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 14- 4 20 FEB 2014 EXPIRES 20 AUG 14

SECTION I. OFFICIAL

[OFFICIAL ITEMS CONTAINED HEREIN ARE IN ACCORDANCE WITH AR 25-30.]

A. EMERGENCY/HOTLINE/DUTY OFFICER NUMBERS

EMERGENCY AND HOTLINE 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
DPW HAZARDOUS SPILL HOTLINE	656-1111
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
USARPAC EO	438-2429
TRIPLER ARMY MEDICAL CENTER ER	433-6629
SEXUAL ASSAULT HOTLINE/VICTIM ADVOCACY PROGRAM	624-SAFE (7233)
ISLAND PALM COMM. NORTH (SB, HMR, WAAF)	275-3700
ISLAND PALM COMM. SOUTH (AMR, TAMC, FS)	275-3800
MUNITIONS AMNESTY HOTLINE	656-3000 (SB): 469-2481 (PTA)
ARMY COMMUNITY SERVICE (SB)	655-4227 (FS) 438-4227
ARMY EMERGENCY RELIEF HOTLINE	655-4227
ARMY COUNTERINTELLIGENCE OFFICE, HI	954-5567
SPY HOTLINE (CONUS)	1-800-CALL-SPY
CHAPLAIN (SB)	655-9196
ALIAMANU MILITARY RES.	833-2904
NON-DUTY HRS (ON CALL CHAP.)	217-5959
FAMILY LIFE CHAPLAIN	655-9355
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 EAC	424-3000
USARPAC VOTING ASSIST. ACTION LINE	438-6283
EMPLOYMENT RESOURCE CTR. RECORDER	438-9301/9302
NON-APPROPRIATED FUND JOB HOTLINE	438-3977
USARPAC EO HOTLINE	438-0343
DoD CHILD ABUSE/SAFETY HOTLINE	1-800-336-4592
ARMY RECRUITING INFORMATION	541-1631
INSTALLATION OPS CENTER (WAAF)	656-3272
SOLDIER/FAMILY ASSIST. CENTER (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	655-8194 (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	438-2212 (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, DUE DATES AND FORMAT

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.civ@mail.mil)

1. 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 start dates listed in the notice. The Bulletin is published entirely electronically and is distributed from the Directorate of Human Resources (DHR), Administrative Services Division (ASD) 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 DHR IMCOM 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 USAG-HI PAO website at:
http://www.garrison.hawaii.army.mil/command/documents.htm

2. Submissions to the Bulletin must include specific point of contact information (name and phone number; emails are only used if specifically requested) 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 must defined the first time they are used. New, updated, or revised item headers are highlighted each week, as is updated text if necessary. 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. 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.

C. INSTALLATION HEALTH, SAFETY AND SECURITY

1. SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION (SHARP). The Army Community Service (ACS) flyer attached to the end of this Bulletin now includes SHARP resources and Honolulu Police Department assistance contacts. For further information, please contact Ms. Carren Ziegenfuss at 655-1718 or (duty cell) 808-226-7505.

2. 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://apps.imcom.army.mil/AIRS/. (Select "View Available Courses"; select "Pacific" Region and Garrison "Hawaii"; then select the desired course.)
Six Classes are offered:

a. Motorcycle Basic Rider Course.
b. Motorcycle Experienced Rider Course.
c. Army Traffic Safety Intermediate training for Soldiers under 26 years old.
d. Army Traffic Safety Advanced training for Soldiers over 26 years old.
e. Army Traffic Safety Supervisor training for military and civilian supervisors of Soldiers.
f. 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.

D. CLAIMS OF INDEBTEDNESS

[For complete information on the legal requirements for posting Claims of Indebtedness, please contact the Directorate of Human Resources, Casualty and Mortuary Affairs Office at 655-5124/5144.]

1. CLAIM OF INDEBTEDNESS. The Commander, A Battery, 1st Battalion, 487th Field Artillery Regiment regrets to announce the death of SGT Drew Michael Scobie. 1LT Michael S. Tanaka is appointed as the Summary Court Martial Officer (SCMO) and will settle all claims for or against the estate of SGT Scobie. Anyone owing money or having a just claim for or against the estate of SGT Scobie should contact 1LT Tanaka at (254) 307-1301.

2. CLAIM OF INDEBTEDNESS. The Commander, Apache Troop, 3rd Squadron, 4th Cavalry Regiment regrets to announce the death of CPL Rolando Basada Manalili, Jr. 2LT Michael Stein is appointed as the Summary Court Martial Officer (SCMO) and will settle all claims for or against the estate of CPL Manalili. Anyone owing money or having a just claim for or against the estate of CPL Manalili should contact LT Stein at (570) 419-0665.

3. CLAIM OF INDEBTEDNESS. The Commander, I&S, HHBN, 25th Infantry Division regrets to announce the death of SGT Randolph Timothy Chong-Tim Jr. CPT Andrene A. Alexander is appointed as the Summary Court Martial Officer (SCMO) and will settle all claims for or against the estate of SGT Chong-Tim. Anyone owing money or having a just claim for or against the estate of SGT Chong-Tim should contact CPT Alexander at (808) 655-3024 or (954) 864-6123.

E. MANDATORY EVENTS AND TRAINING

1. ARMY SUBSTANCE ABUSE PROGRAM (ASAP) OFFICE SCHEDULED EVENTS. The ASAP Office schedule of upcoming events is included on the 2014 ASAP flyer attached to the end of this Bulletin. For further information, please contact Mr. J. M. "Johnny" Miller, USAG-HI ASAP Prevention Coordinator, at 655-4655 or john.m.miller5.civ@mail.mil.

2. MANDATORY FIRST TERM FINANCIAL MANAGEMENT TRAINING SCHEDULE – SCHOFIELD BARRACKS. Mandatory First Term Financial Training is provided on every Monday except federal holidays at the 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 655-1708 or email at: robin.m.sherrod.civ@mail.com.

F. COMMUNITY IMPACT UPDATES

[See https://dpwhawaii.army.mil/communityimpact for 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).]

1. MODIFIED TRAFFIC FLOW, EASTMAN ROAD, WHEELER ARMY AIRFIELD. The Directorate of Public Works (DPW) Engineering Division, Construction Management Branch, has a maintenance and repair project to restore 8" water line located near helicopter ramps on Wheeler Army Airfield. The project will require a modification of traffic flow due to a road closure scheduled from Monday, 10 Mar 2014 – 21 April 2014 from 0830 – 1530. Vehicles will not be allowed to enter or exit from the Eastman Road / Wright Road intersection. Traffic entering Old Kamehameha Hwy will detour on Eastman Road. Personnel working in the trailers near the project will enter and exit on Eastman Road and detour around to return to the main road Wright Avenue. At the end of each work day, the road will re-open with steel plates covering the work area for normal traffic flow. The contractor will have appropriate signs and barriers during the road closure. We apologize for any inconvenience that this project may cause. For further information, please contact Mr. Neal Takushi, DPW Engineering Division, Construction Management Branch, at 656-2533.

G. OFFICE/FACILITIES/SERVICES CLOSURES OR RELOCATIONS

1. PERMANENT CLOSURE, FORT SHAFTER COMPOSITE TEAM ID CARDS SECTION. The Fort Shafter Composite Team (FSCT), ID Cards Section closed effective 31 January 2014, as approved by the Garrison Commander. The operations of this office have moved to the Directorate of Human Resources, ID Cards Section, Bldg 750 (Soldier Support Center), Room 103, 673 Ayers Ave., Schofield Barracks. All customers requiring ID Cards can make an appointment using the following link:

https://rapids-appointments.dmdc.osd.mil/appointment

All requests for Agents cards should be directed to 655-8840 for appointments.

