# USAG-HI BULLETIN

## DEPARTMENT OF THE ARMY

US ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION
US ARMY GARRISON - HAWAII, SCHOFIELD BARRACKS, HAWAII 96857-5000
DIRECTORATE OF HUMAN RESOURCES, ADMINISTRATIVE SERVICES DIVISION

**BULLETIN ISSUE 12- 14 | 5 JUL 2012 | EXPIRES 5 JAN 13**

## SECTION I. OFFICIAL

**OFFICIAL ITEMS CONTAINED HEREIN ARE IN ACCORDANCE WITH AR 25-30**

### A. EMERGENCY/HOTLINE/DUTY OFFICER NUMBERS

**EMERGENCY NUMBERS**

| | |
|---|---|
| AMBULANCE | 911 |
| FIRE (OAHU) | 911 |
| MILITARY POLICE | 911 |
| HEALTH CLINIC/ACUTE CARE (SB) | 433-8850 |
| HEALTH CLINIC (TAMC/FS) | 433-6629 |
| AMERICAN RED CROSS (SB) | 655-4927 |
| (FS) | 433-6631 |
| NON-DUTY HOURS | 1-877-272-7337 |
| ARMY AVIATION ACCIDENT | 656-1282 |
| CRIME STOPPERS (SB) | 655-7114 |
| CRIME STOPPERS (FS) | 438-7116 |
| CID | 655-0401 |
| CID DUTY AGENT (CALL MPs) | 655-7114 |
| DPW EMERGENCY/TROUBLE DESK (24hr) | 656-1275 |
| USARPAC EAC | 424-3000 |
| EMER. LEAVE SEC. (SB/FS) | 655-1804/4633 |
| 25TH ID IG | 655-0847 |
| NON-DUTY HOURS | 655-4034/8639 |
| POISON CONTROL | 1-800-222-1222 |
| TRIPLER ARMY MEDICAL CENTER ER | 433-6629 |
| VICTIM ADVOCACY PROGRAM | 624-SAFE (7233) |
| ISLAND PALM COMM. NORTH (SB, HMR, WAAF) | 275-3700 |
| ISLAND PALM COMM. SOUTH (AMR, TAMC, FS) | 275-3800 |

**HOTLINE NUMBERS**

| | |
|---|---|
| AMNESTY BOX HOTLINE | 656-1297 |
| ARMY COMMUNITY SERVICE (SB) 655-4227 (FS) | 438-9285 |
| ARMY EMERGENCY RELIEF HOTLINE | 655-4227 |
| ARMY COUNTERINTELLIGENCE OFFICE, HI | 954-5567 |
| SPY HOTLINE (CONUS) | 1-800-CALL-SPY |
| CHAPLAIN (SB) | 655-9355 |
| ALIAMANU MILITARY RES. | 836-4599 |
| NON-DUTY HRS (ON CALL CHAP.) | 656-3272 |
| NORTH COMM. FAMILY LIFE CHAP. | 656-0291/0288 |
| USAG-HI /EEO AND POSH INFO. LINE | 655-9382 |
| USARPAC IG HOTLINE | 438-1820 |
| EOD INCIDENT RESPONSE LINE | 655-7112 |
| MILITARY POLICE (WAAF) | 655-7114 |
| USARPAC VOTING ASSIST. ACTION LINE | 438-8678 |
| DPW HAZARDOUS SPILL HOTLINE | 656-1111 |
| EMPLOYMENT RESOURCE CTR. RECORDER | 438-9301/9302 |
| NON-APPROPRIATED FUND JOB HOTLINE | 438-3977 |
| 25TH ID EO | 655-0053 |
| DOD CHILD ABUSE/SAFETY HOTLINE | 1-800-336-4592 |
| ARMY RECRUITING INFORMATION | 541-1631 |
| INSTALLATION OPS CENTER (WAAF) | 656-3272 |
| SOLDIER/FAMILY ASSISTANCE CEN. (24HRS) | 655-6600 |
| INTERNAL REVIEW HOTLINE | 655-8121 |
| MILITARY ONESOURCE COUNSELING SERV. | 1-800-342-9647 |

**DUTY OFFICERS**

| | |
|---|---|
| 516TH SIGNAL BDE (FS) | 438-7999 (FS) |
| 500th MI BDE | 655-6082 (SB) |
| 45TH SUSTAINMENT BDE | 655-8352 (SB) |
| 94TH AAMDC | 224-8594 (FS) |
| 8TH MP BDE | 655-0193 (SB) |
| 30TH SIGNAL BN, RNOSC | 655-2127 |
| 30TH SIGNAL BN, CUSTOMER SUPPORT CENTER | 655-2200 |
| USAG-HI INSTALLATION OPS. CENTER (WAAF) | 656-3272 (WAAF) |
| 205TH MI BN | 438-9911 (FS) |
| 311TH SIGNAL CMD (T) EOC | 497-9971 (FS) |

**MILITARY DIRECTORY (808) 449-1110** | **POST OPERATOR (808) 449-7110**

**DIRECTORATE OF PUBLIC WORKS CUSTOMER HANDBOOK ONLINE:** https://dpwhawaii.army.mil/general/customerhandbook.aspx.

## B. USAG-HI BULLETIN SUBMISSIONS

*Bulletin Editor:*
*Mr. Don G. Boyer, USAG-HI Forms and Publications Control Officer,*
*Directorate of Human Resources, Administrative Services Division, 656-0334.*
*(don.g.boyer@us.army.mil)*

*[The following information applies to submissions of notices to this Bulletin.]*

**1. SUBMISSION AND DUE DATES. Draft notices for the USAG-HI Bulletin are submitted to the USAG-HI Bulletin Editor by email. All articles should be submitted no later than COB Friday the week prior to the next electronic publication of the Bulletin every other Thursday or early enough to ensure the article will be published prior to any listed start dates. The Bulletin is published entirely electronically every other week and is distributed from the Directorate of Human Resources, Administrative Services Division to specific contacts within USAG-HI and other major commands, tenant and service organizations and other federal offices for further distribution and posting within their organizations. To be added to, or update, the Bulletin mailing list, please contact the Bulletin Editor. Current and previous issues of the Bulletin are maintained on the USARPAC Theater Portal, at: https://portal.usarpac.army.mil:36000/imcom-pacific/Garrisons/Hawaii/hiHROffices/Bulletin/Pages/default.aspx. Additionally, the current Bulletin and past issues are posted on the 30th Signal BN/Network Enterprise Center (NEC) internet site at: http://www.garrison.hawaii.army.mil/sites/bulletins/bulletins.asp.**

**2. FORMAT FOR BULLETIN NOTICES. Submissions to the Bulletin must include specific point of contact information (name, phone number and email if necessary) and should indicate, when needed, the start and end dates for notices to appear in the Bulletin. Military times and dates are used in all notices. All acronyms used in notices are defined the first time they are used. New, updated, or revised item headers are highlighted each week, as is updated text if necessary. Due to document size when posted or emailed, attached Bulletin flyers will normally be converted to black and white documents to save on document size unless safety or other criteria require the use of color. Additionally, submissions should be reviewed and approved by the appropriate line manager prior to submission to the Bulletin to ensure conformance with current applicable management policies and directives before release for publication.**

**3. BULLETIN NOTICES AND OPERATIONAL SECURITY (OPSEC) APPROVAL. Organizations will not include sensitive OPSEC data in any Bulletin notices. Organizations submitting articles for the Bulletin are responsible for having their information checked and approved by OPSEC personnel when necessary or when there is doubt as to the sensitivity of the information prior to submission to the Bulletin.**

**4. USAG-HI BULLETIN LINKS. The USAG-HI Bulletin tries to provide working links and email addresses in the notices submitted by our contributors. Time constraints prevent checking these every week, although they are tested upon first receipt. While email addresses have been mostly reliable, it has been noted that extremely long "http:/https:" links often do not work correctly unless copied and pasted, a problem we cannot fix. Links occasionally change or stop working. If problems are experienced, they should be reported to the contact for the specific notice. Corrections will be made in the Bulletin when reported.**

## C. INSTALLATION SAFETY AND SECURITY

**1. ANNUAL 2012 ANTITERRORISM EXERCISE. The US Army Garrison-Hawaii (USAG-HI) will be conducting its Annual Antiterrorism Exercise on Fort Shafter Flats on 19 July 2012 and on Wheeler Army Airfield on 20 July 2012. Key exercise objectives are to test law enforcement response to a suspected terrorist incident, test alert procedures/communications systems, to test mass casualty plans/procedures, and to transition access control gates to higher force protection conditions. There may be temporary delays at all gates entering Fort Shafter/Fort Shafter Flats and Wheeler Army Airfield during the exercise. All residents can also expect to see and hear "Exercise-Exercise-Exercise" alerts and announcements from our mass notification/giant voice systems, from emails, and from websites during the exercise. Please do not be alarmed, it is only an exercise. We ask for your patience, understanding, and support during this important exercise. For further information, please contact Mr. Donald Murry, USAG-HI Antiterrorism Officer, at 656-0152.**

**2. USAG-HI FIRE STATION OPERATIONS. If you have an emergency do not hesitate to dial 911. Fire stations within USAG HI (Wheeler Army Airfield, Helemano Military Reservation, Tripler Army Medical Center & Schofield Barracks) operate 24 hours a day every day of the year. When the fire crews are out of the stations they lock the doors behind them for security reasons and you may find the stations unoccupied during normal work hours due to operational necessity. Dialing 911 in an emergency allows Dispatch to reach the next available responder. For further information, please contact Mr. Scotty L. Freeman, USAG-HI DES Fire Chief, at 653-0207 or (cell) 286-8783.**

**3. TRAFFIC SAFETY ON-LINE CLASS SIGN-UP. All Hawaii-based Soldiers and Civilian workers have a new tool to request traffic safety classes. Soldiers and Civilian workers can request classes using their Army Knowledge Online account at https://airs.lmi.org. (Select "View Available Courses"; select "Pacific" Region and Garrison "Hawaii"; then select the desired course.)**
**Six Classes will be offered initially:**
**-- Motorcycle Basic Rider Course**

-- Motorcycle Experienced Rider Course
-- Army Traffic Safety Intermediate training for Soldiers under 26 years old
-- Army Traffic Safety Advanced training for Soldiers over 26 years old
-- Army Traffic Safety Supervisor training for military and civilian supervisors of Soldiers
-- Remedial Drivers Improvement training for Soldiers and civilian workers with traffic infractions.

For further information, please contact Mr. Dan Vancil, Cape Fox Professional Services, at 655-6455 and leave a voice message.

4. RESTRICTIONS ON DRIVING WITH BLUETOOTH DEVICE ON JOINT BASE PEARL HARBOR HICKAM (JBPHH). In accordance with Navy HHQ regulations (CNICI 5530.14, CNIC Ashore Protection Program), cellular phones can be used on JBPHH when using hands free devices. Hands free devices include console/dash mounted or otherwise secured cellular phones with integrated features such as voice activation, speed dial, speakerphone or other similar technology for sending and receiving calls. There is no requirement that it be built into the vehicle. However, driver use of any portable, personal listening device worn inside the aural canal, around or covering the driver's ear (including wired or wireless earphones and headphones, Bluetooth® or similar technology) is not authorized on base while operating a motor vehicle, except for fire and emergency response or law enforcement/security purposes. Hearing aids or devices designed and required for hearing enhancement are exempt from this prohibition. Violation of the cell phone policy on JBPHH warrants a mandatory Joint Base Traffic Court appearance. It is up to the Traffic Court Administrator to determine what sanctions to impose. However, three points will be assessed against a driver's base driving record for violations of the cell phone policy. Bluetooth/hands free devices are authorized and required for cell phone use while driving on all US Army Garrison-Hawaii installations, Marine Corps Base Hawaii, Camp Smith, and Bellows Air Force Station. For further information, please contact LTC Robert R. Arnold Jr., XO, Directorate of Emergency Services, WAAF, at 656–6454 or robert.r.arnold3.mil@mail.mil.

## D. CLAIMS OF INDEBTEDNESS

1. CLAIM OF INDEBTEDNESS. The Commander, Headquarters & Headquarters Battalion, United States Army Pacific (USARPAC) regrets to announce the death of LTC John F. Ingram. CPT Jacqueline M. Newell is appointed as the Summary Court Martial Officer (SCMO) and will settle all claims for or against the estate of LTC Ingram. Anyone owing money or having a just claim for or against LTC Ingram should contact CPT Newell at (808) 438-0251.

2. CLAIM OF INDEBTEDNESS. The Commander, 3-25 AHB, 25th CAB regrets to announce the death of SPC Alex Hernandez III. CW5 Armand C. Brasseur is appointed as the Summary Court Martial Officer (SCMO) and will settle all claims for or against the estate of SPC Hernandez. Anyone owing money or having a just claim for or against the estate of SPC Hernandez should contact CW5 Brasseur at (808) 551-5753.

3. CLAIM OF INDEBTEDNESS. The Commander, A Company, 2-25 Aviation Regiment regrets to announce the death of CW2 Don C. Viray. CW4 Eric J. Stadler is appointed as the Summary Court Marital Office (SCMO) and will settle all claims for or against the estate of CW2 Viray. Anyone owing money or having a just claim for or against the estate of CW2 Viray should contact CW4 Stadler at 656-0522.

## E. MANDATORY EVENTS AND TRAINING

1. MANDATORY PREVENTION OF SEXUAL HARRASSMENT (POSH/NO FEAR ACT) AND EEO TRAINING. The USAG-HI EEO Office has scheduled the subject training. See the attached revised flyer for information on dates, times and locations for this training, which is mandatory for Civilian employees, Supervisors and Military Supervisors of Civilian Employees. For further information, please contact Ms. Amelia Lazo-Ramos or Ms. Janet Baricar, EEO Specialist at 655-9382.

