you to make the best choice. ACS Financial Planning is provided to include assistance with budgeting, dealing with creditors and debt liquidation process. Financial planning is available to active duty, retirees and their family members at no cost.

## **Legal Assistance**

### **Legal Services**

The award -winning Family Law Center provides services to include the following:

1. Notarization
2. Preparation of wills and powers of attorney
3. Advice and assistance on estate matter
4. Consumer affair
5. Landlord/tenant law
6. Contracts
7. Insurance Law
8. Divorce and separation counseling
9. Tax law
10. Real estate law
11. Credit and collection matters
12. Paternity actions
13. Military administrative matters

#### *How to Arrange for Services/Limitations on Services*

Attorneys see clients individually by appointment or any time in an emergency. Notary and Power of Attorney services are provided on a walk-in basis during office hours.

The Family Law Center operates a one-stop will program. This service is designed to provide clients with a completed will after seeing an attorney.

Divorce and separation counseling are held for soldiers and family members on separate days.

The Family Law Center as Tripler AMC provides only notary services and limited will services. Call the Family Law Center at Schofield Barracks for more extensive legal assistance.

#### *Eligibility for Legal Services*

Services are provided to soldiers, family members, retirees and all others entitled to legal assistance pursuant to Army Regulation 27-3.

## **Deployment Support**

### **Family Deployment Support**

Army Community Service has several programs for waiting families. There are family readiness support groups, a Hearts Apart program and A Blue Star program. The purpose of all our family deployment support programs is to enhance the well being of the families during the stressful time of deployment.

The Blue Star program provides many benefits including a 10% discount on all FMWR activities and 16 hours of free child care per week for children from 6 weeks to 12 years. You must register your child with Child Youth and Registration in order to receive this great benefit.

Mobilization and Deployment is focused on mission readiness. We provide soldiers/families with survival tools so that they gain an increased ability to deal with various situations that may arise as part of military life. We offer a variety of support services ranging from pre-deployment assessment through tips on successful reunion.

#### Pre-Deployment Services:

- SRP (Soldier Readiness Training)
- Deployment Expo's/Fairs
- Rear Detachment Training
- FRG (Family Readiness Group) Training
- Pre-Deployment Briefings
- School Briefings
- Resources for Education About Deployment and You (Operation READY)
- Family Assistance Center Training
- Deployment Services
- VTC

#### Outreach Workshops:

- Managing Stress and Deployment
- Helping Children Express Their Feelings
- Reunion/Reintegration Services
- Deployment Cycle Support Reunion Workshop on day 3 of the 6 day process.
- Communication
- Reestablishing Intimacy
- Children and Reunion
- Combat Stress and the Effects on the Soldier and Family
- Resources for Education About Deployment and You (Operation READY)
- Children's Workbooks
- Sustainment
- Ongoing Operation READY classes.
- Class of your choice, when and where you want it.
- Briefings Family Readiness Group
- FRG training is conducted using the Operation READY curriculum.
- Be READY for deployment
- Point of Contact Training
- FRG Newsletters
- Managing FRG funds and fundraising

The Soldier Assistance Center offers support groups for the following:

- PTSD

- Anger Management
- Deployment
- Depression
- Coping Skills
- Stress
- Anxiety
- Relaxation

Soldier may self-refer. After initial intake evaluation a group will be assigned. Call 808-433-8575 for more information or to make an appointment. All pre-deployment briefs available upon request, "When and Where You Want It".

Programs are available for Children of Deployed Soldiers -- Deployment Education and Support Group for parents and their children (ages 7-9) who are affected by, and adjusting to deployment concerns. Call Tripler Army Medical Center at 808-433-1323 or 808-433-1498 for more information.

## **Health Care - Overview**

### **Moving With TRICARE**

Your [TRICARE](#) coverage is completely portable—meaning it moves with you. You're covered worldwide—both in transit to your new duty location and once you arrive—but depending on where you go you may use a different TRICARE health plan option. Additionally, you may have different steps depending on which health plan option you are using now.

#### *When Enrolled in a TRICARE Prime Option*

The TRICARE Prime options include TRICARE Prime and TRICARE Prime Remote in the United States, and TRICARE Prime Overseas and TRICARE Global Remote Overseas in regions outside of the United States. Follow these simple steps to ensure you have no break in coverage when you move.

1. Do not disenroll from your TRICARE Prime option before you move.
2. Once you arrive at your new location, update your personal information in the [Defense Enrollment Eligibility Reporting System \(DEERS\)](#) immediately.
3. Select a new primary care manager (PCM), when moving within the same region or submit a new Prime enrollment form within 30 days if you're moving to a new region.

Where you are moving will determine which Prime option you will enroll in.

### **Prime Options in the United States**

#### *TRICARE Prime*

TRICARE Prime is offered in Prime service areas—geographic areas typically located around a military treatment facility—throughout the country.