For further information, please contact Mrs. Carissa Walker, Chief, Schofield Barracks DEERS/ID Cards Section at 655-1272.

2. DIRECTORATE OF LOGISTICS (DOL) MUNITIONS BRANCH AMMUNITION SUPPLY POINT (ASP) SCHEDULED CLOSURES. The FY 2014/2015 scheduled closures for quarterly 100% Wall-to-Wall Inventories of the DOL ASPs will be:

2014:

a. 2nd Qtr is from 3-7 Mar 2014. The last day of operation will be 28 Feb 2014.
b. 3rd Qtr is from 2-6 Jun 2014. The last day of operation will be 30 May 2014.
c. 4th Qtr is from 2-8 Sep 14. The last day of operation will be 29 Aug 2014.

2015:

a. 1st.Qtr is from 1-5 Dec 2014. The last day of operation is 28 Nov 2013.
b. 2nd Qtr is from 2-6 Mar 2015. The last day of operation is 27 Feb 2015.
c. 3rd Qtr is from 1-5 Jun 2014. The last day of operation is 29 May 2015.
d. 4th Qtr is from 31 Aug 15-4 Sep 15. The last day of operation is 26 Aug 2015

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 Div Chief, Mr. John Lein at 656-0817.

3. TEMPORARY RELOCATION, CIVILIAN PERSONNEL ADVISORY CENTER. Effective 6 January 2014, CPAC personnel located in Bldg. 126, Fort Shafter will be temporarily relocating to building FS 505, Fort Shafter due to air conditioning repairs and replacement. Customers needing assistance should call for an appointment at 438-4529. For further information, please contact Mr. Kevin Watanabe at 438-6811.

H. OFFICE PROCEDURES OR HOURS OF OPERATION UPDATES

1. TERMINATION OF AUTOMATED DATA PROCESSING EQUIPMENT (ADPE) SUPPORT BY TOBYHANNA ARMY DEPOT (TYAD) FIELD SERVICE REPRESENTATIVE. Effective 1 Jan 2014, TYAD FSR, Bldg 6043, will no longer accept turn-in of ADPE Out-of-Warranty or Warranty equipment. The only equipment accepted for turn-in is STAMIS/LOG-IT or TMC. These pieces of equipment will be shipped to Joint Base Lewis-McChord, WA for repair and return. This change to services does NOT impact VSAT as it is a separate function with dedicated personnel assigned to support that mission. For further information, please contact Ms. Tiffany Mikus, Chief, Support Operations, AFSBN-Hawaii, at 656-1279.

2. DIRECTORATE OF PUBLIC WORKS (DPW) SERVICE ORDER DESK HOURS OF OPERATION. The DPW service order desk hours of operation will be from 0600 – 1700 Monday thru Friday. Regular service requests will be processed during these hours and are available by phone at 656-1275 or through customer walk-ins. The Service Order Desk office location is 947 Wright Ave, Wheeler Army Airfield, Bldg. 104, 1st floor. After-hours operations are from 1700 – 0600 Monday thru Friday, to include weekends and holidays. Only Emergency Calls will be processed after hours and will continue to be redirected to the Garrison Installation Operations Center (IOC).

3. INSTALLATION SECURITY OFFICE (ISO) FINGERPRINTING SERVICE. The USAG-HI, Directorate of Plans, Training, Mobilization and Security (DPTMS), Installation Security Office (ISO) located on Schofield Barracks, Bldg. 580, 1st Floor, Room 130, will be conducting digital fingerprinting of personnel for security background investigations. The days and hours for this service are Tuesdays, Wednesdays, and Thursdays during our normal hours of 0830-1200 and 1300-1630. There is no requirement for appointments. For further information, please contact Ms. Angela Walters, ISO Chief, at 808-655-8879 or by email at angela.k.walters.civ@mail.mil.

4. FORT SHAFTER PERSONAL PROPERTY/HOUSEHOLD GOODS MOVE ASSISTANCE CENTER OPEN. A virtual move assistance center (VMAC) is available 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.

5. 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.

6. 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.**
- ***d. Records Holding Area/Forms Center, Bldg. 6042, 1976 Higgins Road, East Range, SB:*** **Office hours: M—F, 0800 – 1630. Forms Issuing hours: Tue & Thu, 0800 – 1500; Wed & Fri by appointment only. Phone: 656-0334.**

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

7. 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 current Stop Numbers, please see USAG-HI PAM 25-55, 4 Sep 12.) 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.

I. SOLDIER/FAMILY/CIVILIAN READINESS

1. UPDATED INFORMATION REGARDING SOCIAL SECURITY. See the attached flyer at the end of this Bulletin for updated information on changes in some Social Security services.

2. FLYER ATTACHED WITH FAQs FOR UPCOMING OFFICER RETIREMENT BOARDS. Frequently asked questions concerning the upcoming Officer Separation/Enhanced Selective Early Retirement Boards are attached at the end of this Bulletin for your information and dissemination.

3. LEGAL COUNSEL AVAILABLE TO HELP SOLDIERS WITH THE INTEGRATED DISABILITY EVALUATION SYSTEM (IDES) IN HAWAII. Soldiers undergoing a medical evaluation board sometimes feel lost and confused with the significant decisions they have to make that will affect their military careers and the rest of their lives. The Office of Soldiers' Counsel is the Army's team of qualified and trained attorneys and paralegals who assist Soldiers in the Integrated Disability System (IDES). They are advocates who provide in-depth information, expert legal advice and effective representation throughout IDES for Soldiers and their family members. The Army currently has 26,800 wounded, ill or injured Soldiers enrolled in the IDES, which can take about a year to complete. The Office of Soldiers' Counsel provides the legal support and services to help Soldiers and their family members navigate the IDES and fully understand their legal rights and options.

The OSC includes two types of legal counsel: Soldiers Medical Evaluation Board Counsel (SMEBC) and Soldier's Physical Evaluation Board Counsel (SPEBC). Both types of counsel are available in Hawaii and both offices are staffed with OSC Headquarters-certified attorneys and paralegals specially trained in disability law, medical evaluation boards and the Integrated Disability Evaluation System (IDES). The staff attends monthly training to stay abreast of changes in the law, policy, and procedures affecting IDES.

The SMEBC staff establishes attorney-client relationships with Soldiers going through the MEB process. They have the experience and knowledge to work with the different organizations to resolve Soldier issues that often arise while the Soldier is undergoing the IDES process. They are the Soldiers' advocates through the MEB process; they do not represent the MEB providers, the MTF, or the Soldier's command. The goals of the SMEBC staff are to ensure Soldiers receive fair assessments of their medical conditions and that Soldiers' medical conditions are accurately documented during the MEB process. During the course of representation, SMEBC attorneys may prepare independent medical review requests, rebuttals to the MEB findings, and requests for reconsideration of VA ratings. Upon receiving the results from the IPEB, Soldiers can consult with a SMEBC to review their informal PEB and VA findings. The SMEBC can prepare an appeal to the informal PEB findings or if the Soldier elects a formal PEB hearing, the SMEBC will transfer the case to the Soldiers' PEB Counsel.