2. ARMY COUNTERINTELLIGENCE OFFICE–HAWAII (ACIO-H) THREAT AWARENESS AND REPORTING PROGRAM (TARP) TRAINING SCHEDULE. The Army Counterintelligence Office–Hawaii holds three monthly TARP (formerly Subversion and Espionage Directed Against the U.S. Army (SAEDA)) certification classes. Classes begin at 0900. The current briefing schedule is as follows:

| 9th RC Auditorium<br>Fort Shafter Flats,<br>Bldg. 1554 | Kaiser Auditorium<br>Tripler Army Medical Center | Main Post Conference Room<br>Schofield Barracks | Main Auditorium<br>Camp Smith |
|---|---|---|---|
| (1st Thursday) | (2nd Thursday) | (3rd Thursday) | (4th Thursday) |
| 5 Jul (holiday, no training) | 12 Jul | 19 Jul | 26 Jul |
| 2 Aug | 9 Aug | 16 Aug | 23 Aug |
| 6 Sep | 13 Sep | 20 Sep | 27 Sep |

Is your organization meeting the requirement? Do you know your responsibilities in reporting? Do you know the indicators for insider threats or self radicalization? If you are assigned to USARPAC, 25th ID, 8th TSC, US Army Reserves or the HIARNG, ACIO-H a CI Special Agent is assigned to support your unit. ACIO-H provides CI support to all Army entities throughout the Pacific. See your

**BDE S-2 for reporting procedures. For more information, contact the ACIO – Hawaii at 655-1306/9501 or 24-hour duty agent at 954-5567.**

**3. ARMY SUBSTANCE ABUSE PROGRAM OFFICE SCHEDULED EVENTS. The Army Substance Abuse Program Office schedule of upcoming events is attached. Please see the updated 2012 ASAP flyer for more information and contact numbers.**

**4. MANDATORY FIRST TERM FINANCIAL MANAGEMENT TRAINING SCHEDULE – SCHOFIELD BARRACKS. Mandatory First Term Financial Training is provided on Every Monday except federal holidays at Schofield Barracks Army Community Service (ACS), Bldg. 2091. Learn basic financial skills, develop self reliance and personal responsibility, encourage financial planning, improve money management skills, and enhance your personal financial literacy. This is a mandatory 8 hour program of military instruction. Certificates will be awarded to each participant who completes the 8 hours of instruction. For class dates or to register, please contact ACS, Schofield Barracks, at 655-4227. For further information, please contact Ms. Robin Sherrod, Financial Readiness Program Manager, at 655-1717 or email at: robin.m.sherrod.civ@mail.com.**

## F. SCHEDULED CEREMONIES/EVENTS/MEETINGS

**1. INSTALLATION REAL PROPERTY PHYSICAL INVENTORY FOR SCHOFIELD BARRACKS. A team from the Office of the Assistant Secretary of the Army (OASA) Financial Management & Comptroller (FM&C) will conduct physical inventories of all real property that includes all sites associated with the installation for US Army Garrison, Hawaii (USAG-HI). The Physical Inventory Team will perform the inventory during the weeks of 18 June 2012 to 13 July 2012. The enclosure to the memorandum attached to this bulletin identifies the members of the Physical Inventory Team. Team members carry Army identification. Team members will be validating a great deal of information to include the following: facility number and type, locations, design and current use, and using organizations. The teams have authorization to enter facilities and take (exterior/interior) photographs of each facility. For more information, please contact Mr. Rick Spielman, USAG-HI Internal Review and Audit Compliance Office, at 655-0798 or Mr. Horace Purifoy, USAG-HI DPW, Real Estate Office, at 656-8300.**

## G. COMMUNITY IMPACT UPDATES

***[For Community Impact Updates, see https://dpwhawaii.army.mil/communityimpact for more details on current or upcoming road/gate closures, construction projects, and safety issues including maps of affected areas and to see other community information relating to base operations and safety as promulgated by the Directorate of Public Works (DPW).]***

**The following Community Updates are new or have been updated:**

**1. BUCKNER GATE AND TAMC GATE VISITOR CONTROL CENTER (VCC) SCREENING PROCEDURE UPGRADES. Effective 19 May 2012, the Buckner Gate and TAMC Gate Visitor Control Centers (VCC) will upgrade to the use of digital systems for access control screening. Expect delays as DES transitions to new procedures in order to provide increased security within our military installations. For further information, please contact LTC Robert Arnold, DES XO, at 656-6454 or robert.arnold5@us.army.mil.**

**2. TEMPORARY CHANGE OF SCHOFIELD BARRACKS VISITOR CONTROL CENTER (VCC) TO KAWAMURA GATE ON WHEELER ARMY AIRFIELD (WAAF). Due to construction on Lyman Gate, the Schofield Barracks Visitor Control Center (VCC) will be moved to Kawamura Gate, WAAF, at 0500 on 30 Jun 2012.**

**Timeline for the transition is:**

**a. 27 June 2012: lemon lot/parking lot on WAAF (Santos Dumont side) will be closed.**
**b. 28 – 29 June 2012: barrier emplacement begins in lemon lot/parking lot.**
**c. 30 Jun 2012 (0500): Lyman VCC moved to Kawamura gate, Kawamura gate is open 24 hours**
**d. 5 July 2012: construction begins on Lyman gate.**
**e. 5 July 2012 (0500): Foote gate is open 24 hours.**
**f. 5 July 2012 (0500): Kunia gate hours will change to 0500-2130.**
**g. 5-8 July 2012: Lyman gate is closed.**
**h. 9 July 2012 (0500): Lyman gate re-opens, hours will be 0500-2130.**

**Kawamura gate remains the VCC until construction is completed. DES will announce when the VCC changes back to Lyman gate. For further information, please contact LTC Robert Arnold, DES XO, at 656-6454.**

**3. ROAD CLOSURE, SCHOFIELD BARRACKS. There will be a road closure for Macomb (Austin) Road between Wisser Road and 7th Street on Schofield Barracks to install utility infrastructure. The south section of Macomb (Austin) Road as well as Chamberlain Road will be closed. 7th Street will be ONE WAY down to Wisser. There will be TWO WAY traffic over Artillery Hill onto Parks and Macomb (Austin) Roads. Dates of construction will be from 01 June 2012 thru 31 December 2012. For further information, please contact Mr. Gerald Young at 438-1238.**

**4. FORT SHAFTER PHASE 1 COMMAND AND CONTROL FACILITY (C2F) CONSTRUCTION PROJECT SCHEDULED. On 30 April 2012 the C2F Phase 1 construction contract is scheduled to begin. All of Chapel Field will be closed, and a dust fence erected. Two large access gates entering/exiting Chapel Field will be installed along Funston and Wisser Roads for construction traffic. Portions of Macomb Road and Chamberlain Road on the north/north east side of Chapel Field will be closed. The fitness equipment along Wisser Road will remain in place during Phase 1. POV parking in the area will be impacted, and we request that you do not park near construction gates. Traffic entering and exiting the Parks Road communities will use Funston Road as the only access route and all of the materiel/contractors will be using Funston Road as primary access. Phase 1 of this project includes extensive utility infrastructure work. Please plan travel time around this site to include occasional detours, contra flow, and road closures. For further information, please call Ms. Lise Ditzel-Ma at 438-8504.**

**5. ROAD CLOSURE OF AIRDROME/LATCHUM ROAD, WHEELER ARMY AIRFIELD. Sections of Airdrome and Latchum Road will be fully closed 24/7 in order to perform reconstruction of the road. Construction will be from 2 July – 17 August 2012. (Please note that the project schedule is subject to change pending weather delays.) The contractor will have appropriate safety signs and barriers when they close each section of the roadway. Airdrome Road will be fully closed between Sasaoka St. and Denny Road from 2 July – 25 July 2012. The One-Way portion of Latchum Road near Bldg 1006 will be closed from 26 July – 6 August 2012. Airdrome Road will be fully closed in between both sides of Denny Road from 7 August – 17 August 2012. For further information, please contact Mr. Stephen Ibaraki, DPW, at 656-2532.**

**6. ROAD CLOSURES SCHEDULED FOR WHEELER ARMY AIRFIELD (WAAF). The Old Kamehameha Highway and Eastman Road between Wright Avenue and the exit gate to Kunia Road on WAAF will be closed during Phase 1 construction for a new parking lot from 0730 22 February 2012 to 0330 1 August 2012. During this time the project area will be enclosed and while normal traffic patterns and operations remain on Old Kamehameha Highway, Eastman Road and neighboring roadways. Phase 2 involves repaving of Old Kamehameha Highway and Eastman Road. Phase 2 construction is from 24 May 2012 thru 25 Jul 2012 (School Summer Break). Please be advised that parking will be limited during the duration of this project. During morning drop-offs and afternoon pick-ups, DPW strongly advises the use of the Wheeler Chapel & Bldg. 841 Parking Lots for alternate parking locations. For further information, please contact Mr. Nelson Pascua, DPW, at 656-2525.**

## H. OFFICE/FACILITIES/SERVICES CLOSURES/MOVES

**1. TEMPORARY CLOSURE, SCHOFIELD BARRACKS PROVOST MARSHAL'S OFFICE (PMO) ADMINISTRATIVE SECTION. The Schofield Barracks PMO Administrative Section will be closed on Thursday 5 July 2012 and Friday 6 July 2012 for internal office reorganization. Normal hours will resume on Monday, 9 July 2012. For further information, please contact Mr. Gordon Wiborg, Deputy Chief of Police for Schofield Barracks PMO, at 655-0683.**

**2. TEMPORARY CLOSURE, DIRECTORATE OF PUBLIC WORKS (DPW) TROOP SELF HELP AND SUPPLY BRANCH. The DPW Supply Branch and Troop Self Help Program will be closed from Monday, 9 July 2012 to Friday, 13 July 2012 for paving the parking lot and material delivery area. DPW Supply Branch and Troop Self Help Program will reopen on Monday, 16 July 2012 for normal hours. The SAIC storefront at SB will be closed only on Friday, 13 July 2012. No pickups or deliveries will be accepted during the temporary closure. Emergencies will be handled on a case-by-case basis for DPW Supply Branch only. No Troop Self Help requests will be handled during this temporary closure. For further information, please contact Ms. Phyllis Rollins, Chief, DPW Supply Branch at 655-1263.**

**3. TEMPORARY 2012 CLOSURES, DIRECTORATE OF LOGISTICS (DOL) MUNITIONS BRANCH AMMUNITION SUPPLY POINTS (ASPs). The DOL Munitions Branch ASPs will be closed for their FY 2012 quarterly 100% Wall-to-Wall Inventories on the following dates:**

**-- 4th Qtr closed from 6 – 14 September 2012. The last day of operation will be 5 September 2012.**

**Units requiring munitions support for training during this time will need to draw their required ammunition prior to above inventory schedule. The Training Ammunition Vehicle Holding Area (TAVHA) will be available for munitions storage during this time. Emergency issues will be handled on a case by case basis, and must be approved by the DOL Munitions Accountable Office, Mr. Armell Armstead 656-1649, or the DOL Supply Branch Division Chief, Mr. John Lein at 656-3326.**

## I. OFFICE PROCEDURES OR HOURS OF OPERATION CHANGES

**1. FORT SHAFTER ARMY COMMUNITY SERVICE OFFICE (ACS) NOTICE OF FRONT DESK PHONE NUMBER CHANGE. Effective Friday, 6 July, 2012, the number to the front desk at the Fort Shafter ACS office will change from (808) 438-9285 to (808) 438-4ACS (4227).**

**2. SCHOFIELD BARRACKS AND FORT SHAFTER LEGAL ASSISTANCE OFFICE CLIENT SERVICES. The Schofield Barracks and Fort Shafter Legal Assistance Offices can provide free legal assistance to active duty personnel, family members, retirees, and certain Department of Defense personnel. The offices provide assistance on issues including, but not limited to: estate planning services (including wills and advance medical directives), consumer affairs, guardianship, divorce, taxes, landlord-tenant law, military administrative matters, and insurance claims. Additionally, notary services and powers of attorney are available. If you**

**would like more information or are in need of a power of attorney or Legal Assistance, please visit or contact one of our offices during our regular business hours listed below:**

**a. Schofield Barracks Legal Assistance Office**
**Schofield Barracks, Bldg. 2037, 655-8607**

**MTWF 0900 – 1600 & Thu 1300 – 1445: Powers of Attorneys & Notarizations**
**MF 0930 – 1130 & 1130 – 1500, Thu 1300 – 1500: Scheduled Appointments**
**T 0930 – 1500: Appointments on a walk-in first-come first-serve basis**
**W 0930 – 1500: Wills (estate planning) on a walk-in first-come first-serve basis**

**b. Fort Shafter Legal Assistance Office, Bldg. 330, Rm. 110C, 438-2627**

**MTWF 0900 – 1600 & Thu 1300 – 1500: Powers of Attorneys & Notarizations**
**MTF 0930 – 1130 & 1130 – 1500, W – Thu 1300 – 1500: Scheduled Appointments**
**(T: Taxes only)**
**Closed everyday from 1200 – 1300 for lunch.**

**c. Claims. The Schofield Barracks Claims office provides forms and information on claims for loss of or damage to personal property incident to service. Incidents include shipment of personal property and privately owned vehicles, fire, flood, hurricane, or other unusual occurrence, or by theft or vandalism occurring on government installations, and deployments. Whether filing a claim with the Army's claims office or through your personal insurance, it is important to document damage to your property by taking pictures. Also, remember to gather any and all records regarding your property and to call your personal insurance agent immediately. To file a claim, please visit or call the Claims Office on Schofield Barracks at Building 2037. Hours of operation are MTWF 0900 – 1600, Thu 1300 – 1500. Please call 808-655-9279 for further information.**

**3. LOCAL RECORD CHECKS (LRC) PROCEDURES, SCHOFIELD BARRACKS POLICE STATION. Local Record Checks conducted at the Schofield Barracks Police Administration Section are required to be picked up by the Security Manager or OPM/USIS representative within thirty (30) days of completion or the LRC will be destroyed. Faxing results of name checks or giving results over the phone is prohibited and the government mailroom cannot be used to return LRCs. You may submit name checks in person or fax the LRC to 655-9487. All LRCs will be completed within three (3) business days. For further information, please contact Ms. Monica Anguay, Schofield Barracks Police Administration Supervisor at 655-4688 or by email at monica.r.anguay.civ@mail.mil .**

**4. HOURS OF OPERATION FOR SCHOFIELD BARRACKS POLICE STATION, ADMINISTRATIVE SECTION (Updated 7/3/12). Due to staffing constraints, effective 1 July 2012 the SB Police Station Administrative Office hours of operation will be as follows:**

**a. Assistance to the Public: M – F, 1230 – 1600. (This includes clearing, requests for police reports, local records/background checks.)**

**b. Fingerprinting: Wednesdays only, 0900 – 1000. (Fingerprinting is an additional mission at the SB Police Admin Office that is done as workload and staffing allow. To ensure all customers are serviced in a timely manner, fingerprinting for multiple personnel (4 or more persons) from a Unit/Organization, an appointment must be coordinated with the Supervisor of the SB Police Administrative Office, Ms. Monica Anguay at 655-4688 or Mr. Brad Rodrigues at 655-9488.) The Installation Security Office (ISO), located at Division HQ, Bldg. 580, 1st floor is an alternate source for fingerprinting. Please call 655-1493 for their business hours. For fingerprinting at Fort Shafter, please call the FS Police Administrative Office at 438-1092. For fingerprinting at Tripler Army Medical Center, please contact the TAMC Police at 433-6671. Their operating hours are M – F, 0730 – 1600.**

**5. NEW FORT SHAFTER PERSONAL PROPERTY / HOUSEHOLD GOODS MOVE ASSISTANCE CENTER TO OPEN. Tired of driving to Schofield Barracks to make your household goods shipping arrangements? Beginning on Monday, June 11 2012, a virtual move assistance center (VMAC) will open at the Aloha Center on Fort Shafter, Bldg. 330, Rm. 201. This office on Fort Shafter will allow you to arrange your personal property / household goods movement online. There will be a skilled counselor onsite to help you navigate through the screens if you have any questions.**

**What you need to do before coming to the VMAC:**

**a. Go to www.move.mil or https://eta.sddc.army.mil/dpsRegister/dodCustomer.aspx to create a profile and account. Note: The VMAC can help you do this as well, but it will require a return visit after you obtain your account verification.**

**b. Obtain all orders and amendments and just come on over to the Fort Shafter VMAC between the hours of 1200 and 1600, Monday through Friday, to get started. The VMAC hours will expand as demand expands.**

**c. No appointments are necessary. Just walk on in and sit down at one of our three computers.**

**6. CURTAILMENT OF COUNSELING SERVICES, ARMY EDUCATION CENTER. On the last workday of each month, the Schofield Barracks Army Education Center and Ft. Shafter/Tripler Education Complexes will curtail Army guidance counselor services from 1300 – 1700 to allow for employee training and administrative time. For further information, please contact Ms. Chrissy A. Morris, Chief, Army Education Center, at 655-4444.**