- North Region [Health Net Federal Services, Inc.](#), 1-877-TRICARE (1-877-874 2273)
- South Region [Humana Military Healthcare Services, Inc.](#) 1-800444-5445
- West Region [TriWest Healthcare Alliance](#) 1-888-TRIWEST (1-888-874-9378)

If you move to a new Prime service area, transfer your enrollment by submitting a TRICARE Prime Enrollment and PCM Change Form to your regional contractor. Be sure to include all family members who wish to use Prime on the form.

#### *TRICARE Prime Remote*

In non-Prime service areas, TRICARE offers TRICARE Prime Remote. To enroll, submit a TRICARE Prime Enrollment and PCM Change Form to your regional contractor. Any TRICARE-eligible family members living with you in a TRICARE Prime Remote area can enroll in TRICARE Prime Remote for Active Duty Family Members. Be sure to include them on the enrollment form.

### **Prime Options Outside of the United States**

#### *TRICARE Prime Overseas*

TRICARE Prime Overseas is offered in overseas areas where there are military treatment facilities or areas in which TRICARE has established a network of qualified host nation providers.

- TRICARE Europe Toll free: 1-888-777-8343; Commercial 011-49-6302-67-7432; DSN 314-496-7432 Fax Numbers: Commercial 011-49-6302-67-6374; DSN 314-496-6374 or [e-mail](#)
- TRICARE Pacific Toll free: 1-888-777-8343; Commercial 011-81-6117-43-2036; DSN: 643-2036; Remote Sites: 011-65-6-338-9277 Fax Numbers: Commercial 011-81-611-743-2037; DSN: 643-2037 or [e-mail](#)
- TRICARE Latin America & Canada (TLAC) Address: TAO-LAC, Bldg 38802, Ft Gordon GA 30905-5650; Toll free 1-888-777-8343; 1-706-787-2424; DSN: 773-2424 Fax Number 1-706-787-3024 or [e-mail](#)

If you move to an area in which TRICARE Prime Overseas is offered, transfer your enrollment by submitting a TRICARE Prime Enrollment Form to the nearest TRICARE Service Center. Command-sponsored family members who reside with you are eligible for TRICARE Prime Overseas. Be sure to include all family members who wish to use TRICARE Prime Overseas on the form.

#### *TRICARE Global Remote Overseas*

TRICARE Global Remote Overseas is a Prime option offered in designated remote overseas locations. If you move to an area in which TRICARE Global Remote Overseas is offered, you and any authorized family members living with you may enroll by submitting a TRICARE Prime Enrollment Form to the nearest TRICARE Service Center.

Before you move to another overseas area or to an area within the United States, contact the nearest TRICARE Service Center. Then, when you arrive in your new area, transfer your enrollment.

#### **When Using TRICARE Standard and Extra**

TRICARE Standard and Extra are available to family members only. Active duty service members are required to enroll in one of the Prime options described above.

TRICARE Standard and Extra are available throughout the United States and enrollment is not required. Any active duty family member who is registered in DEERS may use these programs by seeing any network or non-network providers that are authorized by TRICARE. In areas outside of the United States, active duty family members who don't want to use a Prime option may use TRICARE Standard Overseas by seeing qualified host nation provider.

If you're already using TRICARE Standard and Extra, moving is easy.

1. Once you arrive at your new location, update your personal information in the Defense Enrollment Eligibility Reporting System (DEERS) immediately.
2. Then, find TRICARE-authorized providers in your new area.

Here are a few things to remember about using TRICARE Standard and Extra in a new region

- In the U.S.: Visit your new regional contractor's Web site for a list of providers. Remember, if you see network providers, you'll be using the Extra option and pay lower copayments.
- Outside of the U.S.: Contact your TRICARE Service Center for help locating a qualified host nation provider. The TRICARE Extra option is not available in overseas areas.
- If you move to a new region, you'll have a new claims address for submitting your TRICARE claims.
- Learn your new region's prior authorization requirements because these requirements can differ by region.

#### **When Using TRICARE For Life**

TRICARE For Life—TRICARE's coverage for those who are eligible for Medicare—requires no enrollment and you'll have a smooth transition when you move. [TRICARE for Life](#) contact information: WPS TRICARE For Life, P.O. Box 7889, Madison, WI 53707-7889; 1-866-773-0404; TDD 1-866-773-0405

- Once you arrive at your new location, update your personal information in the Defense Enrollment Eligibility Reporting System (DEERS) immediately.
- Find Medicare providers in your new area.

If you move overseas, your TRICARE For Life coverage may change depending on where you move. In U.S. Territories such as Guam, Puerto Rico and the U.S. Virgin Islands, TRICARE For Life coverage works the same as the stateside program. But, in all other overseas locations, TRICARE For Life Overseas works differently because Medicare does not provide coverage in most overseas locations. Therefore, TRICARE is the primary payer. You can get care from any host nation provider and you will be responsible for TRICARE deductibles and cost shares.

Contact the TRICARE Area Office for the overseas area where you are moving or the nearest American Embassy Health Unit for assistance finding a host nation provider.

### Getting Care Along the Way

- Routine Medical and Dental Care—Get it before you go.