Soldiers are encouraged to come to the SMEBC office as early as possible to maximize the opportunities available prior to referral into the IDES process. The SMEBC office provides briefings for Soldiers once they are referred into the IDES process. The office is located in room 3B, Tripler Army Medical Center. To schedule an appointment call (808) 433-4635/9769. Hours of operations are Mondays – Fridays, 0900-1630. Walk-ins are accepted but contingent upon availability of counsel.

4. UPDATED INFORMATION REGARDING VOTING ASSISTANCE. The following information updates the voting assistance program contact information.

Voting Assistance Officer (VAO) Training: http://www.fvap.gov/vao/vao-training.html

Voter Training: http://www.fvap.gov/vao/voter-training.html

How to Order Voting Assistance Materials: http://www.fvap.gov/vao/usm-order.html

If you have any additional questions, please contact the installation voter assistance office, USAG-Hawaii, Military Personnel Division (MPD), 673 Ayers Ave, Bldg 750, Rm. 103. Tel 655-5546 or go to:

usarmy.schofield.imcom-pacific.mbx.vote-usaghi-hi@mail.mil.

5. PASSPORT INFORMATION FOR SOLDIERS WHO WILL PCS TO AN OVERSEAS ACCOMPANIED TOUR. The Directorate of Human Resources (DHR) Reassignments Section now has a permanent passport agent that processes only dependents official passports and Visas. The website to access the application form is: http://travel.stte.gov/passport/forms/ds11/ds11842.html.

Additional information is as follows:

a. All applicants must US citizens.
b. Upon completion, a bar code will appear on the first page, top left corner. IMPORTANT: DO NOT SIGN THE APPLICATION! Passport agent will witness signature and verify documents during the interview process.
c. Provide ONLY original documents.
d. Contact the Passport agent, Mr. James Castillo at (808) 655-7182 or email james.g.castillo.civ@mail.mil to schedule an appointment.
e. Passports are received by our office and original documents are returned to service member/dependents.
f. Passports are issued only after receiving approved concurrent/deferred travel and dependents are listed on service member's PCS orders.

ORIGINAL DOCUMENTS REQUIRED:

a. Current passport holder, provide passport along with application.
b. Birth certificate.
c. Naturalization certificate (if applicable)/Military ID/Driver's License.

6. ID CARD APPOINTMENT SYSTEM AT SCHOFIELD BARRACKS. The US Army Garrison-Hawaii has implemented a new ID Card Appointment System at the Directorate of Human Resources' (DHR's) ID Card Office at Schofield Barracks. The appointment system replaced the walk-in, first-come first-serve system with appointments from 0800 through 1530 daily. Customers are encouraged to access the Schofield Barracks 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 office for walk-ins to make or change appointments, as necessary. For customers without internet access, the ID card office accepts telephone requests for appointments at (808) 655-1272. 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 location, 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 ID Card Office at 655-6884.

7. REQUIREMENTS FOR NEW OR REPLACEMENT CAC/ID CARDS. 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.

8. NEW ON LINE LEVY BRIEFING PROCEDURES IMPLEMENTED. The Directorate of Human Resources (DHR) Reassignments Section has a new process on conducting levy briefings. Soldiers that are scheduled to attend the one-on-one levy briefing will be required to access and complete the on-line levy briefing beforehand. All one-on-one briefings with Soldiers will be conducted in the Soldier Support Center (Bldg. 750) Lanai area, starting at 0800 every Thursday. Soldiers that have not completed the on line requirement prior to attending their scheduled one-on-one brief will be returned back to their unit S1 for rescheduling. It is the responsibility of the S1 representatives to ensure Soldiers scheduled for briefings have completed this on line requirement and sign-off on the DA Form 5117 (Officers) or DA Form 5118 (Enlisted Soldiers).

Please follow the step by step procedure on accessing the on-line levy briefing:

Step 1: Access the Garrison website — http://www.garrison.hawaii.army.mil/.
Step 2: Click on Directorate and Support Staff.
Step 3: Click on Directorates.
Step 4: Click on Human Resources.
Step 5: Click on Reassignments.
Step 6: Review Introduction to Levy Brief.
Step 7: Click on Step 2: Review the Briefing Slides.
Step 8: Complete the DA Form 5117 (Officers) or DA Form 5118 (Enlisted Soldiers) Reassignment Control Sheet and print out these forms.
Step 9: Complete the DA Form 5960 (all Soldiers) Authorization to Change BAQ/VHA (Print out forms) on Completion of on-line briefing:

a. Soldier must sign pages 4 and 5 of DA Form 5118.
b. Unit S1 must complete and sign page 3 of DA Form 5118.

On the day of the one-on-one briefing, bring in the DA Forms 5117/5118, 5960 and supporting documents listing all dependents names, such as: PCS orders, dependent travel orders, command sponsorship memo, etc. Officers: If you have any questions regarding Officer PCS orders, please contact 655-4629/4949. Enlisted Soldiers: If you have any questions regarding Enlisted Soldier PCS orders, please see your unit S1. Please review all the agency slides on the website. This will make your transition home go smoothly.

(QR CODE for the website.)

For further information, please contact the Reassignments Front Desk at 655-9490 or Ms. Keala Penrose, Chief, Reassignments, at 655-4728.

9. 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 Schofield Barracks Soldier Support Center, Building 750, 673 Ayers Ave., Rm. 103, 1st Floor. 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. Point of contact is Ms. Keun Cho at 655-0106.

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

10. 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.

11. TCS ORDERS TRAINING IN THE DEPARTMENT OF THE ARMY MOBILIZATION PROCESSING SYSTEM (DAMPS). The USAG-HI Soldier Readiness Processing and Mobilization Office (SRPM) offers all Unit S-1 Representatives DAMPS training for TCS Orders at the Conroy Bowl, Building 555, Schofield Barracks. Multiple classes are available. Please e-mail Ms. Laura Horn, laura.l.horn8.civ@mail.mil or Mrs. Melissa Krahmer, melissa.m.krahmer.civ@mail.mil to schedule New Requestor training or Refresher Training and for any additional questions and information. See the flyer attached to the end of this Bulletin for specific training dates.

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 are Monday through Friday, 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 more information or to make an appointment, please contact Mr. Chad Guerrero, DFMWR, 350 Eastman Rd., Wheeler Army Airfield, at 656-0102 or chad.w.guerrero.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.
Please see the flyer attached to the end of this Bulletin for contact and other information on this program.

16. COMMANDERS – GOT RISKS? 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. Robin Sherrod, Army Emergency Relief Officer, at 655-1717 or email robin.m.sherrod.civ@mail.mil. All Commander Referral AER requests will be turned in between 0730 – 1300 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.

J. USAG-HI PRINTING, PUBLICATIONS, FORMS AND RECORDS MANAGEMENT

[NOTE: USAG-HI Command Correspondence, Publications and Command Forms are posted to the Directorate of Human Resources (DHR) IMCOM Pacific Region Website 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.*

Policy memoranda and other USAG-HI documents of public interest are posted by the USAG-HI Public Affairs Office at: http://www.garrison.hawaii.army.mil/command/documents.htm?tab=1. For further information on this site, please contact Ms. Lacey Justinger, USAG-HI PAO, at 656-3153. Please note that documents that are FOUO or contain FOUO material are listed on this site but cannot be accessed by the public.]