**7. HOURS OF OPERATION, DIRECTORATE OF HUMAN RESOURCES, ADMINISTRATIVE SERVICES DIVISION (DHR, ASD). Due to continuing manpower constraints, the hours of operation for the following units assigned to DHR, ASD are as follows:**

**a. Postal Section, Bldg. 258, Main Post Office, SB: Open to mail units and customers, Mon, 1000 – 1100; Tues – Fri, 0930-1100. Phone: 655-5033.**
**b. Official Mail and Distribution Center, Bldg. 2038, SB: 1000 – 1415, Mon – Fri. Phone: 655-6374.**
**c. Official Mail and Distribution Center, Bldg T-116. FS: 0700 – 1445, Mon – Fri. Phone: 655-6253.**

**For further information regarding postal or official mail, please contact Ms. Anna Tarrant, Chief, ASD, at 655-5033.**

**8. OFFICIAL MAIL PROCEDURES. All Directorates, Military, and Tenant Activities are required to pick up Official Mail on a daily basis from the Official Mail and Distribution Centers (OMDC), Bldg. 2038, Schofield Barracks and Bldg. T-116, Fort Shafter. Unit/Office mail personnel must be designated in writing by their unit/office and copy of the memorandum of appointment maintained on file at the appropriate OMDC before mail will be released. The memorandum should designate a primary and an alternate assigned individual as needed, and must be updated whenever personnel change. Mail that is not picked up at OMDCs for five consecutive work days will be "returned to sender" without exception. It is the proponent's responsibility to pick up mail daily and have a designated alternate available for mail pickup at all times. Official Mail requires daily pickup because much of it is time-sensitive and all is important to the recipient; units/offices cannot be negligent in their duty to receive mail and should not assume that official mail should be picked up only when it is convenient to do so. Incidents of negligence in mail pickup will be reported to Commanders, Directors, or Chiefs for corrective action.**

**Customers are reminded to consult the staff of the OMDC at Schofield Barracks (655-6374) or at Fort Shafter (438-6253) for assistance in preparing official mailings. If letters parcels, or packages are received incorrectly labeled, items will be returned to the unit/agency for correction with no exceptions. All labels shall be typed; no hand-written labels will be accepted. Use STOP NUMBERS and complete office addresses/names (Attn.)/agencies to ensure shotgun envelopes reach their destination. For further information, please contact the Official Mail and Distribution Centers or Ms. Anna Tarrant, Chief, Administrative Services Division, Directorate of Human Resources, SB, at 655-5033.**

## J. SOLDIER/FAMILY/CIVILIAN READINESS

**1. US ARMY GARRISON, HAWAII (USAG-HI) STRATEGIC PLAN AVAILABLE. Please click the link below to access the 2012-2015 USAG-HI Strategic Plan. The purpose of the plan is to focus the organization on the future, to formalize objectives that support the achievement of garrison vision and align the efforts behind the strategic direction of the Installation Management Command and the Army. The link is: http://www.garrison.hawaii.army.mil/command/2012-2015%20Strategic%20Plan%20Final.pdf. For further information, please contact Ms. Jae Sun Wilson at 655-5216.**

**2. 2012 US ARMY GARRISON, HAWAII COMMUNITY SURVEY. The 2012 Community Survey is now available. Your feedback will help the Garrison improve services provided by USAG-HI. The survey link and QRC below is open from 1-31 July 2012 for you to take the survey. For more information, please call the USAG-HI Customer Relations Management Team at 655-8391 or 655-9026.**

**https://www.surveymonkey.com/s/Community_Survey_2012**

**3. ONLINE SITE OPENS 15 MAY 2012 FOR VETERANS TO APPLY FOR EDUCATION BENEFITS. Starting 15 May 2012, unemployed Veterans between the ages of 35 and 60 can now apply for new benefits to cover education costs for up to one year through a joint Department of Veterans Affairs and Department of Labor (DOL) program. As part of a provision of the Veterans Opportunity to Work (VOW) to Hire Heroes Act of 2011, the Veteran Retraining Assistance Program (VRAP) allows qualifying Veterans to receive up to 12 months of assistance equal to the full-time Montgomery GI Bill - Active Duty rate, (currently $1,473/mo.).**

**Veterans can apply on a first-come, first-serve basis for VRAP beginning on 15 May 2012 for programs that begin on or after 1 July 2012. Assistance under this benefit program ends on March 31, 2014. For more information on VOW, VRAP, high demand occupations, and how to apply, Veterans may go to the website at www.benefits.va.gov/VOW, or call VA's Call Centers toll free at 1-800-827-1000, Veterans may also access the VRAP application online at https://www.ebenefits.va.gov through eBenefits, a joint project between the Department of Defense and VA. Veterans are also encouraged to visit the nearly 3,000 One-Stop Career Centers across the nation for assistance from staff, Local Veterans' Employment Representatives (LVERS), and Disabled Veterans' Outreach Program (DVOP) specialists. To find the center near you visit www.servicelocator.org.**
**For more information about the Department of Labor's Veterans programs, go to http://www.dol.gov/vets/ .**

**4. ID CARD APPOINTMENT SYSTEM AT SCHOFIELD BARRACKS AND FORT SHAFTER. In November 2010 the US Army Garrison-Hawaii implemented a new ID Card Appointment System at the Directorate of Human Resources' (DHR's) ID Card Offices at Schofield Barracks and at Fort Shafter. The appointment system replaced the walk-in first-come first-serve system with appointments**

**beginning at 0800 through 1530 daily. Customers are encouraged to access the Schofield Barracks and Fort Shafter ID Card Appointment Scheduler website at https://rapids-appointments.dmdc.osd.mil to make, change, or cancel ID card appointments. ID Cards may be renewed up to 90 days prior to expiration. By accessing this on-line, user-friendly, internet-based system, customers are now able to schedule their card appointments and to plan their other daily activities without the uncertainty of visiting the ID Card office and possibly having prolonged waiting times for service. A computer system is available in the ID Card offices for walk-ins to make or change appointments, as necessary. For customers without internet access, the ID card offices accept telephone requests for appointments at (808) 655-1272 for Schofield Barracks, and at (808) 438-1757 for Fort Shafter. Walk-in requests for service are handled on a case-by case basis with documentation to substantiate the emergency. For further information on the ID Card office locations, hours or operation, required documentation, etc., please visit the US Army Garrison website at http://www.garrison.hawaii.army.mil/sites/services/idcard.asp. For further information, please contact Mr. Danny Mauga, Schofield Barracks, 655-6884, or Ms. Haunani Tabocol, Fort Shafter, 438-1757.**

**5. REQUIREMENTS FOR NEW OR REPLACEMENT CAC/ID CARDS. In December 2008, the Department of Homeland Security issued an identification security directive for the issuance of new or replacement Common Access Card (CAC) or ID Cards for military personnel, authorized civilians, retirees, and family members. Among the many changes to the ID Card issuing process, the most important is that each customer must now present two forms of identification, one of which must include a current photograph. The DEERS/RAPIDS system will not produce a new CAC or ID Card without first scanning the two forms of identification into the data base maintained by the Defense Manpower Data Center (DMDC) in Alexandria, Virginia.**
**Some documents that can be used for positive personal identification are as follows:**

**a. Driver's license or ID issued by a state or outlying U.S. Commonwealth or possession;**
**b. ID card issued by federal, state, or local government agencies or entities;**
**c. School ID card with photograph;**
**d. Voter's Registration Card;**
**e. U.S. Military ID card;**
**f. U.S. Passport;**
**g. Certificate of U.S. Citizenship;**
**h. Certificate of Naturalization.**

**For those younger than 18 who are unable to present a document as listed above, the following are acceptable:**

**a. School Record or Report Card;**
**b. Clinic, doctor or hospital record;**
**c. Day-care or nursery school record.**

**The listing above is not all inclusive. A complete list of acceptable documents can be found on the United States Citizenship and Immigration Service (USCIS) website at www.uscis.gov/files/form/I-9.pdf, page 4. If you have any questions as to the proper documentation needed, please call first before visiting a Military ID Card issuing facility to determine what specific documents may be required, and to verify the process to renew or replace an ID Card.**

**6. PROCESS AND SCHEDULE FOR LEVY BRIEFINGS. The process and schedule at the Directorate of Human Resources (DHR), Schofield Barracks, Bldg. 750, for Levy Briefings for Officers and Enlisted Soldiers on assignment is as follows:**

**Levy Briefings are conducted every Thursday, 0830 – 1200, at DHR, Bldg. 750, Soldier Support Center, in the lanai area. Soldiers must be scheduled to attend levy briefings; otherwise they will be directed to attend the next briefing. Required documents include:**

**a. DA Form 5117 (Officers).**
**b. DA Form 5118 (Enlisted Soldiers).**
**c. Command Sponsorship documents to include: Dependent Travel Orders, Space Available Orders, Command Sponsorship Orders, PCS Orders, and ERD Orders.**
**d. Reenlistment/extension document, if applicable.**
**e. Security memo, if applicable.**
**f. Must be signed by O5 if taking more than 30 days leave.**
**g. 4-1 (Enlistment Contract) if assignment is overseas (enlisted Soldiers).**
**h. Officer Record Brief (Officers).**

**Enlisted Soldiers: If you have any questions regarding Enlisted Soldier PCS orders, please see your unit S1.**
**Officers: If you have any questions regarding Officer PCS orders, please contact 655-4949.**

**7. PROCESSING AND ISSUING AGENT CARDS, DIRECTORATE OF HUMAN RESOURCES (DHR). An Agent Card is issued to a designated agent of an authorized Commissary and/or Exchange sponsor when one of the following conditions exists:**

**a. Single active duty parent or dual active duty parents: May designate a non-dependent adult to care for his or her dependent children while absent from home due to deployment, TDY, field training exercise, etc. (Dual military personnel must be off-island simultaneously.)**

**b. Retired members, their spouses, and un-remarried widows/widowers: May have an agent if they are physically incapacitated and are unable to shop for themselves.**

**c. Active duty Soldiers: When documented medical conditions preclude the Soldier from shopping on his or her own behalf and no other authorized adult member resides in the household.**

**d. Minor child not in custody of the Soldier: A divorced spouse or an unmarried biological parent of an ID-Card-holding minor under the age of 16 can obtain an Agent Card for "Exchange privileges only," provided the final divorce decree or court order requires the sponsor to provide over 50% of support to the minor child. Dependent children residing the in the household of a former spouse or biological parent are not considered to be members of the authorized sponsor's household for commissary privileges.**

**Only one (1) agent card may be issued to a qualified sponsor and agent. Agent Cards are issued by the Military Personnel Division, Directorate of Human Resources, US Army Garrison, Hawaii, at the following locations:**

**a. Schofield Barracks: Soldier Support Center, Building 750, 673 Ayers Ave., Rm. 103, 1st Floor. Points of contact are Ms. Cho or Ms. Gomez at 655-0106/655-1043.**

**b. Fort Shafter: The Aloha Center, 217 Montgomery Dr., Bldg. S-330, Room 102. Point of contact is Ms. Thedia Smith, 438-1663.**

**Agent Cards are issued by appointment only. Please call ahead to receive further information on documents required for issuance of an Agent Card or for an appointment.**

***(NOTE: Each of the US military services is responsible for issuing Agent Cards to its authorized patrons.)***

**8. NEW DROPPED FROM ROLLS (DFR) PROCEDURES AND GUIDANCE. All units should take time to review MILPER Message 10-241, 17 Sep 10, which delineates guidance and changes in submitting and processing Dropped from Rolls (DFR) packets. Major changes include the reduction in the number of packet enclosures from 23 to 11, and DFR packets will no longer be mailed in hard copy, but will be scanned to USADIP (US Army Deserter Information Point) at Fort Knox, KY, at knox.usadip.admin@conus.army.mil (TIF file). A sample DFR packet with instructions and additional resources are available on the S1 Net at https://forums.bcks.army.mil/secure/communitybrowser.aspx?id=166639.**

**All required documents will be scanned to USADIP for review. Once reviewed for accuracy and completeness, USADIP will notify the Soldier's Deserter Control Officer (DCO)/BDE S1 for upload to IPERMS. Finally, DCO/Brigade S1 MUST have authorized official access to IPERMS and the authority and equipment to upload documents into the system. Functional proponents for this message are: USADIP (DAPM-MPP-AD), Fort Knox, KY 40121-5182, Comm. (502) 626-3717; DSN 536-3717, and HRC, TAGD, FSD, Integration (KNOX-HRC-PDF), Fort Knox, KY 40121-5406, Comm. (502) 613-8091; DSN 983-8091. For further information, please contact Ms. Rema Reyes, DHR, MPD, at 655-4510.**

**9. iPERMS DD FORM 93 REPORT ENHANCEMENTS. The Adjutant General Directorate (TAGD) has provided a briefing which provides information on iPERMS reports which have been developed to provide the common visibility at all echelons of DD Form 93 Record of Emergency Data input to iPERMS and visible in the Soldier's Official Military Personnel File. The brief also provides detailed instructions to the field on how commanders or S-1s can obtain the DD93 report for their unit by UIC and by name. Please review this link for more info. https://forums.bcks.army.mil/CommunityBrowser.aspx?id=980949.**

**10. YOUR 2012 FEDERAL VOTING ASSISTANCE PRGRAM (FVAP) ELECTION RESOURCE. The www.FVAP.gov Web Portal is the resource for everything you need this election season. Information on the FVAP and help with the absentee ballot process is available on this portal, or you can call the FVAP at (703) 588-1584 (toll free 1-800-438-VOTE). Email the Program at vote@fvap.gov. Hard copy voting materials such as handbooks, posters and voting forms are available from the USAG-HI Records Holding Area/Forms Center, Bldg. 6042, 1976 Higgins Road, East Range, Schofield Barracks. Hours of operation for forms pickup are Tue/Thu 0900 – 1400. For further information on obtaining voting forms and materials please contact Mr. Don G. Boyer at 656-0334. The Installation Voting Assistance Office is located at the Schofield Barracks Soldier Support Center, Bldg 750, 673 Ayers Ave, Room 103. Email: usaghi.voting@us.army.mil. Phone: 655-7182.**

**11. CHARGING OF PERSONALLY OWNED ELECTRIC VEHICLES ON ARMY INSTALLATIONS IN HAWAII. The numbers of privately-owned electric vehicles on Army Installations in Hawaii is increasing. US Army Garrison - Hawaii has begun discussions with the Army and Air Force Exchange Service (AAFES) about establishing commercial charging stations available for customers to purchase battery charging. We welcome your feedback and input on where charging locations might best serve our population. While we work through the issues around establishing such a service, all Soldiers, civilians and Family members are reminded that it is illegal to use government-procured electricity to charge their personally owned vehicles. It is stealing, and will be treated as such by Law Enforcement personnel and should be by all Army Leaders as well. We welcome your feedback and appreciate your cooperation. For further information, please contact Mr. Bill Lenharr, USAG-HI Operations Officer, at 656-1153 or bill.lenharr@us.army.mil.**

**12. REQUIREMENTS FOR COMMERCIAL SOLICITATION PERMITS. Army Regulation (AR) 210-07 requires a commercial solicitation permit in order to conduct business or sales activity on Army installations (e.g., Avon, Tupperware, household goods, sale of insurance, etc.). No person may enter Army installations and transact business as a matter of right. Permission must first be granted by the Commander, U.S. Army Garrison-Hawaii. Private civilian enterprises or self-employed persons desiring to conduct commercial activity on Army installations must apply in person at the Commercial Solicitation Office, Directorate of Family and Morale, Welfare and Recreation (DFMWR), 350 Eastman Rd, Wheeler Army Airfield, M - F, 0800 - 1200; 1300 - 1600. Applications are handled by appointment only. FAMILY MEMBERS OF ACTIVE DUTY SOLDIERS residing in government quarters who are requesting to operate a home-based business must submit a formal request through the appropriate Community Center. For more information, please contact Ms. Kristy Balli, DFMWR at 656-0083, or kristy.l.balli.naf@mail.mil.**