Before you move, make sure you've received any routine medical or dental care you think you might need during the time you'll be traveling. Or, delay the care until you get to your new duty location.

- Emergency Care in the United States—Call 911 or go to the nearest emergency room.

TRICARE defines emergency care as medical services provided for a sudden or unexpected medical or psychiatric condition, or the sudden worsening of a chronic (ongoing) condition that is threatening to life, limb, or sight and needs immediate medical treatment, or which has painful symptoms that need immediate relief to stop suffering. If you're traveling near a military treatment facility (MTF), you should go to the MTF or military dental treatment facility for emergency services. If you are hospitalized in a civilian facility for more than 24 hours, contact your regional contractor

- Urgent care in the United States—Coordinate with your PCM and/or regional contractor

TRICARE defines urgent care as medical care for a condition that will not result in disability or death if not treated immediately but should be treated within 24 hours to avoid further complications. If you are in a Prime program, you must coordinate urgent care with your primary care manager and/or regional contractor before receiving care. If you are in TRICARE Standard and Extra or TRICARE For Life, you can receive care as you normally would. You should, however, contact your contractor as soon as possible to coordinate any prior authorizations that are needed.

- Emergency or Urgent care Overseas—Contact closest TRICARE Area Office or TRICARE Global Remote Call Center.

You don't need prior authorization for emergency or urgent care but the TRICARE Area Office or TRICARE Global Remote Call Center will help you find the best care available in the overseas area in which you are traveling.

### Filling Prescriptions on the Road

You should have all your prescriptions filled before you leave, but if you need a prescription filled while you're traveling in the United States, you have several options:

- If near an MTF, fill the prescription at the MTF pharmacy.
- Find the closest TRICARE network pharmacy.
- If a network pharmacy is not available, you can visit a non-network pharmacy. In this case, you may have to pay up front for your medications and file a claim with Express Scripts, Inc., for reimbursement. For more details, visit the [TRICARE web site](#)
- The mail-order option is not recommended for a prescription you need right away, but if you'll be traveling for a long time, you can arrange for any regular prescriptions to be filled via the mail-order pharmacy.

Your pharmacy coverage is limited overseas:

- TRICARE network pharmacies are only located in the United States, Puerto Rico, Guam and the U.S. Virgin Islands. You can have prescriptions filled at host-nation pharmacies, if necessary. Host-nation pharmacies are treated the same as non-network pharmacies. If you have prescriptions filled at a host-nation pharmacy, you should expect to pay for the total amount up front and file a claim with Wisconsin Physicians Service for partial reimbursement. To learn more about pharmacy claims, visit the [TRICARE web site](#).
- To use the mail-order pharmacy overseas, the prescription must be from a U.S. licensed provider and you must have an APO or FPO address.

**If You Have Questions**

Your regional contractors and TRICARE Area Offices are available to answer your questions. These offices are listed above. Find even more information about moving, updating DEERS, the TRICARE regions and much more at the [TRICARE web site](#).

**Installation Specific Information***Medical Care*

Tripler Army Medical Center (AMC) is the largest military treatment facility in the Pacific area. Tripler also administers and supervises affiliation programs with accredited universities, to include the University of Hawaii in numerous clinical specialties. The medical facility has a major teaching center and fellowship programs.

Tripler AMC operates the US Army Health Clinic at Schofield Barracks, which provides quality healthcare to the majority of the 35,000 soldiers, family members and retirees. Schofield's Health Clinic provides more than 50 percent of all Army primary health care in Hawaii.

*Dental Care*

Schofield Barracks Dental Clinic provides routine dental care to all active duty Army soldiers assigned to Schofield Barracks and to other active duty military service members assigned for duty at Schofield Barracks.

Tripler Army Dental Clinic provides routine dental care to all active duty Army soldiers assigned to eastern Oahu and to other active duty military service members assigned for duty at Tripler Army Medical Center.

## **Health Care - Special Needs**

### **Exceptional Family Member Program**

The [Exceptional Family Member Program](#) (EFMP) is mandatory for all family members who have been identified with a special medical or educational need. Enrolling in the EFMP ensures that the family member's medical needs will be considered during the assignment coordination process.

### **Military Treatment Facility**

The clinics and services available at [Military Treatment Facilities](#) vary by location. Before you move, identify the MTF that will serve you, visit the MTF's website to learn about the clinics and services available and to get relevant contact information.

### **Moving to a New TRICARE Region**

If you anticipate a move to another [TRICARE region](#), work with your local TRICARE Service Center (TSC) or case manager before your move to ensure the transition is as smooth as possible. On arrival at the new duty location, your sponsor should contact the Beneficiary Counseling and Assistance Coordinator (BCAC) or TSC to ensure the transition plans are in place and to obtain authorizations for TRICARE [Extended Care Health Option](#) (ECHO) services, if applicable.