1. NEW, REVISED OR SUPERSEDED USAG-HI COMMAND CORRESPONDENCE, PUBLICATIONS, FORMS AND RELATED DOCUMENTS. The following Publications have been signed, approved or rescinded by the Garrison Commander. New publications have been posted to the DHR IMCOM Theater Portal and the USAG-HI website. For further information on these documents, please contact the proponent offices listed below.

a. New USAG-HI Command Correspondence.

(1) Policy Memorandum USAG-HI-65, Electronic Cigarette Use, (DHR, ASAP), 9 Feb 14, has been signed by the Garrison Commander and posted to the websites. This is a new policy memorandum.

(2) Policy Memorandum USAG-HI-35, Installation Microchip Program, (DES), 18 Feb 14, has been signed by the Garrison Commander and posted to the websites. Preceding memorandum of 16 Feb 11 is superseded.

b. New USAG-HI Publications.

[No new Command Publications issued.]

2. WARNING REGARDING COPYING DD FORM 2501, COURIER AUTHORIZATION CARD OR OTHER ACCOUNTABLE FORMS. In response to an inquiry regarding copying the DD Form 2501, Courier Authorization Card, the following information is provided: As is clearly stated on the back of the DD Form 2501, "Any Counterfeiting, Alteration or Misuse of this form is a violation of Section 499, Title 18 U.S. Code." The exact language of the citation is as follows:

18 USC Sec. 499, 01/05/2009: (TITLE 18, Crimes and Criminal Procedure; Part I, Crimes, Chapter 25 – Counterfeiting and Forgery, Sec. 499 – Military, Naval, or Official Passes.)

"Whoever falsely makes, forges, counterfeits, alters, or tampers with any naval, military, or official pass or permit, issued by or under the authority of the United States, or with intent to defraud uses or possesses any such pass or permit, or personates or falsely represents himself to be or not to be a person to whom such pass or permit has been duly issued, or willfully allows any other person to have or use any such pass or permit, issued for his use alone, shall be fined under this title or imprisoned not more than five years, or both." Any incidents of this form or any other accountable form being copied that come to the attention of the USAG-HI Forms and Publications Control Officer will be reported through the chain of command and to CID for further action. Questions on this issue should be directed to Mr. Don G. Boyer at 656-0334.

3. USE CAUTION IN SEARCHING FOR FORMS VIA GOOGLE, BING OR YAHOO. The Army Publishing Directorate is cautioning all Army units/Soldiers to exercise caution when searching for forms via Google, Bing, and Yahoo. The search results for certain forms (e.g. Form 4187, Counseling forms, COLA, Stop Meal Deductions) have in some cases directed users to web-sites that could potentially contain malicious files. RCERT-Pacific strongly recommends that all users requiring military forms and other documents use the official Army form repository website at http://www.apd.army.mil/ProductMap.asp for forms from the PLWN and/or at home. It is recommended that this site be bookmarked in your favorites to ensure you are downloading the official version of documents and forms that you require without risking accessing malicious sites.

4. 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 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 USAG-HI website at:
http://www.garrison.hawaii.army.mil/command/documents.htm.
Publications are also posted to the IMCOM DHR Theater Portal at:
https://portal.usarpac.army.mil:36000/imcom-pacific/Garrisons/Hawaii/hiHROffices/USAGHIPUB/default.aspx.

USAG-HI-generated command and local forms are also coordinated through this office. Call Mr. Boyer at 656-0334 or email don.g.boyer.civ@mail.mil for further information.

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.civ@mail.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 contractors, requests for publications accounts to support their mission must be processed through their respective Contracting Officer's Representative (COR). 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 and high-use 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. Please be aware that the RHA/FC 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. For further information, please contact Mr. Don G. Boyer at 656-0334 or don.g.boyer.civ@mail.mil.)

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 (formerly DAPS). 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 or email don.g.boyer.civ@mail.mil.

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. Accountable forms are issued via the DA-410 Receipt for Accountable Forms. All units wishing to obtain accountable forms must present a DA Form 1687, Notice of Delegation of Authority – Receipt for Supplies signed by the appropriate OIC before forms will be issued. The DA 1687 will list those within a unit authorized to pick up accountable forms and will be updated as necessary when personnel change. For further information, please call Mr. Don G. Boyer at 656-0334 or email don.g.boyer.civ@mail.mil.

8. 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 or don.g.boyer.civ@mail.mil.

9. 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 163 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 or don.g.boyer.civ@mail.mil.

10. USE OF NON-RESIDENT VEHICLE CERTIFICATES (CITY AND COUNTY OF HONOLULU FORM CS-L (MVR) 50 (Updated 2/13/14).

[NOTE: All regulations and requirements pertinent to the use of this form are those of the City and County of Honolulu, not the U.S. Army.]

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.

Note that the Non-Residency Form is restricted to use by active duty Soldiers who are NOT residents of the state of Hawaii AND are assigned to a Hawaii-based Army unit, with the exception for active duty resident Soldiers noted below. If a Soldier transfers out of a Hawaii-based Army unit but the family remains behind, the family no longer qualifies for use of the Non-Residency Form.

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 Soldiers assigned to a Hawaii Army unit who are RESIDENTS of the State of Hawaii and their qualifying spouses 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.)

Department of Defense Civilian employees, contractors and other civilian personnel working for US Army Hawaii do NOT qualify for the use of the Non-Residency Form unless special conditions apply or such personnel have been "grandfathered" in from prior arrangements with the City and County of Honolulu Licensing Administrator. (All questions regarding this aspect of the use of the Non-Residency Form must be directed to the City and County of Honolulu Licensing Administrator's office.)

Units/Organization G-1/S-1 or PAC 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 will not be issued at any time.

The Standing Operating Procedures (SOP) for Use of the City and County of Honolulu Non-Residency Form 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.

For further information, please contact Mr. Don G. Boyer, USAG-HI Forms and Publications Control Officer, DHR, ASD, at 656-0334 or don.g.boyer.civ@mail.mil.

11. TRANSFER OF FISCAL YEAR 13 FILES AND CY 13 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.

K. ARMY CAREER AND ALUMNI PROGRAM (ACAP)

1. 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. The ACAP Call Center, at (800) 325-4715, is also available 24/7 for further information and assistance.

2. ACAP PROGRAM 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 12 months from their anticipated separation date, and a DD Form 2958 prior to separation. The DD Forms 2648 and 2958 are required documents which need to be presented at final out processing. 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. To keep up-to-date with current Schofield Barracks ACAP events and career opportunities, like us on Facebook: https://www.facebook.com/SchofieldBarracksACAP and follow us @SchofieldACAP on Twitter and Instagram. Please see the ACAP Event Flow Chart attached to the end of this Bulletin for additional ACAP information.

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. 136. ACAP also has a remote office at the Aloha Center on Ft. Shafter, Bldg. S330, Rm. 110. Visit the ACAP Homepage at www.acap.army.mil for more information or contact the ACAP Center at 655-1028. Please note that it is

expected that all personnel attending ACAP functions will be in business casual attire. (For examples of appropriate attire, the Garrison website ACAP page has an explanatory flyer.)

3. 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.

Units may contact the ACAP Center at 655-1028 to schedule group Pre-separation Briefings at their respective units prior to SRP Level 2. Spouses are also eligible to use ACAP services while their sponsor is in theater and spouses are encouraged to participate in transitional planning. The ACAP Center is open Mon, Tues, Wed & Fri from 0730 – 1600 and Thurs 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.