**13. REQUIREMENTS FOR PRIVATE ORGANIZATION APPROVALS. Private organizations or individuals desiring to establish a private organization on a military installation are required to obtain the approval of the Commander, U.S. Army Garrison-Hawaii. Once established in accordance with Army Regulation (AR) 210-22, these organizations are required to submit selected documentation (e.g., meeting minutes, financial statements, audits, federal and state tax exemption, liability insurance, etc.) on a quarterly basis. Failure to submit the required documents may result in withdrawal of the operating permit. Private organizations are reminded of the State of Hawaii tax exemption requirement (Form G-6) which should be forwarded with all other documentation. The hours of operation for Private Organization Approval Notice appointments will be M - F, 0800 - 1200; 1300 - 1600, appointments only. For more information, or to make an appointment, please contact Ms. Kristy Balli, DFMWR, 350 Eastman Rd. Wheeler Army Airfield, at 656-0083 or Kristy.balli.naf@mail.mil.**

**14. MORALE, WELFARE AND RECREATION UNIT FUNDS. A unit fund is a non-appropriated fund activity of the USAG-HI Installation Morale, Welfare and Recreation Fund (IMWRF) established to provide monetary support and enable unit commanders to supplement available appropriated funds (APF) for providing morale support to unit military personnel. Unit funds are intended to contribute to the comfort, pleasure, contentment, mental and physical welfare of the unit Soldiers and must be used for the benefit of all members within the unit. Allocation of all unit funds is based on a ceiling determined by the USAG-HI IMWRF, approved by the Installation Community and Family Program Review Committee (ICFRC), and the USAG-HI Commander. Unit funds are distributed and expended annually, based on requirements. All unexpended balances revert back to the IMWRF at the end of each fiscal year (30 September). No unit owns or controls interest in the Installation MWR Funds. Petty Cash & Regular Unit Fund Withdrawals are available from the Directorate of Family and Morale, Welfare and Recreation, NAF Support Management Division Office, 350 Eastman Road, Wheeler Army Airfield from 0800 - 1600 (closed for lunch 1200 – 1300); walk-ins are permitted, but calling ahead for availability is recommended. For further information, please contact Ms. Sonya Oshiro at 656-0088, or sonya.a.oshiro.naf@mail.mil.**

**15. GREEN TO GOLD PROGRAM. The Green to Gold Program is seeking quality soldiers with officer potential who are interested in going to college to earn a baccalaureate or master's degree. Soldiers must have served at least two years on active duty and are allowed to request discharge from active duty (Scholarship Option to include the CG's Hip-Pocket Program and Non-Scholarship Option) or remain on active duty (2YR Active Duty Option), and enroll in Army ROTC to commission as a second lieutenant. Soldiers can enroll in one of the more than 270 schools in the nation with an Army ROTC program. College students that attend Army ROTC in Hawaii have the unique opportunity to attend one of several universities (the University of Hawaii at Manoa, University of Hawaii West Oahu, Hawaii Pacific University, Chaminade University or Brigham Young University, Hawaii). Regardless of the academic institution you choose, you have the ability to cross-enroll in military science through the University of Hawaii at Manoa. Check the Green to Gold website for complete benefits, eligibility requirements, and the appropriate applications at:**

**http://www.goarmy.com/rotc/enlisted_soldiers.jsp. Interested soldiers can also attend a Green to Gold Information Brief held at the Schofield and Tripler Education Centers on the last Wednesday of every month. For more information: Call CPT Jesus Cruz or Mr. Dave Sullivan at the University of Hawaii Army ROTC "Warrior" Battalion, 808-956-7766 or email gblt@hawaii.edu.**

**16. COMMANDERS – GOT RISKS? (Updated 7/2/12.) The Army Substance Abuse Program's Risk Reduction office offers the Unit Risk Inventory (URI) Assessment, a 53-item questionnaire which assesses a unit's propensity for risk in 14 areas deemed high-risk to include: alcohol and other drug use, unit cohesion, suicide, financial problems, army environment, self perception and relationships. Results of this survey provide a picture of the unit's self-reported high risk behaviors. Surveys can be given to any Army Hawaii unit, as long as 60% of the assigned strength is present. Commanders can request a URI during Change of Command or annually. To schedule a survey for your unit, please call the Risk Reduction Team at 655-0996.**

**17. COMMANDER'S REFERRAL PROGRAM. Commanders and First Sergeants can approve up to $1,500 of Basic Living Expenses for their Soldiers through Army Emergency Relief. AER offers an essential training course that Commanders and First Sergeants must attend before approving AER Command Referrals. For further information and to schedule a time to attend desk-side training, please contact Ms. Jackie Torres, Army Emergency Relief Officer, at 655-4227 or email Jacqueline.torres1@us.army.mil. All Commander Referral AER requests will be turned in between 0730 – 1300 each day, M – F. All requests will be processed for pickup between 1400 – 1530 the same duty day. Any requests turned in after 1300 will be processed the following duty day for pickup between 1400 –1530. DA FORM 1103 Application for Army Emergency Relief (AER) Financial Assistance has been replaced by AER Form 700 – Application for Army Emergency Relief (AER) Financial Assistance and AER Form 600 – Commander's Referral Program – Application for Army Emergency Relief (AER) Financial Assistance.**

## K. USAG-HI PUBLICATIONS, FORMS AND RECORDS

***[USAG-HI Command Correspondence, Publications and Command Forms are posted to the Directorate of Human Resources (DHR) USARPAC Theater Portal at***
***https://portal.usarpac.army.mil:36000/imcom-pacific/Garrisons/Hawaii/hiHROffices/USAGHIPUB/default.aspx.***
***For further information, please contact the USAG-HI Forms and Publications Control Officer at 656-0334.]***

**1. NEW USAG-HI PUBLICATIONS/COMMAND CORRESPONDENCE AND RELATED DOCUMENTS.**
***[No new documents issued.]***

**2. RESCINDED PUBLICATIONS/COMMAND CORRESPONDENCE.**

***[No publications rescinded.]***

**3. CONTACT FOR COORDINATION OF USAG-HI PUBLICATIONS. All Directorates and tenant organizations are reminded that the contact for coordinating the review, approval and publication of all USAG-HI numbered publications (Regulations, Memorandums, Circulars, Pamphlets, SOPs, Supplements and Policy Memoranda) as well as Memorandums of Agreement and Delegation of Authority Memoranda is the USAG-HI Forms and Publications Control Officer, Mr. Don Boyer, Directorate of Human Resources (DHR), Administrative Services Division (ASD). Completed publications are posted to the USARPAC Theater Portal for Human Resources. USAG-HI-generated command and local forms are also coordinated through this office. Call Mr. Boyer at 656-0334 or email don.g.boyer@us.army.mil for further information.**

**4. TRANSFER OF FISCAL YEAR 12 FILES AND CY 12 FILES TO RECORDS HOLDING AREA (RHA), BLDG. 6042, EAST RANGE. Units/Organizations having eligible records/files ready for transfer to the RHA are reminded that contents in boxes will conform exactly with the accompanying SF 135-A (Records Transmittal and Receipt). SF 135s require review and approval by the appropriate command records management officials (RMOs) as prescribed in AR 25-400-2, Army Records and Information Management System (ARIMS), 02 Oct 2007. Only eligible records IAW ARIMS will be accepted at the RHA for temporary storage. The RHA does not have extensive shelving space and only prescribed records in ARIMS will be accepted; all others will remain in their current filing areas until ready for disposal by the proponent. Records Management Officers will ensure that records and files are properly arranged and packed in boxes in accordance with AR 25-400-2 prior to shipment to the RHA. All printing on the outside of the boxes will be neatly written. Records will be packed in shipping boxes, NSN 8115-00-117-8249 only. Boxes may be procured from the General Services Administration (GSA) at Schofield Barracks or Hickam Air Force Base. Before any records can be accepted at the RHA, the Directorate of Human Resources, Administrative Services Division requires a signed Memorandum of Agreement (MOA) between the proponent office and DHR stating that the expense to destroy records will be the responsibility of the proponent as will providing the necessary manpower to complete the shelving or removal process. Other details may be required. Arrangements for turning in records to the RHA, for records disposal and for developing the required MOA requires prior coordination by telephone or email with the USAG-HI Records Manager, Ms. Anna Tarrant at 655 - 5033.**

**5. POINT OF CONTACT FOR PUBLICATIONS AND BLANK FORMS ACCOUNTS. Organizations and units maintaining publications accounts in accordance with DA PAM 25-33, "User's Guide for Army Publications and Forms" are reminded that the point of contact for all actions involving new publications accounts, changes to accounts and closing of accounts is the USAG-HI Forms & Publications Control Officer, Mr. Don Boyer, Directorate of Human Resources (DHR), Administrative Services Division (ASD), at 656-0334, or email don.g.boyer@us.army.mil. All DA Form 12-R, "Requests for Establishment of a Publications Account," must be forwarded to Mr. Boyer for review and approval prior to submission to the Army Publishing Directorate (APD), St. Louis. Forms submitted to APD directly are returned without action by APD, which will delay establishing an account or correcting problems. For further information, please contact Mr. Boyer at the number above. Information on mailing addresses for publications accounts and establishing an account when preparing for deployment are covered in the items below. Once an account is established, units may order publications from the APD website at www.apd.army.mil.**

**To obtain sensitive blank forms not available through the Army Publishing Directorate (APD) website, units will need to establish a "local" publications account with the Records Holding Area/Forms Center (RHA/FC) at Bldg. 6042, 1976 Higgins Rd., East Range, (656-0334). Please be aware that the RHA/FC does no longer stocks publications of any kind, medical record forms or other medical forms. Medical-related forms and publications can be obtained from the Tripler Army Medical Center (TAMC) via Mr. John Berry at 433-6071. All publications are obtained from the Army Publishing Directorate via unit publications accounts. (Also see the "Forms Acquisition" notice below.)**

**6. DUPLICATION OR PRINTING OF PUBLICATIONS. Publications that are downloadable from the Army Publishing Directorate website requiring duplication in quantity by organizations/units shall be done through the Defense Logistics Agency (DLA) Document Services Office. Publications will not normally be printed via commercial local printing sources. (Use of such sources without first consulting with the Document Services Office could be considered and unauthorized procurement.) For information on document production, please contact Ms. Gloria Gonzales, DLA Document Services Office, Bldg. 2038, Schofield Barracks, at 655-1400. Small documents may be reproduced on unit copy machines when such use does not exceed the limitations of the copy machine or its monthly usage quotas. For further information, please contact the USAG-HI Forms and Publications Control Officer, Mr. Don G. Boyer at 656-0334.**

**7. POINT OF CONTACT FOR ACCOUNTABLE FORMS. Organizations needing accountable forms should contact the USAG-HI Forms and Publications Control Officer, Mr. Don G. Boyer, at the Directorate of Human Resources, Administrative Services Division, Records Holding Area/Forms Center, Bldg. 6042 East Range, Schofield Barracks. For further information, please call 656-0334 or email don.g.boyer@us.army.mil.**

**8. PUBLICATIONS AND BLANK FORMS ACCOUNT MAILING ADDRESS REQUIREMENTS. The U.S. Army Publishing Directorate (APD) in St. Louis has been having problems with delayed, returned or undeliverable publications shipped to Hawaii Army Publications Account holders. This is due in large part to deployments, the continual shifting of units between various buildings and offices here in Hawaii and also to many building locations on Schofield Barracks and Fort Shafter not ever having had specific street addresses. This has resulted in considerable wasting of funds that should not be occurring in these times of tight fiscal responsibility. To assist with resolving this problem, all Army units and Directorate offices with publications accounts must check**

**their addresses on the USAPA Publications Account website, http://www.apd.army.mil, and ensure their shipping address follows the format below:**

> **Line 1: Unit Name (or CDR, Unit Name)**
> **Line 2: Bldg. Number/Street Name (with street number, if assigned, e.g., "Bldg. 600, 148 Curtis Loop"; if there is no number, then the street name is sufficient, i.e., "Bldg. 600, Curtis Loop".)**
> **Line 3: Schofield Barracks, HI 96857 - 5000 (or Fort Shafter, etc.)**

**All units and offices requesting new publications accounts can check the validity of their addresses via the U.S. Postal Service website at http://zip4.usps.com/zip4/welcome.jsp. You can enter an address and have the system scan the address. If the USPS system accepts the address, it is acceptable as a shipping address for publications. Use of Mail Stop Numbers is NOT needed for these addresses. New accounts are required to use this verification system prior to submitting a DA Form 12-R (Request for Establishment of a Publications Account) for approval.**

**All changes to current addresses listed in the APD system require submission of a "change" DA Form 12-R to APD via the USAG-HI Forms and Publications Control Officer, Mr. Don G. Boyer, at the Directorate of Human Resources (DHR), Administrative Services Division (ASD). This includes updating email addresses, phone numbers, names of unit publications contacts, etc. when there is any change. Questions or concerns on this subject should be addressed to Mr. Boyer at 656-0334. You may also reference the Military Postal Service Agency for further guidance on addressing.**

**9. PUBLICATIONS AND BLANK FORMS ACCOUNTS FOR UNITS DEPLOYING OVERSEAS. Army Units that are deploying overseas or are already deployed are required to set up a "V" Publications and blank forms account with the European Command to use while deployed. Establishing this overseas account can be started up to 60 days prior to deployment to accommodate the fact that some units will not have fax or scanning capabilities once deployed; as soon as you arrive in country you can contact the proper office to activate the account. The website to use is https://aepubs.army.mil/ae/public/aepubs_main.asp (underscore between "aepubs" and "main"). Click on the FAQ tab on the left, then click on question #3 and answer "no" and click "Submit." Within 2 working days of submitting a DA Form 12-R as shown above, the unit publications manager will receive account information that will allow him or her to establish subaccounts, subscriptions, a library, and a forms maintenance list. Once deployed, the publications manager must contact the USAPDCE Customer Service Desk, customer.service.aepubs@eur.army.mil, to provide the deployed official mailing address, unit telephone number, and official email address if different than the email address already provided. Once this information is received, the account will be activated within 5 work days, and the publications manager will be able to order publications and blank forms while deployed. If you have any questions or need additional assistance, contact the USAPDCE Customer Service Desk: DSN: (314) 384-6881/82/83/84 or Commercial: (49) 0621-730-6881/82/83/84. The new Army In Europe Publishing System (AEPUBS) Account Management Guide governing overseas accounts is available from the Army Publishing Directorate website at www.apd.army.mil.**

**Deploying units may have their current (local) Publications Account remain active IF the unit will have a Rear Detachment that will need forms or publications while the unit is deployed. Rear Detachments can only order forms and publications for themselves, NOT for the deployed portion of the unit. Otherwise, the local Publications Account should be frozen or closed until the unit returns. Deployed units MUST receive all their publications, including blank and sensitive forms, from their overseas publications account, and will need to coordinate with USAPDCE for all publications needs. Also, units preparing to deploy cannot "stockpile" forms or publications through requisitioning forms at the Records Holding Area/Publications Center, East Range, prior to deployment. Establishing an overseas account prior to deployment obviates the need for such actions. Prior to returning from deployment, units can close their "V" account and reestablish and account locally. Publications or blank forms received from the European Command while deployed overseas, should not be returned to the office of issue. Excess Forms, Pubs, etc. should be brought back with the units to their main HQs in CONUS.**