### **Beneficiary Counseling and Assistance Coordinator (BCAC)**

All TRICARE Regional Offices and most MTFs are staffed with [BCACs](#) (formerly known as Health Benefits Advisors.) [BCACs](#) provide information, guidance and assistance on benefit options, TRICARE Prime enrollment, special authorizations, status of claims and eligibility, plus assistance with referrals and appointments. If you or your family member has a more severe medical need, contact your assigned [case manager](#).

### **Case Management**

Case management involves a team of health care professionals who help you and your family to find solutions to complex health problems. It is important to inform your case manager if you are moving as he/she will connect you with the case manager at your new location.

### **Extended Care Health Option (ECHO)**

TRICARE [ECHO](#) provides financial assistance to beneficiaries of active duty service members who qualify based on specific mental or physical disabilities. ECHO offers an integrated set of services and supplies beyond the basic TRICARE program. ECHO is administered by regional contractors in the TRICARE North, South, and West Regions and by TRICARE Regional Offices in overseas locations.

### **Transporting Medical Equipment**

Your [Installation Transportation Office](#) has special procedures to follow for the transportation of medical equipment that is necessary for medical treatment required by the sponsor or family member. Some types of medical equipment may be shipped in the same manner as Professional Books, Papers, and Equipment (PBP&E).

### **Federal and State Health Care Programs**

*Medicaid* - [Medicaid](#) pays for medical assistance for certain individuals and families with low incomes and resources. State Medicaid programs are usually administered by departments of social service or departments of medical assistance.

*Supplemental Security Income (SSI)* - [SSI](#) is a cash assistance program intended to meet basic needs for food, clothing and shelter for those who are aged, blind or disabled. It provides cash to meet basic needs for food, clothing, and shelter. Families must reapply upon each move to another state.

*Title V of the Social Security Act* - Many states have services for children with special health care needs that are funded by the Maternal and Child Health Services Block Grant, or [Title V](#). State departments of health web sites and local health departments will provide information on state health benefits for children with special health care needs. The Maternal and Child Health Bureaus' web site has Title V information organized by State that provide you with [Title V points of](#)

[contact](#) and other pertinent information.

### **Other Important Resources**

*Debt Collection Assistance Officer (DCAO)* - TRICARE has a [DCAO](#) assigned to TRICARE Regional Offices and MTFs worldwide to help beneficiaries understand and get assistance with debt collection problems related to TRICARE. Individuals who have received a notice from a collection agency or a negative credit report because of a medical or dental bill should be referred to the nearest [DCAO](#).

*Family Voices* - [Family Voices](#) is a national, grassroots clearinghouse for information and education concerning the health care of children with special health needs. Family Voices also has [State points of contacts](#) with useful links to State programs and organizations.

### **Installation Specific Information**

#### *Exceptional Family Member Program (EFMP)*

The Army Community Service (ACS) Exceptional Family Member Program provides information and referral to local civilian and military support services that include parent support groups and activities for exceptional children and adults. After receiving your orders, call ACS EFMP Coordinator for information regarding the special needs of your family member. We can assist sponsor/spouse with information such as child care, housing, special education, local support services, family support groups, and answer questions related to all special needs.

#### *Child Care or Youth Activity Registration for Special Needs Children*

Special needs children can be placed in child development and youth activity programs after the Special Needs Resource Team (SNRT) reviews medical and education documentation. The team meets every month to review documents and determine appropriate placement.

#### Registration Procedures:

- A sponsor or spouse may enroll special needs children through any child development center or youth activity center. It is preferred for child care registration to be done at the Petersen Child Development Center, Bldg 791, Ayres Avenue.
- Inform the Child Development Services (CDS) staff that your child has special needs. The staff will give you a registration packet and a handout regarding special needs children.
- CDS will verify your child's enrollment in the Exceptional Family Member Program.
- Return the registration paperwork and provide a copy of your child's current Individualized Family Service Plan or Individualized Education Program. A doctor's medical statement may be necessary to provide medical clearance into a CDS or Youth Services (YS) program.
- The Special Needs Specialist will contact you to attend the SNRT and will inform you of the team's decision regarding placement. The point of contact is the CDS Special Needs Specialist at 808-655-4090.

#### *Medical/Housing Review Board*

A medical/housing board meets every two weeks to consider severe or unusual medical situations requiring exceptions to policy. A sponsor of a physically disabled family member may request priority housing or housing modifications through the board.

Procedures include submitting a physician's medical statement and a sponsor's written request providing details to the housing office. Requests for priority placement in government quarters ahead of others must be fully medically justified. Modifications need to be specific, e.g., single floor dwellings, wheelchair ramps, etc. The board reviews medical records and requests every two weeks. A housing staff member will contact the sponsor to inform them of the board's decision. Sponsors are encouraged to initiate this process after assignment orders are issued and prior to arriving on island.

You may reach the housing office by calling 808-655-1060.

## **Education - Special Education/EIS**

### **Exceptional Family Member Program**

The [Exceptional Family Member Program](#) (EFMP) is mandatory for all family members who have been identified with a special medical or educational need. Enrolling in the EFMP ensures that the family member's medical needs will be considered during the assignment coordination process.