4. ACAP AND SOLDIERS GOING THROUGH A MEDICAL EVALUATION/PHYSICAL EVALUATION BOARD (MEB/PEB). 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 DOL Employment Workshop (3 days), participate in a VA Benefit briefing(6 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 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. 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 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. 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.

6. ACAP DEPARTMENT OF LABOR EMPLOYMENT WORKSHOP (DOLEW). In conjunction with the Department of Labor, Veterans Employment and Training Services (VETS), the ACAP Center offers a mandatory 3-day DOLEW for Soldiers leaving active duty and entering the civilian workforce. Separating personnel must attend the mandatory pre-separation briefing prior to attending the DOLEW workshop. Spouses are also eligible to attend the DOL workshops. The DOL workshops are held at the ACAP Center on Schofield Barracks, Soldier Support Center, 673 Ayers Ave., Bldg. 750, 1st Floor, Room 123 or the Education Center, Bldg 560, Room 207. 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. Transitioning personnel also have the option to schedule appointments through the ACAP Homepage. The ACAP Call Center, at (800) 325-4715, is also available 24/7 for further information and assistance.

7. ACAP VETERANS AFFAIRS (VA) BENEFITS BRIEFING I AND VA BENEFITS II – VA ASSISTS TRANSITIONING SERVICE MEMBERS PREPARE FOR 21ST CENTURY JOB MARKET. The Department of Veterans Affairs (VA) new VA Benefits I and II Briefings are now available at Schofield Barracks and Fort Shafter as part of the revamped Transition Assistance Program (TAP). The goal of the redesigned TAP, now known as Transition GPS (Goals, Plans, Success), is to provide transitioning Service members with a set of individually tailored training programs and services to equip them with the tools they need to pursue their post-military goals successfully. Service members participating in the new VA Benefits I and II Briefings will learn how to review, apply for, and receive the benefits and services they have earned. Briefings are offered weekly on Mondays (Benefits I) from 1200-1600, and Fridays (Benefits II) from 1400-1600 and Fridays (Benefits I) from 0900-1300 (Benefits II) from 1400-1600. For more information on attending Transition GPS, please contact the Schofield Barracks ACAP Center at 808-655-1028, ext #5. Additionally, Briefers conducting VA Benefits I and II Briefings are available for appointments outside the classroom to assist all Service members, Veterans, and family members who have questions about VA benefits and services they may be eligible to receive. The VA counselors are located on Schofield Barracks, Aloha Center, Bldg. 690, 1st Floor. Hours of operation are 0900 to 1600, Monday through Friday. To schedule an appointment, please call 655-7139/7140.

8. ACAP CALENDAR. The schedule of ACAP briefings and meetings is available through the ACAP Center at 655- 1028 and is posted on the USAG-HI website under ACAP.

9. ACAP REMOTE OFFICE. ACAP opened a remote office at the Aloha Center on Ft. Shafter, Bldg. S330, Rm. 110. Hours are 0800 - 1600 Mon, Tue, Wed and Fri, and 1300 – 1600 on Thurs. The Ft Shafter office can be reached at (808) 438-9735.

10. NEW DOD VIRTUAL CURRICULUM ASSISTING SERVICE MEMBERS VIA JOINT KNOWLEDGE ONLINE (JKO). The JKO portal is DoD's effort to put a redesigned Transition Assistance Program (TAP) (now called TAP Goals, Planning and Success (GPS)) training into an environment where Service Members can access it whenever they need it from anywhere in the world. JKO online TAP GPS virtual curriculum has launched and is located at https://jkodirect.jten.mil. Transition preparation training is now in a military training platform. New TAP GPS curriculum offers 10 training modules for Service Members to attain their required career readiness standards before they separate. Soldiers should contact the ACAP Center (808-655-1028) for more information. Other informational links are: http://www.defense.gov/news/newsarticle.aspx?id=120922, www.acap.army.mil, http://www.garrison.hawaii.army.mil/acap/default.htm, and https://www.facebook.com/SchofieldBarracksACAP.

L. MISCELLANEOUS NOTICES

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. NON-MANDATORY EVENTS AND TRAINING

1. G1/S1 TRAINING AVAILABLE. The 8th Human Resources Sustainment Center (HRSC) Human Resources Assessment and Training Team (HRATT) will provide the following classes on 25 – 27 February 2014.

a. Tactical Personnel System (TPS) and Deployed Theater Accountability System (DTAS): Tuesday, 25 Feb 2014, 0830 – 1600 and Wednesday, 26 Feb 2014, 0830 – 1600.

b. The Defense Casualty Information Processing System - Forward (DCIPS-FWD): Thursday, 27 Feb 2014, 0830 – 1000, 1000 – 1130, 1300 – 1430, and 1430 – 1600.

All classes will be hands-on and will be conducted at the Installation Digital Training Center, Bldg. 1006, Wheeler Army Air Field. To register for class, send an email to CW5 Lisa Gilbertsen, lisa.l.gilbertsen.mil@mail.mil. Classes are limited to 15 students each and will be filled on a first-come, first-served basis. For further information, please contact CW5 Gilbertsen, HRATT OIC, 8th HRSC, 808-438-3902.

2. WOMEN'S HISTORY DAY CELEBRATION SCHEDULED. A Women's History Day celebration, hosted by 25th ID and Team EEO is scheduled for 19 Mar 2014 beginning at 1100 at the Wheeler Army Airfield Chapel. The theme for this year's event is "Celebrating Women of Character, Courage and Commitment." For additional information, please see the flyer attached to the end of this Bulletin or contact SFC Lorenzo D. Dukes, Armament Platoon SGT, B Co, 209th ASB, at (719) 200-5556.

B. SOLDIER AND FAMILY HEALTH, WELFARE AND RECREATION

1. APPLICATIONS FOR 2014 SCHOLARSHIPS FOR MILITARY CHILDREN NOW AVAILABLE AT THE COMMISSARY. Applications for the 2014 Scholarships for Military Children Program became available 3 December 2013 at commissaries worldwide or on the Internet at http://www.militaryscholar.org. Applications must be turned in to a commissary by close of business 28 February 2014. Packages must be hand-delivered or shipped via U.S. Postal Service or other delivery methods, not emailed or faxed. This year's award amount has risen to $2,000, and the program awards at least one scholarship at each commissary with qualified applicants. Applicants should ensure that they and their sponsor are enrolled in the Defense Enrollment Eligibility Reporting System database and have a military ID card. For more information, students or sponsors should call Scholarship Managers at (856) 616-9311 or email them at militaryscholar@scholarshipmanagers.com.

2. ARMY SUBSTANCE ABUSE COUNSELING SERVICE (ASACS) NEWSLETTER. A new edition of the ASACS "Parent Update" Newsletter is attached to the end of this Bulletin. For further information, please contact Ms. Sara L. Hill, ASACS Clinical Supervisor at 655-5080 or sara.l.hill@saic.com.

3. 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,
Fort Shafter, 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 655-9279 for further information.**

4. 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.

5. 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.

6. 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.

7. 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. Ana Allen, Public Affairs Officer, Pacific Regional Medical Command and Tripler Army Medical Center, at 433-2809.

8. 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.

9. 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.

10. 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!

11. 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.