**Note that deployed units preparing to return to CONUS have 90 days to order and receive sensitive forms in quantities needed for issuance to their Soldiers upon return to CONUS. These are items such as DA 4980-12 (Meritorious Service Medal), DA 4980-14 (Army Commendation Medal), DA 4980-18 (Army Achievement Medal), DD-714 (Meal Card Control Book), promotion certificates and other accountable or sensitive forms that will be need to be issued in quantity upon return from deployment. The USAG-HI Forms Center only has limited quantities of these forms available per month and cannot cover large quantity needs without advance planning.**

**For further information, please contact Mr. Don G. Boyer, USAG-HI Forms and Publications Control Officer, DHR, ASD, at 656-0334.**

**10. FORMS ACQUISITION, USAG-HI RECORDS HOLDING AREA/FORMS CENTER (RHA/FC). Sensitive and high-use forms can be obtained from the Directorate of Human Resources RHA/FC, Bldg. 6042, 1976 Higgins Rd., East Range. Entrance to the forms center is at Door #2, north side of the building. Procedures for obtaining forms are as follows:**

**a. All unit publications NCOs need to ensure that a DA Form 1687 (Notice of Delegation of Authority – Receipt for Supplies) is maintained for their unit with the unit's RHA/FC account number and is up to date when sending Soldiers to obtain forms. Updated copies should be provided to the RHA/FC Manager whenever there are changes. Individuals coming to the RHA/FC for forms must be listed on the appropriate DA Form 1687.**

**b. Soldiers picking up forms must have a completed DA-17, Requisition for Blank Forms/Publications, listing the required items, (to include both form title and form number) and quantities of each desired. A complete listing of forms by number and title is CRITICAL to our providing quality service to Soldiers. Please call beforehand if possible to ensure the needed forms are actually available – a list of the 165 forms currently stocked at the Forms Center is available upon request. Out of stock items can be ordered at that time if needed.**

**c. Soldiers should be aware that many forms are restricted by the form proponent as to the number of copies that can be ordered at any one time and that the RHA/FC has limited control over quantities ordered. Normally, quantities requested by units should be restricted to the minimum amount needed for one to two month's operations. We can make requests through the Army Publishing Directorate for increases in quantities if the need is justified and documented by the end user, but it remains within the authority of the form proponent to approve or disapprove quantities issued. For more information, please contact Mr. Don G. Boyer, USAG-HI Forms and Publications Control Officer, DHR, ASD, at 656-0334.**

**11. USE OF NON-RESIDENT VEHICLE CERTIFICATES (CITY AND COUNTY OF HONOLULU FORM CS-L (MVR) 50 (Updated 5/23/12).**

***UPDATE TO QUALIFICATIONS FOR NON-RESIDENCY FORMS. The City and County of Honolulu Department of Motor Vehicles has extended the qualifications for use of the non –residency form to register vehicles with the State of Hawaii. Under current guidance, active duty Army personnel assigned to a Hawaii Army unit who are RESIDENTS of the State of Hawaii now qualify to register ONE non-commercial vehicle using the non-residency form. Cost is $72.50. This cost-savings is limited to only one vehicle, whereas non-residents may register all their qualifying vehicles. Use of the Non-Residency Form for this purpose will continue until the State of Hawaii issues a form specific to this registration requirement.***

**Soldiers not residents of the State of Hawaii can waive the weight tax due on their privately-owned vehicles when registering their vehicles at one of the City and County of Honolulu licensing centers located at the Satellite City Halls (a nominal processing fee will be charged). This does not apply to leased vehicles and vehicles registered in a dependent's name only. The City and County of Honolulu Form CS-L (MVR) 50 is used for this waiver process and must be an original document (to include the information and signatures). Photocopies of the forms will not be accepted at the DMV offices. City and County of Honolulu regulations require that individuals who are signing the form on behalf of an active duty Soldier must have a completed Power of Attorney submitted with the form. The Power of Attorney must be an original or notarized document (No copies) and must have valid dates.**

**If the applicant is also the commanding or personnel officer of a unit, they cannot certify their own non-residency form; they must have a unit senior certify their form. Active duty Soldiers must go to their S-1/Personnel and Administrative Center (PAC) to obtain the forms. ALL PERSONNEL ARE REMINDED THAT ONLY ACTIVE DUTY ARMY PERSONNEL ASSIGNED TO A HAWAII ARMY UNIT AND THEIR QUALIFYING SPOUSES MAY USE THESE FORMS. ISSUANCE OF THESE FORMS SHOULD BE CONTROLLED AND RECORDED TO ENSURE NON-QUALIFIED PERSONNEL ARE NOT ACQUIRING THESE FORMS. Units not structured under a PAC should report to the administrative office that dispenses these responsibilities.**

**Units/Organization S-1 or Administrative offices must obtain these forms from the Records Holding Area/Forms Center, Bldg. 6042, East Range (656-0334). Due to the sensitivity of these forms, and the potential for misuse, they will not be forwarded through mail distribution. It is the responsibility of the 1SG, PAC NCOs, Administrative NCOs and Adjutants to ensure that Staff Duty Officers/NCOs individually sign and issue these forms to members assigned to their units. Receiving Soldiers/Spouses should complete and sign the form in the presence of the approving official. Blank forms or blank pre-signed forms should not be issued at any time.**

**The Standing Operating Procedures for Use of the City and County of Honolulu Non-Residency Form was approved on 22 September 2011 and will be handed out to all those picking up Non-Residency Forms and is available on the DHR USARPAC Theater Portal at https://portal.usarpac.army.mil:36000/imcom-pacific/Garrisons/Hawaii/hiHROffices/USAGHIPUB/default.aspx. Requirements of this SOP are mandatory for using units and Soldiers/qualifying spouses.**

**All G/S-1 offices and PACs should have copies of this SOP and ensure widest distribution to Soldiers/spouses as needed. The intent of the SOP is to ensure that all offices handle the form in a consistent manner and that the forms are properly completed so that Soldiers are not inconvenienced at the DMV by having a form refused. This will also assist the Hawaii DMV in providing quality service to their military customers. Provisions of the SOP are mandatory.**

**It is the responsibility of unit G/S-1s or PACs to obtain and issue these sensitive forms and maintain the records of control and issuance. The Directorate of Emergency Services, Vehicle Registration Offices do not stock or issue these forms. The PAC NCOs/Adjutants can obtain supplies of these forms from the Records Holding Area/Forms Center, Bldg. 6042, East Range, Schofield Barracks, at 656-0334 (Tuesdays and Thursdays only, 0900 – 1400). For waiting families or unaccompanied spouses who are unable to obtain the form from a unit G/S-1 or PAC, Non-Residency Forms can be obtained from the Army Community Service (ACS) Relocation Program Manager's Office, Bldg. 2091, Schofield Barracks. Please contact Ms. Charlyn Sales, ACS, at 655-4227 for more information. See the SOP for the qualifying requirements for obtaining a form from the ACS office.**

**Because the Honolulu DMV offices all have large workloads, it is strongly recommended that personnel go to these offices before 1300 to ensure getting through the line and not be turned away before these offices close at 1600.**

**For further information on Non-Residency forms, please contact Mr. Don G. Boyer at 656-0334.**

## L. ARMY CAREER AND ALUMNI PROGRAM (ACAP)

**1. ARMY CAREER AND ALUMNI PROGRAM (ACAP) NEW ON-LINE SERVICES FOR SEPARATING PERSONNEL. New ACAP on-line services are available for separating Soldiers to complete the automated mandatory pre-separation briefing and DD Form 2648/2648-1. Commanders and separating Soldiers should visit the ACAP Homepage at www.acap.army.mil or contact the ACAP Center at 655-1028, or Ms. Charlene Shelton, USAG-HI, DHR, at 655-8945 for more information.**

**2. ARMY CAREER AND ALUMNI PROGRAM (ACAP) FOR SEPARATING PERSONNEL. All separating military personnel are required by Public Law 107-103 to complete a DD Form 2648/2648-1 (Pre-separation Counseling Checklist) NLT 90 days from their anticipated separation date. The DD Form 2648 is a required document in 201 files upon reporting to the Transition Center. Retirees can begin ACAP 24 months and normal ETS can begin NLT 12 months from anticipated retirement/separation date. All chapter cases (MEB, involuntary, voluntary) and REFRAD should begin as soon as possible. No orders are required. Completion of the Pre-separation briefing and DD Form 2648 does not obligate a Soldier to leave the Army. Spouses are eligible to use ACAP services and are encouraged to participate in transitional planning. For further information, please contact the ACAP Center at 655-1028 or Ms. Charlene Shelton USAG-HI, DHR, at 655-8945.**

**The ACAP Center is open Monday, Tuesday, Wednesday & Friday from 0730 – 1600 and Thursdays from 1000 – 1600. The Center is open on training holidays and closed on all federal holidays. Separating personnel spouses and adult family members are eligible to use ACAP services (even during deployment). The ACAP Center is located on Schofield Barracks at the Solider Support Center, 673 Ayers Ave., Bldg. 750, Rm. 134. Visit the ACAP Homepage at www.acap.army.mil for more information or contact the ACAP Center at 655-1028 or Ms. Charlene Shelton, USAG-HI, DHR, at 655-8945.**

**3. ARMY CAREER AND ALUMNI PROGRAM (ACAP) AND DEPLOYING SOLDIERS. Soldiers with less than 180 days from their ETS dates upon redeployment must attend the mandatory Pre-separation Briefing and complete their DD Form 2648 prior to deploying. Completing the DD Form 2648 does not obligate Soldiers to leave the Army. New ACAP on-line services are available for separating Soldiers to complete the mandatory pre-separation briefing and DD Form 2648/2648-1.**

**Spouses are also eligible to use ACAP services while their sponsor is in theater and spouses are encouraged to participate in transitional planning. Unit S1's must identify deploying stop loss Soldiers and require the mandatory Pre-separation Briefing as part of the SRP Level 2 process. Units may contact the ACAP Center at 655-1028 to schedule group Pre-separation Briefings at their respective units prior to SRP Level 2. The ACAP Center is open Monday, Tuesday, Wednesday & Friday from 0730 – 1600 and Thursdays from 1000 – 1600. The Center is open on training holidays and closed on all federal holidays. Visit the ACAP Homepage at www.acap.army.mil or contact the ACAP Center at 655-1028 or Ms. Charlene Shelton, USAG-HI, DHR, at 655-8945 for more information.**

**4. ARMY CAREER AND ALUMNI PROGRAM (ACAP) AND SOLDIERS GOING THROUGH A MEDICAL EVALUATION/PHYSICAL EVALUATION BOARD (MEB/PEB) (Updated 3/22/12). All AC/RC Soldiers going through an MEB/PEB are required to attend Pre-separation briefing at the initiation of the MEB/PEB and complete DD Form 2648 (AC)/2648-1 (RC) and provide a copy of the form to the PEBLO. The installation ACAP Center is the designated agency to provide pre-separation counseling to Soldiers. AC/RC Soldiers assigned/attached to WTB excluding Cadre' who have been referred for an MEB or PEB and have been cleared by medical authority are required to register for ACAP services, receive the mandatory pre-separation counseling (DD Form 2648/2648-1), attend the TAP Employment Workshop (2.5 days), participate in a VA Disability briefing (2 hours) and a VA Benefits briefing (4 hours). Additional ACAP services are available based upon the needs and desires of individual Soldiers. Soldiers should be given maximum time to complete all of their requested ACAP services. New ACAP on-line services are available for separating Soldiers to complete the automated mandatory pre-separation briefing and DD Form 2648/2648-1. Visit the ACAP Homepage at www.acap.army.mil or contact the ACAP Center at 655-1028 or Ms. Charlene Shelton, USAG-HI, DHR, at 655-8945 for more information. The ACAP Center is open Monday, Tuesday, Wednesday & Friday from 0730 – 1600 and Thursdays from 1000 – 1600. The ACAP Center is open on training holidays and closed on all federal holidays.**

**5. ARMY CAREER AND ALUMNI PROGRAM (ACAP) AND DEPT OF THE ARMY CIVILIANS (DACS). Department of the Army Civilians (DACS) experiencing a Reduction in Force (RIF), Base Realignment Closure (BRAC) action and/or retiring from federal service are eligible to use ACAP services and are authorized by Army policy to do so. ACAP helps DACS evaluate their skills, and analyze their abilities to find another federal government position or a good civilian job. ACAP is designed to support DACs – making sure that when they leave the Army they are successful in planning future careers and employment. Job search training and workshops and specialized seminars are available. Go to the ACAP Homepage at www.acap.army.mil or contact the ACAP Center for more information at 655-1028 or Ms. Charlene Shelton, USAG-HI, DHR, at 655-8945. The ACAP Center is open Monday, Tuesday, Wednesday & Friday from 0730 – 1600 and Thursdays from 1000 – 1600. The Center is open on training holidays and closed on all federal holidays.**

## M. MISCELLANEOUS NOTICES

**BULLETIN 12 - 14 5 JUL 12**

**1. ARMY-LEASED COPIERS AND DEPLOYING UNITS. Units that are preparing for deployment are reminded that their office copiers are part of an Army-leased contract and are NOT to be taken on deployment. Units consolidating their rear detachment areas are authorized to have their office copiers relocated free of charge (for a first-time move) by contacting the Network Enterprise Command (NEC) Copier Manager, Ms. Joyce Funai, at 656-0487. As a cost savings measure, office copiers not being used during deployment will be turned in. Units with copier requirements while deployed are encouraged to coordinate with their unit Information Management Officer/Battalion Signal Officer (IMO/BSO) to submit a Capability Request (CAPR) through their Command IMO to the NEC for validation. Deployable-type copiers are available via the Government Purchase Card (GPC) program. For further information, please contact Ms. Joyce Funai, NEC Copier Manager, at 656-0487, email joyce.funai@us.army.mil.**

# SECTION II: UNOFFICIAL

## A. SCHEDULED EVENTS

*[No events currently scheduled.]*

## B. SOLDIER AND FAMILY HEALTH, WELFARE AND RECREATION

**1. ADOLESCENT SUBSTANCE ABUSE COUNSELING SERVICE (ASACS). Worried about your TEEN? The ASACS (Adolescent Substance Abuse Counseling Service) is a voluntary and confidential service for military dependents and their families. All services provided are free of charge to military families. ASACS provides a continuum of care from prevention, to early intervention and outpatient counseling services. Services are targeted to both middle and high school age dependents and are available at either Schofield Barracks, Aliamanu Military Reservation and in several high and middle schools: Leilehua High, Mililani High, Radford High, Aliamanu Middle, and Wheeler Middle School. ASACS clinical services begin with initial assessments that will assist to determine the counseling needs – individual, group and/or family counseling services. All services are individualized per the needs identified and providers are licensed clinicians. ASACS supports teens to reduce risk factors and increase protective factors before any onset of substance use. These prevention services include: counseling sessions for the teen and parents, LifeSkills Training Classes, Transition Support, and other prevention groups and activities to promote a healthy lifestyle, and learn ways to cope with the daily stressors of just being a teen. ASACS provides clinical support to teens and their parents should there be any concern of an alcohol and/or drug related issue. Teens, parents, commanders and other community helpers are welcome to call ASACS to consult on any possible referrals, or would like to seek counseling and prevention services. For further information, or to set an appointment, either stop by or call Ms. Sara Hill at 655-9944/5080, or email Sara.L.Hill14.ctr@mail.mil. ASACS at Schofield Barracks is located in Bldg. 647, 156 Lewis Street and the ASACS at Aliamanu Military Reservation is located in Bldg. 1782, Bougainville Loop.**