### **Children from Birth to Three Years of Age**

The Individuals with Disabilities Education Act (IDEA) requires all States and territories to provide [early intervention services](#) to children from birth to age three who are developmentally delayed, or who are at high risk of being developmentally delayed. Early intervention services may be provided by local school districts or health departments. There is no common name across States for the programs, but you may hear them referred to as Part C programs (because Part C is the section of the IDEA that pertains to early intervention).

The [National Early Childhood Technical Assistance Center](#) provides a list of State Part C directors and funded programs at their web site. [Military OneSource](#) can identify local early intervention programs for you.

- Parents of children who receive early intervention services should hand-carry a copy of the Individual Family Service Plan (IFSP) and most current evaluation reports to the new location.

### **Children from 3 through 21 Years of Age**

The Individuals with Disabilities Education Act (IDEA) requires all States and Territories to provide [special education services](#) to children who are from 3 through 21 year of age. Each local school district has a special education director, and each school should have a case study committee or school based committee (terms differ) that attends to special education students' needs.

Parents of children receiving special education and related services should hand-carry all pertinent school and medical documents to include their children's Individualized Education Program (IEP) and current testing and evaluation reports to the new school.

The IDEA requires that if a child transfers to a district in the same state, the receiving school must provide comparable services to those in the child's IEP from the sending district's until the new school develops and implements a new IEP. If a child transfers to another State, the receiving district must provide comparable services to those in the child's IEP from the sending district until the receiving district completes an evaluation and creates a new IEP.

### **Others who can help you:**

- Parent Training and Information Centers Each state is home to at least one Parent Training and Information Center (PTI). PTIs serve families of children and young adults from birth to age 22 with all disabilities: physical, cognitive, emotional, and learning. They help families obtain appropriate education and services for their children with disabilities; work to improve education results for all children; train and inform parents and professionals on a variety of topics; resolve problems between families and schools or other agencies; and connect children with disabilities to community resources that address their needs. [The Technical Assistance Alliance for Parent Centers](#) provides addresses and phone number of the centers in your state.
- STOMP (Specialized Training of Military Parents) is a federally funded Parent Training and Information (PTI) Center established to assist military families who have children with special education or health needs. The staff of the [STOMP Project](#) are parents of children who have disabilities and have experience in raising their children in military communities and traveling with their spouses to different locations.

Washington PAVE  
STOMP Project

6316 So. 12th St.  
Tacoma, WA 98465  
253-565-2266 (v/tty)  
1-800-5-PARENT (v/tty)  
Fax: 253-566-8052  
[Email](#)

### **Installation Specific Information**

The State of Hawaii serves children with special learning conditions or special needs in the public school system. Among these conditions are:

- Mild, Moderate, Severe, and Profound Mental Retardation
- Specific Learning Disabilities
- Blindness or Partial Sight
- Deafness or Hearing Impairments
- Other Health Impairments
- Autism
- Speech Impairments

### **Special Services**

We are obligated to provide students a free and appropriate education. Multi-disciplinary child study teams conduct comprehensive diagnostic services to determine eligibility for special education services. Eligibility from the previous school district will be honored until an evaluation can be completed.

### **Important Registration Documents**

A student's special education documents should be presented when registering at the local school. For efficient registration and placement, complete records are required. Documents which families are requested to provide include:

- The Individual Educational Plan (IEP)
- Intelligence test scores/profiles
- Academic/Achievement test scores/profiles
- Speech/Language evaluations
- Physical/Occupation Therapy reports
- Medical/Development data
- Psychiatric/Psychological reports

Central District works closely with the Department of Health as well as with military installations: Hickam, Pearl Harbor, Schofield and Wheeler clinics, Tripler Army Medical Center and Family Services Centers. When necessary, diagnosis team members meet with clinic personnel and other medical agencies to review the needs of medically involved students (i.e., pan-hypopituitarism, tracheostomies, cerebral palsy, epilepsy, colostomies, head or spinal cord injury, etc.) For more information, call Special Services at 808-622-6432.

### **Special Education**

Special education students and those who have other special needs will be warmly received in our schools. Free appropriate public education will be offered to all eligible students. Every reasonable measure will be taken to expedite a student's appropriate special education class placement. To do this, it will be critical that all proper documents from the student's previous school or clinic be available for the school staff to review. This includes the current Individual Educational Plan (IEP).

The school/district will honor special education certification of students granted by their former school district on an interim basis. Current records will be reviewed and further evaluation may be conducted and applied to Hawaii's eligibility criteria.

Students are required to attend classes in their school attendance area unless special needs dictate other services/and or placement. Transportation will be available for all special education students who are district placed in schools other than in their regular attendance area. Request for transportation may be for those who are not special education certified, but who require assistance due to their special needs.