12. 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 2011 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.E.Howard.mil@mail.mil , SFC Aaron Martin at Aaron.J.Martin.mil@mail.mil , SFC Corry Rich at Corry.W.Rich.mil@mail.mil or SFC Noah Burkham at Noah.A.Burkham.mil@mail.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 Jesus Goytia at 655-1989 or SFC Jose Perez at 655-0541. For additional information and prerequisites, please visit www.CID.army.mil.

D. SOLDIER/FAMILY/CIVILIAN EDUCATION ASSISTANCE

1. FY14 TUITION ASSISTANCE POLICY. On 1 January 2014, the Army's FY14 Tuition Assistance (TA) program will change. These changes are supportive of the intent of the TA program – to provide financial assistance for voluntary off-duty education in support of Soldiers' professional and personal self-development goals within a constrained budget environment. The new policy will allow Soldiers to use TA after successful completion of their first year of service after graduating from either AIT, OCS or BOLC. Soldiers are eligible for up to 16 semester hours per year and they can use TA for a second, higher-level post-bachelor's degree after completion of 10 years of service. The second degree time in service requirement applies to movement from a bachelor's to a master's degree and not from an associate's to a bachelor's degree. Also, the 10-year requirement only applies if Army TA was used to pay for any portion of the undergraduate coursework. Soldiers will continue to receive up to $250 per semester hour and the current policy limits of 130 semester hours for completion of a bachelor's degree and up to 39 semester hours for a master's degree remain in effect. Soldiers cannot use TA for a second equivalent degree, i.e., no second bachelor's or master's degree. All courses must be part of an approved degree plan. TA cannot be used for first- professional degrees, e.g., PhD, MD or JD. In addition to DA adverse action flags, we will continue our policy to not allow TA for Soldiers who are flagged for APFT/AWCP. The Army will honor TA requests for payment for Soldiers with approved TA requests by 31 December 2013 whose eligibility for TA will be affected by these policy changes. However, no further TA-funded enrollments will be authorized until they meet the new eligibility requirements. For further information, please contact Ms. Chrissy Morris, Chief, Schofield Barracks Army Education Center (SBAEC) at 655-4444.

2. CLARIFICATION OF THE FY14 TUITION ASSISTANCE POLICY ALARACT MESSAGE. The Army has authorized the following policy guidance to clarify issues surrounding the new TA policy rules. Counselors should continue to refer to the FAQ documents to assist in answering questions raised by Soldiers.

a. Soldiers who are currently actively pursuing a graduate degree, but who do not have ten years of service based on their Basic Active Service Date, or Pay Entry Begin Date may continue to receive Federal Tuition Assistance (TA) for graduate classes through the end of FY14, 30 September 2014. Beginning FY15, all Soldiers will be subject to the ten year service requirement for graduate TA if TA paid for a portion of the undergraduate degree.

b. Soldiers stationed OCONUS may continue to use TA for host nation language courses even if they have not yet met the one year service requirement for TA use. No other courses may be taken until the one year service requirement is met.

c. Prior service, regardless of Service, will be used to establish the one year eligibility date for Army TA. TA used while a member of another branch of Service does not have any impact on the use of Army TA.

d. Eligibility for Federal TA will be based on one year of service from the completion of Initial Entry Training (IET). For enlisted Soldiers and most Warrant Officers this consists of Basic Combat Training (BCT) and Advanced Individual Training (AIT). For commissioned officers this is their Basic Officer Leaders Course (BOLC). See the FAQs for the rare exceptions to these policies.

For further information, please contact Ms. Chrissy Morris, Chief, SBEAC, at 655-4444.

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. ARMY PERSONNEL TESTING (APT). The APT Test Center at Schofield Barracks and Tripler administers a variety of Army personnel tests, such as the Armed Forces Classification (AFCT), Selection Instrument for Flight Training (SIFT), Defense Language Proficiency Test (DLPT), Defense Language Aptitude Battery (DLAB), Oral Proficiency Interview (OPI), and Tests of Adult Basic Education (TABE), required by Soldiers to enhance their skill levels to further their career advancement. APT tests require a DA Form 4187 (Personnel Actions Form) with commander verification/approval and are scheduled by appointment only by contacting the test center. The Schofield Barracks APT Test Center is located at 1565 Kolekole Avenue, room 231A, Yano Hall (Bldg 560), and is open between 0900 – 1700, Monday – Friday. The Tripler APT Test Center is located at 823 Krukowski Road, Bldg 102, and is open from 0900 – 1630, Tuesday and Thursday. For further information, please call 655-9776.

5. COLLEGE TRANSCRIPT ASSESSMENT. An Army education center assessment of college transcripts depends on the number and complexity of documents submitted. Customers should allow a minimum turnaround time of about three workdays and longer if there are several documents requiring verification. The best times to submit assessment requests are at the beginning of the work week, usually in the morning. Customers are allowed to make two assessment requests per calendar year. Official college transcripts, copies of official transcripts, official grade reports with school information on the grad report, or copies of official grade reports are acceptable for review. Customers need to state requests are for other than promotion points. For further information, please call the Army Education Center on Schofield Barracks at 655-0800/0805 or Tripler Army Medical Center at 433-4184.

6. ARMY EDUCATION CENTER COMPUTER LAB/LEARNING RESOURCE CENTER (CL/LRC). The Schofield Barracks CL/LRC, is located in Room 203, 2nd floor, Yano Hall (Bldg 560), Schofield Barracks. Hours of operation are from Monday – Friday, 0900 – 1650.

Twenty- five Internet connected computers are available for use by Soldiers, adult family members, and other authorized users on a first- come- first- serve basis. For further information, please call 655-0407.

7. NATIONAL TESTING CENTER (NTC) HOURS OF OPERATION. The NTC hours of operation at the Schofield Barracks Army Education Center (Yano Hall, Bldg. 560) are Thursdays from 0900 – 1700 and at the Ft. Shafter/Tripler Education Complex on Fridays from 0900 – 1700. Testing is also conducted at Joint Base Pearl Harbor/ Hickam and Marine Corps Base, Hawaii. For detailed information on tests, certifications, or testing schedules, contact an NTC representative via email at: mcptesting@hpu.edu, or call (808) 543-8056.

8. 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.

9. 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.

E. SOLDIER/FAMILY/CIVILIAN 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.

F. 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 Financial Resilience Center or schedule a class of your choice for your unit. For further information, please contact Ms. Robin Sherrod, Financial Readiness Program Manager, at 655-1866 or email robin.m.sherrod.civ@mail.com.

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 655-1866.