**2. EMPLOYEE ASSISTANCE PROGRAM (EAP) INFORMATION. The purpose of the Army Employee Assistance Program (EAP), a job-based program is:**

**-- To help employees in identifying and resolving personal problems that may affect their job performance and well-being.**
**-- To assist management in addressing productivity issues.**
**-- To promote installation work/life/wellness programs.**

**Confidentiality is the corner stone of an effective EAP. Employee confidence in the competence and trustworthiness of the EAP staff plays a key role in program success. The EAP and Army Substance Abuse Program offices are located at: Bldg. 2091, Kolekole Ave., Schofield Barracks, HI 96857. Hours are M – F 0730 – 1600. For further information, please contact Ms. Catherine Heflin, EAP Specialist CEAP, at 655-6047 or Ms. Kathy Marugaki, EAO Coordinator, CEAP, at 655-6046.**

**3. DEALING WITH STRESS OR OTHER ISSUES? Call the Employee Assistance Program Office, Bldg 2091, Schofield Barracks, for help and ideas for dealing with stress or any other issues affecting your job performance. Contacts are Ms. Cathy Heflin, EAP Specialist at 655-6047 or Ms. Kathy Marugaki, EAP Coordinator at 655-6046.**

**4. WORRIED ABOUT PERSONAL RELATIONSHIPS? YOUR MARRIAGE? FAMILY ISSUES? The Tripler Army Medical Center (TAMC) Social Work Department's marriage and family therapists and licensed clinical social workers help military personnel and family members by providing individual, couples and family counseling, and referrals to other services as needed. They can help with communication, conflict resolution, parenting and deployment issues. No referrals are required. Call the Social Work Outpatient Services Clinic at TAMC (2nd Floor, Oceanside, B-Wing) at 433-6606. (The Schofield Barracks Health Clinic has similar services through the Soldier and Family Assistance Center (SFAC)). For further information, please contact Ms. Jan Clark Public Affairs Officer, Pacific Regional Medical Command and Tripler Army Medical Center, at 433-2809.**

**5. MILITARY ONE SOURCE CRISES LINE/THE DEFENSE CENTER OF EXCELLENCE (DCOE) OUTREACH CENTER. The Army must give our Soldiers and family members every opportunity to become aware of the multitude of resources which are available to them. Promoting the Military OneSource Crises Intervention Number and the DCOE Outreach Center Help Line are two ways that Leaders can reinforce the Army's commitment to building resilience, positive life coping skills and well being for our Soldiers and family members.**

**The Army remains committed to make the most of every resource to optimize the health, safety and well-being of its Soldiers, civilians and families. The Military OneSource Crisis Intervention Hotline is a free phone and online service provided by the Department of Defense for Active-Duty Guard and Reserve Service Members (including individual ready reserve members) and their families. Credentialed Consultants offer support and practical solutions 24 hours a day, 7 days a week through phone or online consultation. The Consultant will assess the Caller's needs and provide a referral to Health Care Professionals that can provide face-to-face follow-up counseling. Currently, Soldiers and family members can be provided up to 12 free face-to-face short-tem counseling sessions. Military OneSource can be contacted at 1-800-342-9647 (from the US). Outside the US, dial the country code plus 800-342-9647, or call collect from outside the US at 484-530-5908. TTY/TTD for the Hearing Impaired is 800-346-9188, for Spanish, 1-877-888-0727. The website is http://www.militaryonesource.com.**

**The Defense Center of Excellence (DCOE) Outreach Center Help Line is also available 24 hours a day, 7 days a week. This Help Line is staffed by Consultants who can serve as an authoritative source of information on psychological health and traumatic brain injury issues. This Outreach Center assists service members, veterans and their families gather information and connect with the agencies needed to promote resilience, recovery and reintegration. For more information, please contact 1-866-966-1020 or http://www.dcoe.health.mil/resources.aspx. The HQDA Point of Contact for this information is G1suicide@conus.army.mil. If you have further questions, please go to the following website: http://www.armyg1.army.mil/hr/suicide/default.asp. Further information on the DCOE Outreach Center can be found at http://dcoe.health.mil/default.aspx.**

**6. NATIONAL SUICIDE PREVENTION LIFELINE AVAILABLE. The National Suicide Prevention Lifeline is a free, 24-hour crisis intervention hotline (1-800-273-TALK (8255)) and online service (www.suicidepreventionlifeline.org) provided by the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA). The service is available to anyone in suicidal crisis or emotional distress, to include military members and their families including active duty, guard, and reserve service members, individual ready reserve, and individual mobilization augmentees. Credentialed consultants offer confidential support 24 hours a day, 7 days a week through phone or online consultation.**

**Military OneSource (MOS) http://www.militaryonesource.com provides support, information, and referrals to professionally trained consultants on a wide range of issues - from budgeting and investing to relationships and deployment. Additionally, MOS can assist with arranging up to 12 free, face-to-face, short term counseling sessions for soldiers and family members. MOS contact information: from the U.S., 1-800-342-9647; outside the U.S., (country access code) 800-342-9647 (dial all 11 numbers) or call collect from outside the U.S., 484-530-5908; TTY/TTD, 800-346-9188 (hearing impaired); or en Espanol, 1-877-888-0727. For further information, please contact the Army Suicide Prevention office at g1suicide@conus.army.mil.**

**7. MILITARY ONESOURCE (MOS) COUNSELING SESSIONS AVAILABLE. Military OneSource offers non-medical behavioral health counseling sessions for service members and their families. The counseling sessions apply to face-to face counseling through our Affiliate Providers, Short-Term Solution-Focused Telephonic Consultations, and Online Consultations. Authorization is on a case-by-case basis. For further information, please contact the Military One Source website at www.MilitaryOneSource.com or call 1-800-342-9647. You name it, we can help!**

**8. THE FOCUS PROGRAM RESILIENCY TRAINING FOR MILITARY FAMILIES. FOCUS Announces Services for Army and Air Force Families. During individual family sessions, your family will learn skills to: improve communication; problem solve around family challenges; identify strategies for dealing with deployment reminders; increase family closeness and enhance mutual support. Training services are free of charge to all military families and confidential sessions are available during family-friendly hours. To set an appointment or for more information, please call: (808)-257-7774 or contact Hawaii@focusproject.org.**

**9. SUBSTANCE ABUSE AND THE WORKPLACE: A HARMFUL COMBINATION. USAG-HI is committed to providing a safe, healthy and drug-free working environment and wants to take this opportunity to remind employees about the importance of working drug free to their safety and that of their co-workers. Some of the potential risks and hazards of workplace alcohol and drug use are obvious, particularly those related to safety. Alcohol and drug use can seriously impair judgment and coordination, which can lead to workplace accidents, injuries and even death. And a person does not need to be an alcoholic or drug addict to create safety hazards. For example, someone who still has alcohol in their bloodstream from drinking before they were on the clock may not be in any condition to work safely. But the problems extend beyond safety. Workplace alcohol and drug use can weaken an organization's ability to operate profitably and productively. It is also associated with lower levels of employee morale—not only that of employees struggling with alcohol or drug problems, but also those who work alongside them.**

**Key to preventing these problems is for all employees to understand that there is help for those struggling with alcohol and drug problems. If you (or someone you know) are struggling to work drug free, call 1-800-662-HELP (1-800-662-4357) or visit www.findtreatment.samhsa.gov. Other sources of help are available at www.dol.gov/workingpartners. Soldiers or family members may contact the Army Substance Abuse Program at the Schofield Barracks Health Clinic, Building 673, on the 1st floor by calling 433-8700 for assistance. In addition, the Employee Assistance Program (EAP) provides confidential, short-term counseling and referral services as a benefit to DA civilian employees. Professionally trained EAP staff can be reached at 655-6047/6046. If you have any questions or concerns, please contact Ms. Catherine Heflin, Employee Assistance Program (EAP) Specialist, Army Substance Abuse Program (ASAP) Building 2091, Kolekole Avenue, Schofield Barracks at 655-6047.**

## C. SPECIAL PROGRAMS/OPPORTUNITIES FOR SOLDIERS AND CIVILIANS

**1. INTERESTED IN SPECIAL FORCES? Special Forces Recruiting is looking to find all highly-motivated E3 – E7 and YG 2009 1LTs that are interested in Special Forces. Special Forces are the Nation's elite combat force. To learn how you can become one of the nation's best, please contact our office at (808) 655-4397, (DSN - 315-455-4397) FAX: (808) 655-5808 or you can email us directly at SFHawaii@usarec.army.mil, and you can visit our Facebook page at http://www.facebook.com/USArmySpecOpsRecruiting.Hawaii. Our office is located at the Schofield Barracks Aloha Center, BLDG 690, 3rd Floor, Room 3G. We offer unclassified briefings every Wednesday at 1200 and 1530 at our office. Are you ready? For further information, please contact SFC Randall Howard, NCOIC, at Randall.Howard@usarec.army.mil, or recruiters SFC Aaron Martin at Aaron.Martin@usarec.army.mil, or SFC Noah Burkham at Noah.Burkham@usarec.army.mil.**

**2. INTERESTED IN ARMY CID? Are you interested in a career as a Special Agent (SA) with the United States Army Criminal Investigation Command (CID)? If so, please contact SFC Feiloakitau at the 102nd MP DET (CID) at 808-655-1989. For additional information and prerequisites, please visit www.CID.army.mil.**

## D. SOLDIER/FAMILY/CIVILIAN EDUCATION ASSISTANCE

**1. BASIC SKILLS COURSES SCHEDULED. The 9th MSC Education Services Office has released the schedule for the July – December 2012 Basic Skills Courses. See the flyer attached to the end of this Bulletin for further information and the application form or call the Education Services Office at 438-1600, ext. 3132, 3128, 3293, or 3298.**

**2. PRE-DEPLOYMENT LANGUAGE MATERIALS AND TRAINING: DLIFLC ACTIVATES FREE ONLINE LANGUAGE MATERIALS SHOPPING CART. The Defense Language Institute, Foreign Language Center (DLIFLC) activated its new Language Materials Distribution System (LMDS) website July 1, 2008, making available hundreds of language survival kits and other materials free of charge to deploying service members. To view the shopping cart, go to: https://lmds.dliflc.edu. The website offers Language Survival Kits - pocket size booklets with audio CDs, in over 30 languages, ranging in topics from public affairs, cordon and search, to medical terminology. DLIFLC also offers new Headstart language DVD programs that use cutting-edge technology and computer animation to teach 80-hours of self-paced lessons and are designed to teach survival phrases in Iraqi Arabic, and Afghan Dari and Pashto. Language materials can be viewed, downloaded, and ordered at www.dliflc.edu under the Products tab. You must register and receive DLIFLC account approval before placing your order. Some products are not available for download to the general public. For further information on this program, please contact MAJ Scott Swanson at (831) 242 5376 or email scott.t.swanson@us.army.mil.**

**3. FREE COMPUTER LITERACY TRAINING AVAILABLE. Operation Life Transformed, a 501c Public Charity, is offering free scholarships for computer literacy courses to all active duty military, military spouses, war-wounded caregivers and transitioning vets, included National Guard and Reserves. For more information or to apply for a scholarship please visit http://lifetransformed.org. Fill out the applications forms and all other paperwork and forward to students@lifetransformed.org. For further information on this program, please contact the Military One Source website at www.MilitaryOneSource.com or call 1-800-342-9647.**

**4. TESTING SERVICES. The Schofield Barracks Army Education testing center offers a variety of military tests, such as the AFCT, AFAST, DLPT, DLAB, and TABE. Testing is a great way to enhance skill levels to further career advancement. All Army personnel tests requests require a DA Form 4187 (Personnel Actions Form) command verification approval, and are scheduled by appointment only by contacting the testing center directly. The testing center, located in Bldg. 560, Yano Hall, 2nd floor, is open M – F; hours vary by day. For further information, please call Ms. Wanda El-Orm at 655-9776.**

**5. SCHOFIELD BARRACKS ARMY EDUCATION CENTER (SBEAC) AND FORT SHAFTER/TRIPLER EDUCATION COMPLEX (FS/TEC) REDUCED SERVICES. Until further notice, there will be reduced customer services at the SBAEC and the FS/TEC due to the beginning of a new option-year contract. Effective 18 June 2012, hours will be as follows:**

**SCHOFIELD BARRACKS ARMY EDUCATION CENTER**

| Position | Days | Hours |
|---|---|---|
| Front Desk | Mon – Fri | 0900 – 1700 |
| Computer Lab/Learning Resource Center | Mon – Fri | 0900 – 1650 |
| Testing | Mon – Fri | Varies by day |
| Counseling | Mon – Fri | 0900 – 1700 |
| Schools' Offices | Mon – Fri | 0900 – 1630 |

**FORT SHAFTER/TRIPLER EDUCATION CENTER**

| Position | Days | Hours |
|---|---|---|
| Front Desk | Mon – Fri | 0800 – 1700 |
| Computer Lab/Learning Resource Center | Mon – Fri | 0900 – 1200; 1230 – 1400 |
| Testing | Tue & Thu | 0800 – 1545 |
| Counseling | Mon – Fri | 0800 – 1630 |
| Schools' Offices | Mon – Fri | 0830 – 1630 |

**For further information, please contact Mr. Marvin Castagna, Counselor, at 433-4181.**

**6. SPOUSE TUITION ASSISTANCE AVAILABLE. Great news for our military spouses! Spouse Tuition Assistance (TA) through the Career Advancement Account (ACC) Program is offered for all branches according to the following classifications: legal spouses of military service members with a minimum of one year remaining on Active Duty are eligible for the Program. This includes spouses of active duty service members, Coast Guard deployed with the Navy, Active/Guard Reserve (AGR), and Reserve Component service members (Guard and Reserve) called to active duty for a year or more. TUI University's spouse program is 6 + 2, meaning, spouses**

will take six classes using TA and receive two free classes for a total of eight classes within a 24 month period. The ACC program is administered by the AI Portal. To familiarize yourself with the website and the program's procedures go to: https://aiportal.acc.af.mil/mycaa. For further information, please check the website at http://www.tuiu.edu or call 1-800-375-9878.

7. CIVILIAN EDUCATION SYSTEM. Transformation of the Army begins with educating the Army's leaders. The Civilian Education System (CES) is a progressive and sequential leader development program that provides enhanced leader development and education opportunities for the Army Civilian Corps (ACC) throughout their careers. Army civilians will become multi-skilled civilian leaders of the 21st Century who personify the warrior ethos in all aspects, from war-fighting support to statesmanship, to business management. Apply today and keep your career rolling. Courses are available for all grades. Some courses consist of only dL and can be accessed from your workstation. Please go to the Army Management Staff College (AMSC) homepage: http://www.amsc.belvoir.army.mil. Be sure to open the tab "Academics" to review the specific courses available to the ACC. If you've already completed the courses or received credit, this information may not apply. For further information, please contact the AMSC Website, Registrar's Office, at amscregistrar@conus.army.mil or (703) 805-4461.