Parents are advised to contact their child's school upon arrival to the District. For any inquiry on special education, parents may also contact the Central Oahu School District Office, Special Education Section at 808-622-6425

### **Special Services Provided by Central District Schools**

Handicapped conditions serviced by Central District Schools include:

- Mentally Impaired (Mild/Moderate/Severe)
- Specific Learning Disability
- Emotionally Impaired
- Visually Impaired
- Hearing Impaired
- Health Impaired
- Orthopedic Handicapped
- Speech Impaired
- Deaf-Blind
- Multiple Handicapped
- Learning Impaired (3-5 year old)
- Health Impaired Due to Autism

Mainstreaming will be provided for those special students who are able to function successfully in the school's regular education program.

Graduation diplomas from Hawaii public schools are awarded to high school students who earn 22 credits. Special education students will be given this opportunity.

Special education students who elect not to pursue the diploma route or who are not able to meet the minimum graduation requirements will be able to participate in their school's graduation ceremony but will be awarded a "Certificate of Completion" instead of a diploma.

Special Education programs in Hawaii are in compliance with Public Law 94-142. The Hawaii State Chapter 36 Guidance and procedures further ensure due process rights of all special education students and parents.

The Special Education Program is designed to provide an educational program, which will enable the special needs student to achieve his fullest potential. All students in the program must be certified by the Special Services Section of Central Oahu District Superintendent's office. An Individualized Education Program (IEP) is developed for each student who enters the program. All rules and regulations pertaining to Public Law 94-142 are adhered to.

Call your Army Community Service Exceptional Family Member Program (EFMP) Coordinator, 808-655-4227 for information regarding the special needs of your family member. Hawaii is an OCONUS location and *all family members must be screened by an Army EFMP physician prior to receiving family travel.*

## **Contact Information**

2091 Kolekole Avenue  
Wahiawa, HI 96786-3730  
Phone 808-655-4227 / 808-655-1699

[Website](#)

### **Automotive Services**

*Car Care Center Schofield Barracks*  
Building 80  
Schofield Barracks, HI 98657  
Phone 808-624-9857

### **Beauty/Barber Shops**

*Beauty Shop Schofield Barracks*  
Building 693  
Schofield Barracks, HI 96857  
Phone 808-624-5144

### **Chapels**

*Chapel Schofield Barracks*  
Building 790  
Schofield Barracks, HI 96857  
Phone 808-655-9307

### **Child and Youth Registration and Referral**

*Child and Youth Services Resource and Referral Office North*  
Building 556  
Schofield Barracks, HI 96857  
Phone 808-655-5314 / 808-655-8380

[Website](#)

### **Civilian Personnel Office**

*Civilian Personnel Advisory Center*  
Building 126  
Fort Shafter, HI 96858  
Phone 808-438-8446

[Website](#)

### **Dental Clinics**

*Dental Clinic Schofield Barracks*  
Building 660  
Schofield Barracks, HI 96857  
Phone 808-433-8901 / 808-433-8902 / 808-433-8903

### **Exceptional Family Member Program/Special Needs**

*Exceptional Family Member Program*  
2091 Kolekole Avenue  
Schofield Barracks, HI 96857  
Phone 808-655-4227 / 808-655-1638  
Phone (DSN) 315-455-4227  
Fax 808-655-1654

### **Adult Education Centers**

*Army Education Center Schofield Barracks*  
560 Kolekole Avenue  
Building 560, 2nd Floor  
Schofield Barracks, HI 96857-5003  
Phone 808-655-0800 / 808-655-4986  
Fax 808-655-4986

### **Barracks/Single Service Member Housing**

*Unaccompanied Personnel Housing*  
Building 692  
Schofield Barracks, HI 96857  
Phone 808-655-0535 / 808-655-0453

### **Beneficiary Counseling Assistance Coordinators**

*Health Benefit Advisor*  
Building 676  
2d Floor, Room 221  
Schofield Barracks, HI 96857  
Phone 808-433-8485  
Fax 808-438-8451

### **Child Development Centers**

*Child Development Center Schofield Barracks*  
9098 McMahan Road  
Schofield Barracks, HI 96857  
Phone 808-655-7106 / 808-655-1819

[Website](#)

### **Citizenship and Immigration Services**

*Citizenship and Immigration Services*  
2091 Kolekole Avenue  
Schofield Barracks, HI 96857  
Phone 808-655-4227

### **Commissary/Shoppette**

*Schofield Barracks Commissary*  
698 Trimble Road  
Schofield Barracks, HI 96857  
Phone 808-655-6252 / 808-655-5166  
Phone (DSN) 315-455-5166

[Website](#)

### **Emergency Relief Services**

*Army Emergency Relief (AER)*  
2091 Kolekole Avenue  
Schofield Barracks, HI 96857  
Phone 808-655-4227  
Phone (DSN) 315-455-4227  
Fax 808-655-1654

### **Exchange(s)**

*Army and Air Force Exchange Service Schofield Barracks*  
Building 693  
Schofield Barracks, HI 96857  
Phone 808-622-1773

[Website](#)

**Family Advocacy Program**

*Family Advocacy*  
2091 Kolekole Avenue  
Schofield Barracks, HI 96857  
Phone 808-655-4227  
Phone (DSN) 315-455-4227  
Fax 808-655-1654