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

DISTRIBUTION
Electronic Media

I Need Assistance With...Directory

1 January 2014

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/ Toll Free 1-877-406-2148
Fort Shafter Outreach Ctr. 438-4ACS/ Survivor Outreach Services 438-4ACS
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 433-3307
Emergency 911

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

Fire Department, Federal
471-7117
Emergency 911

American Red Cross
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 FS 438-6725
Tax Assistance Office
SB 655-1040

Legal Aid Society

Legal Aid 536-4302

Installation Access Pass

Installation Access Pass Office
SB 655-1620

Parenting / Child Care

ACS New Parent Support Program
SB 655-4ACS
Family Advocacy Prevention Ed SB
655-4ACS

Child, Youth & School Services

CYS Parent Central Services
SB 655-5314/8380
AMR 833-5393
Kids on Site 655-8628
Child Development Centers
SB 655-7106 HMR 653-0724
SB Bowen 655-5293
SB Peterson 655-1569/1570
FS 438-7361/1151
AMR 833-5102/ 5570
Family Child Care, SB 655-8373
School-Age Youth Centers
SB 655-6476 HMR 653-0717
FS 438-6470 AMR 833-4932
Middle School/Teen Centers
SB 655-0451 AMR 833-0920
Youth Sports
SB 655-6465 AMR 836-1923
SKIES 655-9818

Exceptional Family Member Prog
ACS SB 655-4777 FS 438-4ACS
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
https://rapids-appointments.dmdc.osd.mil
SB 655-4104 FS 438-1757

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

WIC
Wahiawa Office 622-6458
Kalihi-Palama Office 841-0011

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 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.-6:30 p.m.
Audiology/Hearing Conservation ext 381
Occupational Health 433-8391
Warrior in Transition Occ Health 433-8011
Occupational Therapy ext 351
Orthopedics/Podiatry/Cast Clinic ext 351
Optometry ext 3821
Physical Exam ext 325
Physical Therapy (PT): Main ext 3521
Warrior in Transition PT: ext 333
SB Army Public Health Nurse Clinic ext 384
Other Services
Pharmacy ext 302,
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
UnitedHealthcare 1-877-988-9378
www.uhcmilitarywest.com

Financial

Army Emergency Relief (AER)
SB 655-1866
FS 438-4ACS

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

Financial Questions
ACS 655-1866

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 Advocate
24/7 Response 624-SAFE(7233)

Sexual Assault Advocate
24/7 Response 655-9474

Family Advocacy Program
SB (ACS) 655-4ACS Education
SB (Clinic) 433-8579 Treatment
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)
SB. 655-1868, Bldg 750 FS 438-3276, Bldg 330
Deployment Household Goods Storage 655-1868, Bldg 750

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

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 , 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 438-8749

Garrison Chaplain 655-4406
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 655-6048
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

IMCOM

Sexual Harassment/Assault Response and Prevention
(SHARP)

Sexual Harassment Resources

US Army Garrison Hawaii EEO Office
(808)655-9382

Sexual Assault Resources

Army Family Advocacy Program/ Victim Advocacy
24 hour SAFE Line (808) 624-SAFE (7233)

Sex Abuse Treatment Center, Honolulu
24 hour hotline (808) 524-7273
www.satchawaii.com

Rape, Abuse and Incest National Network (RAINN)
24 hour hotline 800-656-HOPE (4673)
www.rainn.org

HONOLULU POLICE DEPARTMENT
Domestic Violence Assistance

DROP-IN CENTER	
PU'UHONUA	**585-7944**
SHELTERS (24-Hour Hotlines)	
Honolulu & Leeward Shelter	**841-0822**
Windward Shelter	**528-0606**
Military Shelter	**590-7719**
COUNSELING AND SUPPORT	
Pu'uhonua Drop-In Center	**585-7944**
Catholic Charities Family Services	**528-5233**
Child and Family Service	**521-2377**
Developing Options to Violence	**532-5100**
Family Peace Center	**832-0855**
Family Visitation Center	**847-0015**
Kapiolani Women's Counseling Center	**983-6100**
The Institute for Family Enrichment	**596-8433**
LEGAL ASSISTANCE	
Domestic Violence Center	**531-3771**
Legal Aid Society of Hawaii	**536-4302**
Prosecutor's Office - Victim/Witness Assistance	**768-7401**
RESTRAINING ORDERS	
Adult Services Branch of Family Court (Family & Household Members)	**538-5959**
District Court—Civil Division (Non-related, non-household parties)	**538-5151**
Ala Kuola - Legal Services	**545-1880**
POLICE	
Family Violence Detail Criminal Investigation Division	**529-3115**

HONOLULU POLICE DEPARTMENT
Victim Assistance

IMMIGRANT SERVICES	
Catholic Charities Hawaii—Community and Immigrant Services	**528-5233**
Susannah Wesley Community Center - Immigrant Support	**842-5450**
Ala Kuola - legal services	**545-1880**
SEXUAL ASSAULT	
Sex Abuse Treatment Center (Kapiolani Medical Center)	**524-7273**
OTHER ASSISTANCE	
Adult Protective Services (APS)	**832-5115**
Child Protective Services (CPS)	**832-5300**
Missing Child Center of Hawaii	**586-1449**
Aloha United Way	**211**
SUBSTANCE ABUSE	
Addition Treatment Services, Salvation Army	**595-6371**
Alcoholics Anonymous (AA)	**946-1438**
Drug Addiction Services of Hawaii (DASH)	**538-0704**
Hawaii Alcoholism Foundation - Sand Island Treatment Center	**841-2319**
Women's Way - residential treatment	**732-2802**

COMPENSATION MAY BE AWARDED

- If you were a victim of a crime (or dependent of a deceased victim), you **MAY** be able to recover the cost of out-of-pocket medical expenses, loss of earnings, and receive an award for pain and suffering.
- Covered crimes include: Abuse of a Family and Household Member, Murder, Manslaughter, Assault, Sexual Assault, Kidnapping, Negligent Homicide, and Negligent Injury.
- For more information, contact the **CRIME VICTIMS COMPENSATION COMMISSION** **587-1143**

ASAP PREVENTION UPCOMING EVENTS

DATE	TIME	LOCATION	TITLE	TOPIC
27-31 JAN	09-1630	Bldg 2091/896	BUPL	Initial UPL Certification
3-Feb	09-1100	Bldg 2091	Advanced UPL Course	UPL Re-certification
04-05 FEB	09-1600	Bldg 896	Prime for Life	Prevention Education
6-Feb	09-1500	Bldg 896	ACE-SI	Suicide Prevention
17-Feb	All Day	Bldg 2091/673	President's Day	CLOSED
24-28 FEB	09-1630	Bldg 2091/896	BUPL	Initial UPL Certification
27-Feb	09-1500	Bldg 896	ACE-SI	Suicide Prevention
3-Mar	09-1100	Bldg 2091	Advanced UPL Course	UPL Re-certification
04-05 MAR	09-1600	Bldg 896	Prime for Life	Prevention Education
6-Mar	09-1500	Bldg 896	ACE-SI	Suicide Prevention
24-28 MAR	09-1630	Bldg 2091/896	BUPL	Initial UPL Certification
27-Mar	09-1500	Bldg 896	ACE-SI	Suicide Prevention
3-Apr	09-1500	Bldg 896	ACE-SI	Suicide Prevention
7-Apr	09-1100	Bldg 2091	Advanced UPL Course	UPL Re-certification
08-09 APR	09-1600	Bldg 896	Prime for Life	Prevention Education
21-25 APR	09-1630	Bldg 2091/896	BUPL	Initial UPL Certification
24-Apr	09-1500	Bldg 896	ACE-SI	Suicide Prevention

Updated: 20 February 2014

POC: john.m.miller5.civ@mail.mil

ARMY CAREER AND ALUMNI PROGRAM

673 Ayers Ave., Bldg. 750, Room 136
Schofield Barracks, HI 96857
(808) 655-1028
acap.schofield@serco-na.com

23 OCT 2013

CAREER READINESS STANDARDS

Local Soldiers on Schofield Barracks call 808-655-1028 to make appointments to start the process. Remotely stationed Soldiers complete the following either virtually by registering on the ACAP Online Homepage at www.acap.army.mil, accessing the ACAP Virtual Center at: https://www.acap.army.mil/virtual/, or Face-to-Face at the Schofield Barracks ACAP Center, Building 750, Room 136. Soldiers who are deployed or are remotely located from an ACAP center will use the ACAP website or will coordinate to receive support from STATE ARNG, USAR RSC, or their unit S1/G1/J1.