8. EDUCATION CENTER ASSESSMENTS OF CIVILIAN TRANSCRIPTS. Hawaii's Army Education Center personnel will be happy to assist Soldiers in assessing civilian education transcripts for promotion points, OCS, and other requirements; however, we will only accept OFFICIAL transcripts, copies of OFFICIAL transcripts, OFFICIAL grade reports or copies of OFFICIAL grade reports. Soldiers who will be requiring these assessments need to plan ahead to ensure they have the proper documents in hand prior to coming to the Education Center(s) to request these assessments. For further information, please contact the SBEAC Receptionist's Desk at 655-0800.

9. ARMY CONTINUING EDUCATION SYSTEM (ACES) LEARNING RESOURCE CENTERS/COMPUTER LABS (LRC/CL). The ACES in Hawaii operates two LRCs/CLs, one at the Schofield Barracks Army Education Center (SBAEC) in Bldg 560, Yano Hall, 2d Floor, and one at its education sub-center located in the Ft. Shafter/Tripler Education Complex (FS/TEC), Bldg. 102, at the Tripler Army Medical Center. The hours of operation for the LRC/CL at the SBAEC are Monday – Friday, 0800 – 1700, and Monday – Friday, 0900 – 1200 and 1230 – 1400 at the FS/TEC. Both facilities are available for use by Soldiers, adult family members, and other eligible users. For further information, call 655-0407 (SBAEC) or 433-4159 (FS/TEC).

10. NATIONAL TESTING CENTERS. In partnership with military education centers on Oahu, Hawaii Pacific University (HPU) has established five on-base National Testing Centers located at Hickam AFB, Pearl Harbor Naval Station, Kaneohe Marine Corps Base, Fort Shafter/Tripler Education Complex and the Schofield Barracks Army Education Center. These centers offer all 34 e-based CLEP exams, and results are available as soon as an exam is completed. Exams are free to all active-duty military service members, reservists, Coast Guard, National Guard and spouses and civilian employees of the Air Force Reserve, Air National Guard, Army National Guard, Army Reserve and Coast Guard. Active-duty family members, military retirees, and DOD civilians are also eligible to take the exams at a cost of $90 each (a $40 savings over taking a paper-based exam.) HPU also offers 37 DSST exams, which are free for anyone who is funded for CLEP exams. DOD civilians may take these exams at a cost of $90 per exam. Additionally, HPU offers computer-based certification exams, such as NREMT, AMT, PTCB, CompTIA, Cisco and many others to on-post/base service members. The exam prices vary by exam and eligible personnel have the opportunity to be reimbursed for licensure and certification tests under the Montgomery GI Bill. A full listing of exams available at all HPU military testing sites may be viewed at www.pearsonvue.com/military/exams. Exams are given on Mondays and Wednesdays at Hickam AFB, Tuesdays and Thursdays at Pearl Harbor, Tuesdays and Fridays at Schofield Barracks, Thursdays at Kaneohe Marine Corps Base and Fridays at the Fort Shafter/Tripler Education Complex. You can schedule exams by e-mailing the name of the exam, location, time and date desired to mcp_clep@hpu.edu. (mcp [underscore] clep, etc.). For additional information, please call Mr. Dave Terry at (808) 543-8056 or email dterry@hpu.edu.

11. NATIONAL TESTING CENTER (NTC) HOURS (Updated 3/12/15). The NTC hours of operation at the Schofield Barracks Army Education Center are Tuesdays, 0800 – 1800, with the last exam beginning no later than 1630, and Fridays, 0800 – 1330, with the last exam beginning no later than 1330. For further information, please contact the Hawaii Pacific University at (808) 687-7024/7025.

12. 9TH MISSION SUPPORT COMMAND (MSC), EDUCATION SERVICES OFFICE WEELY SCHEDULE. Please see the flyer attached to the end of this Bulletin for the College Representatives Weekly Schedule for MSC. For further information, please contact Mrs. Judith F. Champaco, MESI Contractor, Admin Services Manager, USAR Theater Support Group, US Army, Pacific, 1557 Pass Street, Fort Shafter at 438-1600, ext. 3298 or judith.f.champaco.ctr@mail.mil.

13. AMERICAN MILITARY UNIVERSITY (AMU) REPRESENTATIVE (Updated 3/12/2012). Mr. Chuck Alsleben, the AMU representative, now has office hours at the SBAEC, Bldg. 560, Yano Hall, 2d Floor, Room 202 on Wednesdays and Thursdays from 0900 – 1500. For more information, please contact Chuck at (808) 384-7172 or by e-mail at calsleben@apus.edu.

14. UNIVERSITY OF PHOENIX (UOP) ONLINE REPRESENTATIVE AVAILABLE. Ms. Christine Bush, the University of Phoenix (UOP) online representative, visits the Schofield Barracks Army Education Center (SBAEC), Bldg. 560, Yano Hall, 2d Floor, Rm. 216, on Fridays from 0900 – 1500. Ms. Bush may also be reached at (808) 352-6290. For further information, please contact Ms. Chrissy A. Morris, Director, SBAEC, at 655-4444.

15. COASTLINE COMMUNITY COLLEGE. California Community College is an LOI (Letter of Intent) school in GoArmyEd offering online and non-online courses toward associate degrees. Only 12 credits are required for residency, with no application or enrollment fees. Visiting school representatives are: Schofield Barracks on Fridays 0830 – 1430, contact Ms. Gloria Lawson at email

glawson@coastline.edu or call (808) 222-9179. Tripler Army Medical Center on 2nd and 3rd Mondays, 1000 – 1300. Army Reserve Center at Ft. Shafter Flats each Thursday (except 1st week of the month) 1100 – 1300, contact Ms. Ann Choi at achoi@coastline.edu or (808) 675-8954. See http://military.coastline.edu and click on Army. A spouse program also available with reduced tuition and low cost textbooks.

16. UNIVERSITY OF OKLAHOMA (OU) COUNSELOR AVAILABLE (Updated 3/12/2012). Ms. Mary Keller, a counselor for OU, conducts office hours the second Thursday of each month, from 1300 – 1600 at the Schofield Barracks Army Education Center, Bldg 560, Yano Hall, 2d Floor, Rm. 202. Anyone who is interested in OU's graduate programs may call Ms. Keller at (808) 449-6364.

17. ASHFORD UNIVERSITY (AU) COUNSELOR AVAILABLE. Ms. Mary Papillion, a counselor for AU, conducts office hours every Tuesday, from 0900 – 1630, at the Schofield Barracks Army Education Center, Bldg 560, Yano Hall, 2d Floor, in Room 202. Anyone who is interested in AU's programs may contact Ms. Papillon at (808) 354-2555 or by e-mail at mary.papillion@ashford.edu.

18. THOMAS EDISON STATE COLLEGE REPRESENTATIVE AVAILABLE AT SBAEC (Updated 3/12/2012). Ms. Nicole Crouch the Thomas Edison State College (TESC) military counselor, visits the SBAEC, Bldg. 560, Yano Hall, 2d Floor, Room 216, every Tuesday and Wednesday from 0930 – 1330. She may also be reached at (808) 295-3301 or ncrouch@tesc.edu. For further information on TES programs, please visit http://www.tesc.edu/military_programs_home.php or email Ms. Marte to make an appointment.

19. CENTRAL MICHIGAN UNIVERSITY MASTER OF SCIENCE IN ADMINISTRATION PROGRAM AVAILABLE. Central Michigan University Offers a 36 credit hour Master of Science in Administration degree with concentrations in: General, Health Service, Human Resources, International Public Administration, Information Resource Management and Leadership. A degree can be completed in 18 months or less. For further information, call Mr. Jason Sullivan (808) 624-3939, or email schofield.barracks@cmich.edu for more information or to register. Additional information is available from Ms. Ranell Savelio, Program Administrator, Central Michigan University, Tripler Army Medical Center (808) 782-1541, or email hiron1r@cmich.edu.

## E. ARMY CAREER AND ALUMNI PROGRAM ASSISTANCE

1. ARMY CAREER AND ALUMNI PROGRAM (ACAP) TRANSITION ASSISTANCE PROGRAM (TAP) WORKSHOP. In conjunction with the Department of Labor, Veterans Employment and Training Services (VETS), the ACAP Center offers a 2-1/2 day Transition Assistance Program (TAP) Employment Workshop for Soldiers leaving active duty and entering the civilian workforce. Separating personnel must attend the mandatory pre-separation briefing prior to attending the TAP workshop. Spouses are also eligible to attend the TAP workshops. The TAP workshops are held at the ACAP Center on Schofield Barracks, Soldier Support Center, 673 Ayers Ave., Bldg. 750, 1st Floor, Room 134. The ACAP Center hours of operation are 0800 – 1600. The ACAP Center is closed on all federal holidays. For more information visit our ACAP Homepage at www.acap.army.mil. To register and schedule for an ACAP event, visit our new ACAP Express webpage at www.acapexpress.army.mil. For further information, please contact Ms. Charlene Shelton, DHR, at 655-8945.

2. ARMY CAREER AND ALUMNI PROGRAM (ACAP) VETERANS AFFAIRS (VA) BENEFITS AND ENTITLEMENTS & DISABLED TRANSITION ASSISTANCE PROGRAM (DTAP) BRIEFINGS. ACAP will be responsible for scheduling and hosting the VA Benefits Briefings and Disabled Transition Assistance Program (DTAP) Briefings on Army installations. VA briefings are held twice a month at the ACAP Center from 0830 – 1230. Come and learn more about your (VA) benefits and entitlements or learn more about VA Vocational Rehabilitation services. Filing a disability claim? Learn how the Disabled American Veterans (DAV) can assist you by reviewing your medical records and expediting your disability claim. Learn important information about TRICARE before you retire. The ACAP Center is located on Schofield Barracks at Bldg. 750, Soldier Support Center, 673 Ayers Ave., 1st Floor, Rm. 134. Center hours are 0800 – 1600. The ACAP Center is open on training holidays and closed on all federal holidays. For more information on briefing dates visit our ACAP Homepage at www.acap.army.mil. To register and schedule for an ACAP event visit our new ACAP Express webpage at www.acapexpress.army.mil.

## F. SOLDIER/FAMILY EMPLOYMENT ASSISTANCE

1. EMPLOYMENT ORIENTATION. This orientation is the first step to helping you find the job you want! Learn how to prepare for our job search process. Get employment information on federal, state, private sector and staffing agencies. See the reference materials, job listings, computers, etc., available for use at the Army Community Service employment resource area. A company representative may also be attending and speak with spouses on job vacancies. Workshops are held on Fridays, 0900 – 1030 at Army Community Service (ACS), Schofield Barracks. Register on line at http://www.mwrarmyhawaii.com/, or call 655-4227.

2. WORK AND CAREERS WEBSITE. Need help in your job search process? Are you wondering how to market your skills and abilities? Explore the following websites – http://www.militaryspousejobsearch.org and http://www.myarmylifetoo.com – to learn jobs search techniques, resume writing tips, and obtain information on the Army Spouse Employment Partnership. For additional help, please contact the Army Community Service (ACS) office at 655-4227.

## G. SOLDIER/FAMILY FINANCIAL ASSISTANCE

**1. FINANCIAL PLANNING CLASSES. MAKE YOUR MONEY WORK FOR YOU. Army Community Service's Financial Readiness Program offers financial planning classes in such areas as Money Management, Credit, Car Buying, Home Buying, Investing, TSP and Retirement, Identity Theft, Financial Planning for Deployment, Money and Divorce, Understanding Insurance and Financial Scams. Classes are offered at ACS Schofield Barracks or schedule a class of your choice for your unit. For further information, please contact Ms. Robin Sherrod, Financial Readiness Program Manager, at 655-1717 or email at robin.rogerssherrod@us.army.mil.**

**2. FINANCIAL COUNSELING. Army Community Service's Financial Readiness Program provides one-on-one counseling to Soldiers and Family Members. Topics for discussion include credit repair, consumer affairs and complaints, budget/spending plan, identity theft, car and home buying, investing, Insurance, TSP and Retirement. ACS Financial Readiness can assist in remedial, preventive and productive financial counseling. Schedule an appointment to meet personally with an ACS Personal Financial Specialist at 655-4227.**

**[original signed]**
**ROBERT M. STEPHENS, Ph.D.**
**Garrison Director of Human Resources**

**DISTRIBUTION**
**Electronic Media**
**USAG-HI intranet site:**
**https://portal.usarpac.army.mil:36000/imcom-pacific/Garrisons/Hawaii/hiHROffices/Bulletin/Pages/default.aspx**
**NEC internet site: http://www.garrison.hawaii.army.mil/sites/bulletins/bulletins.asp**

# I Need Assistance With...Directory

3 Jul 2012

**SB** = Schofield Barracks
**FS** = Ft. Shafter
**AMR** = Aliamanu Military Reservation
**HMR** = Helemano Military Reservation
**TAMC** = Tripler Army Medical Center
**WAAF** = Wheeler Army Air Field

**Army Community Service**
**Schofield Barracks 655-4ACS(4227) / Toll Free 1-877-406-2148**
**Fort Shafter Outreach Ctr. 438-4ACS(4227) / Survivor Outreach Services 438-4ACS(4227)**
**Soldier & Family Assistance Center 655-7171**

**Military & Family Life Consultant (MFLC) 222-7088**
**Child & Youth Behavioral MFLC**
**SB 228-9160 / 351-4571 / 221-3910 FS 220-7323 AMR 366-4694**

**MWR Website**
**http://himwr.com**

**USARPAC Website**
**www.usarpac.army.mil**

**Military OneSource 1-800-342-9647**
**www.militaryonesource.com**

## EMERGENCY

Military Regional Dispatch Center (RDC) for Military Police, Fire Department or Ambulance
471-7117

Military Directory Assistance
449-7110
Military Operator
449-1110

Tripler Army Medical Center
Emergency Rm 433-6629
Emergency 911

Military Police
SB 655-5555
FS 438-7114
Emergency 911

Fire Department, Federal
471-7117
Emergency 911

American Red Cross
SB 655-4927
TAMC 433-6631
24 Hrs 1-877-272-7337 AER non-duty hrs

Suicide & Crisis Hotline
(808) 832-3100 HI State
Suicide Prevention Hotline
1-800-273-TALK (8255) National
1-800-SUICIDE (784-2433) VA

Victim Advocacy Program
624-SAFE(7233)

## Legal Assistance Office on Post

Power of Attorney, Wills
SB 655-8607 / 08 FS 438-2627
Tax Assistance Office
SB 655-1040 FS 655-1040

## Legal Aid Society

Affordable Lawyers 536-4302

## Installation Access Pass

Installation Access Pass Office
SB 655-1620

## Parenting / Child Care

ACS New Parent Support Program
SB 655-0662 / 40, Bldg 647
Family Advocacy Prevention Ed SB
655-0669 / 13, Bldg 647

Child, Youth & School Services

CYS Parent Central Services
SB 655-5314/8380
AMR 438-1963/833-5393
Kids on Site 655-8628
Child Development Centers
SB 655-7106 HMR 653-0724
SB Peterson 655-1569/1570
SB Bowen 655-5293
FS 438-1151 AMR 833-5102
Family Child Care, SB 655-8373
School-Age Youth Centers
SB 655-6476 HMR 653-0717
FS 438-1487 AMR 833-4932
Middle School/Teen Centers
SB 655-0451 AMR 833-0920
SB Bennett Youth Ctr. 655-0451
Youth Sports
SB 655-6465 AMR 836-1923
SKIES 655-9818