**Family Child Care/Child Development Homes**

*Family Child Care Schofield Barracks*  
645 Leilehua Street  
Schofield Barracks, HI 96857  
Phone 808-655- 8373  
Phone (DSN) 315-455-8373  
Fax 808-655-4670

[Email](#)  
[Website](#)

**Financial Institutions**

*Schofield Federal Credit Union*  
699-A Sargent Street  
Schofield Barracks, HI 96857  
Phone 808-624-9883

**Golf Courses**

*Leilehua Golf Course*  
6505 Leilehua Golf Course Road  
Mililani Technical Park  
Wahiawa, HI 96786  
Phone 808-655-4653

[Website](#)

**Hospital/Medical Treatment Facility(s)**

*Tripler Army Medical Center*  
1 Jarrett White Road  
Honolulu, HI 96859-5000  
Phone 808-433-6661

**Household Goods/Transportation Office (outbound)**

*Transportation Office Outbound*  
Building 690 1st Floor  
Schofield Barracks, HI 96857  
Phone 808-655-8963

**ID/CAC Card Processing**

*ID Cards/DEERS/CAC*  
750 Ayers Street  
Schofield Barracks, HI 96857  
Phone 808-655-4104 / 808-655-6884  
Phone (DSN) 315-455-4104

**Legal Services/JAG**

*Legal Assistance Office*  
Building 2037  
Schofield Barracks, HI 96857  
Phone 808-655-8607

**Family Center**

*Army Community Service*  
350 Eastman Road  
Bldg. 2091  
Schofield Barracks, HI 96857  
Phone 808-655-4227  
Phone (DSN) 315-455-4227  
Fax 808-655-1654

[Website](#)

**Finance Office**

*Finance Office Schofield*  
Building 689  
Schofield Barracks, HI 96857  
Phone 808-655-1244

**Financial Institutions**

*First Hawaiian Bank*  
*Schofield Barracks, Bldg. 3321*  
Schofield Barracks, HI 96857  
Phone (808) 622-4467

[Website](#)

**Gymnasiums/Fitness Centers**

*Physical Fitness Center - Martinez Physical Fitness*  
Building 488  
Schofield Barracks, HI 96857  
Phone 808-655-0900

**Household Goods/Transportation Office (inbound)**

*Joint Personal Property Shipping Office (JPPSO)*  
Building 487  
Fleet and Industrial Supply Center  
Pearl Harbor, HI 96860  
Phone 808-473-4497 / 808-473-1489

**Housing Office/Government Housing**

*Army Hawaii Family Housing Schofield Barracks*  
690 Glennan Avenue  
Building 690  
Schofield Barracks, HI 96857  
Phone 808-275-3700

[Website](#)

**Information and Referral Services**

*ACS Information and Referral*  
2091 Kolekole Avenue  
Schofield, HI 96857  
Phone 808-655-4227  
Phone (DSN) 315-455-4227  
Fax 808-655-1654

**Library**

*SGT Yano Library*  
Building 560  
Schofield Barracks, HI 95867  
Phone 808-655-0145

**Loan Closet**

*Lending Closet*  
 2091 Kolekole Avenue  
 Schofield Barracks, HI 96857  
 Phone 808-655-4227  
 Phone (DSN) 315-455-4227  
 Fax 808-655-1654

**Military Clothing Sales**

*Military Clothing Sales*  
 Building 3320  
 Flagview Mall  
 Schofield Barracks, HI 96857  
 Phone 808-624-0701

**Non-appropriated Funds (NAF) Human Resources**

*NAF Personnel Office*  
 Building 126  
 Fort Shafter, HI 96858  
 Phone 808-438-2560

[Website](#)

**Personnel Support Office**

*Personnel Services*  
 750 Ayers Street  
 Schofield Barracks, HI 96857  
 Phone 808-655-1064

**Restaurants/Fast Food**

*Popeye's Chicken*  
 Building 2606  
 Schofield Barracks, HI 96857  
 Phone 808-655-211

**School Age Care**

*School Age Center Schofield Barracks*  
 Building 9090  
 Schofield Barracks, HI 96857  
 Phone 808-655-6461

[Website](#)

**Spouse Education, Training and Careers**

*Family Employment Readiness Program*  
 2091 Kolekole Avenue  
 Schofield Barracks, HI 96857  
 Phone 808-655-4227

**Transition Assistance Program**

*Transition Assistance Program*  
 Building 690 Aloha Center  
 Schofield Barracks, HI 96857  
 Phone 808-655-8945

**VA Facilities**

*Veterans Affairs Pacific Islands Health Care System*  
 459 Patterson Road  
 Honolulu, HI 96819-1522  
 Phone 808-433-0600  
 Fax 808-433-0390

[Website](#)

**MWR (Morale Welfare and Recreation)**

*MWR Office*  
 350 Eastman Road  
 Schofield Barracks, HI 96857  
 Phone 808-655-0037