Exceptional Family Member Prog
ACS SB 655-4777 FS 438-1961
TAMC 433-4441

Child & Adolescent Assistance Ctr.
SB 433-2778 ext 363
TAMC 433- 6418 Child Psychiatry
TAMC 433-1323 Child Psychology

## Basic Needs

Military ID Cards / AG ID Cards
http://rapids-appointments.dmdc.osd.mil
SB 655-1272 FS 438-1757

Military Passport / Citizenship
655-7182 www.travel.state.gov

WIC
Wahiawa Office 622-6458
Honolulu Office 586-4761

## Health Care

Tripler Army Medical Ctr. Information Center
433-6661 / 6662 / 6663
Central Appointment System 433-2778
Online services http://www.tricareonline.com

U.S. Army Health Clinic, Schofield Barracks
Online services http://www.tricareonline.com
Dial 433-2778 plus extension number listed
Primary Care
Family Practice Appt ext 12
Family Practice Patient Assistance ext 3111
Family Practice Allergy/Immunization 3113
Pediatrics Appt ext 1, ext 2
Pediatrics Patient Assistance ext 312
OB/GYN Appt ext 3, ext 4
Troop Medical Clinic ext 322
Troop Medical Clinic Annex ext 321
Aviation Medicine Clinic Appt ext 323
Deployment Health Clinic Appt ext 321
Warrior in Transition Clinic Appt ext 331
Specialty Clinics
Acute Care Clinic SB, 433-8850, M-F 7a.m.-8p.m. / S&S 8a.m.-7p.m.
Audiology/Hearing Conservation ext 381
Occupational Health 433-8391
Occupational Therapy ext 351
Orthopedics/Podiatry/Cast Clinic ext 351
Optometry ext 3821
Physical Exam ext 326
Physical Therapy (PT): Main ext 352
Warrior in Transition PT: ext 333
SB Army Public Health Nurse Clinic ext 384
Other Services
Pharmacy (Call-in-Refill ext 301, Dispensing Window ext 302, Clinical Pharmacist in Family Practice 433- 8160)
Laboratory 433-8303
Radiology 433-8355
Customer Relations
SB 433-2778 ext 391
TAMC 433-6336
Health Benefits Advisor:
SB Health Clinic 433-2778 ext 392
TAMC 433-3422
TRICARE
TRIWEST Customer Service 1-888-874-9378
www.triwest.com/OnlineCare

## Financial

Army Emergency Relief (AER)
SB 655-4ACS(4227)
FS 438-4ACS(4227)

Non-duty Hrs AER Emergency:
American Red Cross
1-877-272-7337

Financial Questions
ACS 655-4ACS(4227)

125th Financial Management Co.
Customer Service
655-1244

Defense Military Pay Office
FS 438-1875

## Pets

Veterinary Needs
SB 655-5889 FS 433-2271
Off Post 24 Hr 484-9070

MWR Pet Kennel
368-3456

## Abuse/Neglect

Child Abuse / Neglect Reporting
Military Police
SB 655-7114 FS 438-7114

State Child Protective Services
(CPS) 832-5300

Domestic Violence and
Sexual Assault

24/7 Response 624-7233(SAFE)

Family Advocacy
SB (ACS) 655-4779
SB (Clinic) 433-8579
TAMC 433-6606

## Housing / Relocation

Island Palm Communities (Leased housing on-post)
North Regional Leasing Office 275-3700 (SB, HMR)
South Regional Leasing Office 275-3800 (FS, AMR, TAMC)

Joint Personal Property Shipping Office (JPPSO)
Household Goods Inbound and Outbound 473-7750

DOL Personal Property & Transportation (PP&T)
PCS Household Goods Storage & Outbound Transp. 655-1868, Bldg 750
Deployment Household Goods Storage 655-1868, Bldg 750

ACS Relocation Assistance & Lending Closet
SB 655-4ACS(4227) FS 438-4ACS(4227)

## Schools

HI State Dept of ED.
Central Oahu District
627-7478

USAG-HI School Liaison Office
655-8326

School Behavioral Health Team
TAMC 433-1264

## Marital / Family / Individual

Warrior Behavioral Health Service 433-2778 ext 361, Bldg 687, SB
Concussion Clinic (TBI) 433-8199 ext 37, Bldg 672, SB

SB Family Member Assistance Center 433-2778 ext 362, Bldg 681
SB Child Assistance Center 433-2778 ext 363, Bldg 681, SB

Family Life Chaplain
North Community 655-9355 / Family Life Center 655-6646
South Community 839-2413 / 833-6831

Garrison Chaplain 655-9307
SB Main Post Chapel 655-9307
After Duty Hours Chaplain Reached through IOC: 656-3272

Army Substance Abuse Program (ASAP) Front Desk 655-9113
Prevention Coordinator 655-4655
Installation Biochemical Testing Coordinator 655-0648
ASAP Clinic & Counseling Service 433-8700
Adolescent Substance Abuse Counseling Services 655-9944
Risk Reduction Coordinator 655-0996
Suicide Prevention Program Specialist 655-9105
Employee Assistance Program (EAP)
EAP Coordinator 655-6046 EAP Specialist 655-6047

Families Overcoming Under Stress (FOCUS) 257-7774

# ASAP PREVENTION

## UPCOMING EVENTS

| DATE | TIME | LOCATION | TITLE | TOPIC |
|---|---|---|---|---|
| 02 Jul 12 | 09-1100 | Bldg 2091 | Advanced UPL Course | UPL Re-certification |
| 10-11 Jul | 09-1600 | Bldg 896 | Prime for Life | Prevention Education |
| 23-27 Jul | 09-1600 | Bldg 2091/Bldg 896 | Basic UPL Course | UPL Initial Certification |
| 06 Aug 12 | 09-1100 | Bldg 2091 | Advanced UPL Course | UPL Re-certification |
| 09 Aug 12 | 13-1430 | SGT Smith Theater | ASAP Special Presentation | 365 Days of Summer (Water Safety/Drugs/Alcohol) |
| 14-15 Aug | 09-1600 | Bldg 896 | Prime for Life | Prevention Education |
| 10 Sep 12 | 09-1100 | Bldg 2091 | Advanced UPL Course | UPL Re-certification |
| 11-12 Sep | 09-1600 | Bldg 896 | Prime for Life | Prevention Education |
| 13 Sep 12 | 13-1430 | SGT Smith Theater | ASAP Special Presentation | Suicide Prevention/Drugs/Alcohol |
| 17-21 Sep | 09-1600 | Bldg 2091/Bldg 896 | Basic UPL Course | UPL Initial Certification |
| 01 Oct 12 | 09-1100 | Bldg 2091 | Advanced UPL Course | UPL Re-certification |

Updated: 5 July 2012

POC: johnny.miller5@us.army.mil

# 2012 July – December 2012 Schedule of Basic Skills Program Courses

## July – December 2012 MATH & READING review

## WHAT: 7 ½ weeks review course in math & reading skills by an experienced, professional instructor

Monday & Wednesday Courses are offered:

**2 July – 22 August / 27 August – 22 October / 29 October – 19 December**

WHEN: **All classes are 5:30 pm – 9:30 pm. The present fee is a $10 processing fee (check or money order, no cash) which is subject to change, should be made out to "Dept of Education" and submitted together with the registration form (OVER). Anyone without a military vehicle sticker should obtain one with a special memo from this education office. See OVER.**

WHERE: **U.S. Army Reserve, 9 Mission Support Command (9MSC) Ft Shafter Flats (across from the main Ft Shafter post), bldg. 1550, 1st Floor, Common Area (ocean side) near room 124.**

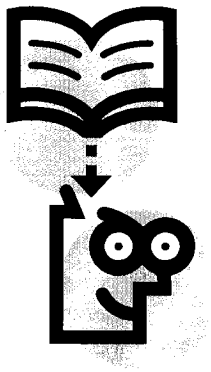
CONTACT: **9th Mission Support Command, Education Services Office, Ft Shafter Flats, Bldg. 1550 Room 124/125/126 Phone 808 438 1600 X 3132, X 3298, X 3293, or X 3128; FAX # 808 438 1379**

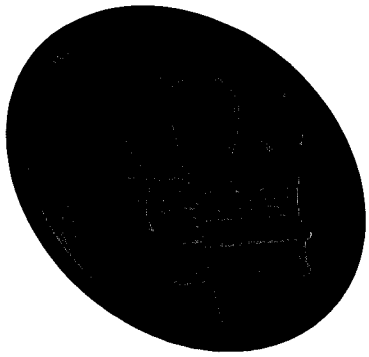
**Email: Basicskillscourse@gmail.com**

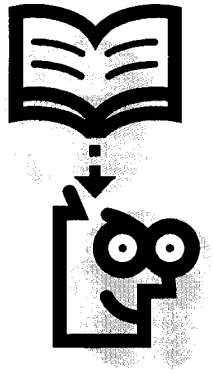
**COMPLETE ENROLLMENT FORM ON REVERSE SIDE.**

**Notice:**

**Open to all: Reserve, Civilians, Family Members, National Guard, Active Duty from all services, DoD personnel, and others who are interested in self-improvement, want to join the service, or prepare for military or civilian schools. Courses are offered by the Dept of Education, State of Hawaii, Moanalua School for Adults in cooperation with the U.S. Army Reserve 9MSC.**







# Basic Skills Enrollment Form for July – December 2012 Classes

**There is a $10 Processing Fee, subject to change, for each course. No cash is accepted; only check or money order made out to Dept of Education. First come, first served.**

1. **Reference is made to AR 621-5, Army Continuing Education System, Soldier Development Program.**

2. **The course is designed as a Basic Skills review of reading and math, open to all: Reserve, Family Members, Civilians in the community, National Guard, and those in other services.**

3. **Recommend:**

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*Rank if military or write Civilian* *Last Name, First, MI* *Last 4 of SSN* *Unit Name if Military*

**Be enrolled in reading and mathematics review course to (select all that apply):**

**___enter the Reserve ___enter active duty military ___raise academic skills for NCOES or College**

**___Raise TA (reenlistment/promotions/change MOS) ___prepare for a job ___Other (state)**

4. **Select a course by marking the appropriate line below:**

**___2 July – 22 August or ___ 27 Aug – 22 October or ____29 Oct – 19 December**

**For DOE Use Only**

**Payment Rec'd by_____Date Rec'd_____**

**Check #_____ Money Order # _____ Checks payable to Dept of Education**

**A fee of $25 is authorized by Act 40-35.5 H.R.S. for returned checks.**

**All classes are from 5:30 pm to 9:30 pm; each 60-hour course requires a non-refundable $10.00 Course Processing Fee per course, subject to change. Enrollees will be notified should the price increase.**

**All classes are held in bldg. 1550, first floor, near room 124, at Ft Shafter Flats, Army Reserve, Hawaii**

**No classes are held on federal holidays. Each course emphasizes math and reading, and are provided by the Moanalua/Aiea Community School for Adults, State of Hawaii in cooperation with 9MSC. If absent, student should contact instructor for missed work at Basicskillscourse@gmail.com**

**Students needing a gate pass should bring a special memo signed by Dr. Wellein to the Installation & Pass Office, Leilehua Gold course ground near the National Guard Armory across from the Wheeler AAF; bring vehicle safety slip, registration, proof of insurance, and ID card/driver's license. POC: 655-1620; pick up service number @ 7:30 am; office hours are 9am – 3pm.**

**Students take a pre/post test to measure academic improvement. Students in the service may take the Armed Forces Classification Test by contacting the Education Center at Tripler: ph 433-6366; prepare a DA form 4187. Those not yet in the service need to arrange for ASVAB testing with their service recruiter.**

**Prior to course start date, complete this registration form, & return it with a check or money order. FAX is 438 1379; PHONE is 438 1600 X 3132, X 3298, X 3293, X 3128.**

**Dr. MARSHA D. WELLEIN**
**Army Reserve Regional Director of Education, Pacific & Asia**

**DEPARTMENT OF THE ARMY**
**US ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION**
**HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII**
**851 WRIGHT AVENUE, WHEELER ARMY AIRFIELD**
**SCHOFIELD BARRACKS, HAWAII 96857-5000**

REPLY TO
ATTENTION OF

0 6 JUN 2012

IMPC-HAW-ZA

MEMORANDUM FOR All Military Personnel, Department of Defense (DoD) Civilian Employees, and DoD Contractors within United States Army Garrison, Hawaii (USAG-HI) Installations

SUBJECT: Installation Real Property Physical Inventory for Schofield Barracks

1. An Office of the Secretary of the Army (OASA) Financial Management & Comptroller (FM&C) team will conduct physical inventories of all real property that includes all sites associated with the installation for USAG-HI. The Physical Inventory Team will perform the inventory from 18 Jun 12 to 13 Jul 12.

2. Members of the Physical Inventory Team are at enclosure. Team members carry Army identification. Team members will be validating a great deal of information to include the following: facility number and type, locations, design and current use, and using organizations. The teams have authorization to enter facilities and take (exterior/interior) photographs of each facility.

3. Give this memorandum widest dissemination.

4. Request your support and cooperation with this effort. Points of contact are Frederick Spielman, USAG-HI Internal Review and Audit Compliance Office, 655-0798 and Horace Purifoy, Directorate of Public Works, 656-8300.

Encl
as

for
DOUGLAS S. MULBURY
COL, IN
Commanding

DISTRIBUTION: A
Electronic Media

CF:
ISO (w/encl)
PAO (w/encl)
DES (w/encl)

**Installation Real Property Physical Inventory Team**

Stefanie Ankle

Candice Baptiste

Rafael Barsoum

Zach Greene

Roy Haskins

Matthew Kaufmann

Leslie Maynard

John Murphy

Raymond Pierce

Tyler Richards

Randolph Stone

Michael Williams

Thomas Wirth

Encl 1

Contributing to the well-being and readiness of our people

# THE US ARMY GARRISON HAWAII EQUAL EMPLOYMENT OPPORTUNITY OFFICE

*presents*

# MANDATORY PREVENTION OF SEXUAL HARASSMENT (POSH)/NO FEAR ACT AND EEO TRAINING

for Civilian Employees/Supervisors
and Military Supervisors of Civilian Employees

**Schofield Barracks:** ***(Sign Language Interpreter will be provided for the employee session on 26 July 2012 at 0830-0930 hours).***

| | |
|---|---|
| 26 July 2012, SGT Smith Theater | 0830-0930 (Employees)<br>1000-1100 (Supervisors)<br>1300-1400 (Employees)<br>1430-1530 (Supervisors) |
| 27 July 2012, SGT Smith Theater | 0830-0930 (Supervisors)<br>1000-1100 (Employees)<br>1300-1400 (Supervisors)<br>1430-1530 (Employees) |

**Fort Shafter:** ***(Sign Language Interpreter will be provided for the employee session on 24 July 2012 at 0830-0930 hours)***

| | |
|---|---|
| 24 July 2012, 9th RSC Hall, Shafter Flat | 0830-0930 (Employees)<br>1000-1100 (Supervisors)<br>1300-1400 (Employees)<br>1430-1530 (Supervisors) |
| 25 July 2012, 9th RSC Hall, Shafter Flat | 0830-0930 (Supervisors)<br>1000-1100 (Employees)<br>1300-1400 (Supervisors)<br>1430-1530 (Employees) |

For additional information, please contact:
Amelia Lazo-Ramos, EEO Specialist;
Janet Baricar, EEO Specialist, at 655-9382.