**New Parent Support Program**

*New Parent Support Program*  
 2091 Kolekole Avenue  
 Schofield Barracks, HI 96857  
 Phone 808-655-4227

**Personal Financial Management Services**

*Financial Readiness Program*  
 2091 Kolekole Avenue  
 Schofield Barracks, HI 96857  
 Phone 808-655-4227  
 Fax 808-655-1654

**Relocation Assistance Program**

*Relocation Readiness Program*  
 2091 Kolekole Avenue  
 Schofield Barracks, HI 96857  
 Phone 808-655-4227 / 808-655-1699

**Retirement Services**

*Retirement Services Office*  
 750 Ayers Street  
 Schofield Barracks, HI 96857  
 Phone 808-655-1514  
 Fax 808-655-1458

**School Liaison Office/Community Schools**

*School Liaison Office for Community Schools*  
 1283 Hewitt Street  
 Schofield Barracks, HI 96857  
 Phone 808-655-1713  
 Phone (DSN) 315-455-1713

[Website](#)

**Temporary Lodging/Billeting**

*Inn at Schofield Barracks*  
 563 Kolekole Avenue  
 Wahiawa, HI 96786  
 Phone 1-800-490-9638 / 808-624-9650  
 Phone (DSN) 315-455-5036  
 Fax 808-624-5606

[Website](#)

**Travel Office**

*Carlson Wagonlit Travel Schofield Barracks*  
 Building 690 Room 1 C  
 Schofield Barracks, HI 96857  
 Phone 808-624-1805

**Veterinary Services**

*Veterinary Treatment Facility*  
 936 Duck Road  
 Schofield Barracks, HI 96857-5000  
 Phone 808-433-8532

**Women, Infants, and Children (WIC & WIC-O)**

*WIC Women, Infants, and Children*  
Schofield Barracks, HI 96853

Phone 808-622-6458 / 808-586-4761

[Website](#)

**Youth Programs/Centers**

*Schofield Barracks Youth Services*  
9090 McMahan Road  
Schofield Barracks, HI 96857

Phone 808-655-6461

[Website](#)

**Youth Programs/Centers**

*Fort Shafter Youth Center*  
Building 505 Bonney Loop  
Fort Shafter, HI 96858

Phone 808-438-1487

**Major Units****556 Personnel Support Battalion**

Contact Information:

S1

COM: 808-655-8317

DSN: 315-455-8317

**25th Infantry Division (Light) & USARHAW**

Contact Information:

SGS

COM: 808-655-4909

DSN: 315-455-4909

**3rd Brigade Headquarters**

Contact Information:

Brigade S1

COM: 808-655-8022

DSN: 315-455-8022

**Division Artillery (DIVARTY)**

Contact Information:

Brigade S1

COM: 808-655-2733

DSN: 315-455-2733

**1/62d Air Defense Artillery (ADA)**

Contact Information:

Battalion S1

COM: 808-655-6687

DSN: 315-455-6687

**125th MI Battalion**

Contact Information:

Battalion S1

COM: 808-655-1154

DSN: 315-455-1154

**45th Corps Support Group (Forward)**

Contact Information:

Group S1

COM: 808-655-8564

DSN: 315-455-8564

**U.S. Army Pacific (USARPAC)**

Contact Information:

SGS

COM: 808-438-2800

DSN: 315-438-2800

**U.S. Army Garrison, Hawaii**

Contact Information:

USAG-HI S1

COM: 808-655-2802

DSN: 315-455-2802

**U.S. Army Military Police Brigade Hawaii**

Contact Information:

Brigade S1

COM: 808-438-8011

DSN: 315-438-8011

**Joint POW/MIA Accounting Command (JPAC)**

Contact Information:

S1

COM: 808-477-5721

DSN: 315-477-5721

**2ND Brigade**

Contact Information:

Brigade S1

COM: 808-655-9200

DSN: 315-455-9200

**Aviation Brigade HQS**

Contact Information:

Brigade S1

COM: 808-656-1265

DSN: 315-456-1265

**Division Support Command (DISCOM)**

Contact Information:

Brigade S1

COM: 808-655-0322

DSN: 315-455-0322

**65th Engineers Battalion**

Contact Information:

Battalion S1

COM: 808-655-2888

DSN: 315-455-2888

**125th Signal Battalion**

Contact Information:

Battalion S1

COM: 808-653-0290

DSN: 315-453-0290

**115th Military Intelligence Brigade Group**

Contact Information:

Brigade S1

COM: 808-655-6089

DSN: 315-455-6089

**516th Signal Brigade**

Contact Information:

Brigade S1

COM: 808-438-5160

DSN: 315-438-5160

**205th Military Intelligence Battalion**

Contact Information:

Battalion S1

COM: 808-438-6877

DSN: 315-438-6877

**9th Regional Support Command**

Contact Information:

9th RSC

COM: 808-438-1600

**Tripler Army Medical Center**

Contact Information:

Troop Command

COM: 808-433-9160

DSN: 315-433-9160