PHASE I

1. Reserve Affiliation Orientation
2. DD FORM 2648 Preseparation Briefing
3. eBENEFITS Registration
4. Initial Counseling
5. Individual Transition Plan

START

Mon – Fri, 0800-1100
Bldg. 750, Room 136

NLT 12 months before SEP

PHASE II - TAP WEEK

1. Transition Overview
2. MOS Crosswalk
3. VA Benefits Briefing I
4. DOL Employment Workshop
5. Financial Planning Seminar
6. VA Benefits Briefing II

12 to 6 months before SEP

PHASE III - 2-DAY SPECIAL TRACKS

1. ITP Review
2. Education Track
3. Employment Track
4. Entrepreneurship Track

12 to 4 months before SEP

PHASE III A

1. Transition Services:
2. Retirement Services
3. Physical Exam

Disclaimer: ACAP does NOT provide any of these services. Visit garrison.hawaii.army.mil/dhr/default.htm for requirements. You must contact the appropriate office to make an appointment.

6 - 3 months before SEP

PHASE IV - ACCESS RESOURCES

1. Career Counseling
2. ACAP Plus
3. Job Fairs
4. Hiring Events
5. Computer Use
6. Resume Writing: Workshop and appointment with your ACAP counselor

12 to 4 months before SEP

PHASE V - CAPSTONE

CAPSTONE is the mandatory final QC to ensure completion of the CRS. Soldier MUST bring: Gap Analysis, Budget, ITP, Resume, school or job application, and signed DD Form 2958 for counselors signature.

NLT 120 days before SEP

PHASE VI
SEPARATION CLEARING – Bldg. 2020

1. DD Form 2648 (AC) or DD Form 2648-1
2. DD Form 2958
3. Online Survey

10 Days before SEP

Follow the Arrows to Success

EVENT SCHEDULE

The events mandated for completion of the Career Readiness Standards are scheduled on a recurring basis as listed below. Changes can occur to the schedule on short notice. Always check with the ACAP Center prior to the scheduled appointment to verify the appointment time, date, and location; or possible cancellations: 808-655-1028. The Transition GPS Course is also available on JKO: https://jkodirect.jten.mil. Bring the certificate(s) upon completion to the ACAP Center to receive credit for the courses. If you need any technical assistance with JKO, contact the JKO Help Desk, jkohelpdesk@jten.mil, 757-203-5654 or Mr. Bill Shanley, william.d.shanley.civ@mail.mil, 757-203-5538.

EVENT	DAY	FREQUENCY	TIME	LOCATION
PHASE I – PRESEPARATION BRIEFING				
Reserve Affiliation Orientation	Tuesday	Weekly	TBA	Bldg. 750, Annex
DD FORM 2648 Preseparation Briefing	Monday – Friday	Daily	0800-1100	Bldg. 750, Room 136
eBENEFITS	Included as part of Preseparation Briefing			
Initial Counseling				
Individual Transition Plan				
PHASE II – TAP WEEK				
Transition Overview	Monday	Weekly	0800 - 0900 0900 - 1000	Bldg. 750, Rm 123 Bldg. 560, Rm 207
MOS Crosswalk	Monday	Weekly	0900 - 1100 1000 - 1200	Bldg. 750, Rm 123 Bldg. 560, Rm 207
VA Benefits Briefing I	Monday	Weekly	1200 - 1600	Bldg. 750, Rm 123
DOL Employment Workshop	Tuesday through Thursday	Weekly	0830 - 1600 0900 - 1700	Bldg. 750, Rm 123 Bldg. 560, Rm 207
Financial Planning Seminar	Wednesday	Weekly	0800 - 1400	Bldg. 750, Rm 123
VA Benefits Briefing II	Friday	Weekly	1400 - 160	Bldg. 750, Rm 123
PHASE III - TRACKS				
ITP Review	TBA	TBA	TBA	TBA
Entrepreneurship Track	Wednesday through Thursday	Quarterly	0900 - 1630	Bldg. 560, Rm 207
Education Track	TBA	TBA	0900 - 1630	Bldg. 560, Rm 207
Employment Track	TBA - FY 14	TBA	0900 - 1630	Bldg. 560, Rm 207
PHASE III A – SPEIAL REQUIREMENTS FOR OTHER AGENCIES				
Transition Services	Monday through Friday	Daily	0730-1600	Bldg. 750, Rm 103
Retirement Services	Monday through Friday	Daily	0730-1600	Bldg. 750, Rm 122
Physical Exam	Individual Appointment	Daily		TAMC
PHASE IV – RESOURCE ACCESS				
Advanced Resume Writing	Thursday	Monthly	1300 - 1600	Bldg. 750, Annex
ACAP Plus	Thursday	Weekly	1000 - 1200	Bldg. 750, Annex
Job Fairs	As announced	Annually	TBA	TBA
Hiring Events	As announced	Quarterly	TBA	TBA
PHASE V– CAPSTONE				
CAPSTONE	Individual Appointment	Daily	0730-1600	Bldg. 750, Rm 123

REFERENCES: The Career Readiness Standards must be completed prior to separation IAW Chapter 58 of Title 10, United States Code sections 201-256 of Public Law 112-56, DoD Directive 5124.02, OSD DTM 12-007 21 November 2012, SECARMY Policy Memo 29 August 2011, and Army EXORD 054-12, 29 Dec 2011.

DEPARTMENT OF DEFENSE (DoD) TO MANDATE DOCUMENTATION FOR LOST OR STOLEN COMMON ACESS CARDS (CAC).

[From: Sgt. 1st Class Tyrone C. Marshall Jr., American Forces Press Service 11 Feb 2014]

WASHINGTON — Later this year, the Department of Defense (DoD) Defense Department will begin fully enforcing a previously optional policy regarding the re-issuance of lost or stolen common access cards, a defense official said. Sam Yousef, a program manager for identity and benefits policy at the Defense Human Resources Activity, discussed an update to the current CAC issuance policy during an interview with American Forces Press Service and the Pentagon Channel.

"Beginning in late March (or) early April of this year, we are going to begin fully enforcing current common access card policy, which will require individuals to bring supporting documentation if they have had their ID cards lost or stolen," he said. "If you have your card lost or stolen, you should work with your local security office or the individual sponsoring you for that ID card."

People requesting a replacement card will need to produce a document on component or agency letterhead that explains that the card has been lost or stolen, he added. Yousef noted the document should be signed, and individuals must bring it with them to have a new card issued.

"If the card has been stolen," he said, "they may also bring in the police report that accounts for that," he added. "This will not only get the department in full compliance with our policy, but it will also create better accountability for individuals who have had their cards lost or stolen."

Though this information has been a part of the current policy, Yousef noted, it was not mandated at CAC card-issuing locations. "Previously, in the last couple of years, we have actually updated the system to capture this documentation on an optional basis," he said, "so what will happen in late March (or) early April is, it will be required as part of that re-issuance to bring supporting documentation with you." The supporting documentation will be scanned and stored in the Defense Enrollment Eligibility Reporting System, he added.

This process will affect all common access card-eligible individuals, both military and civilian, Yousef said.
In addition to being an additional security precaution, Yousef said, this measure will help to prevent people from replacing their cards just as a matter of personal convenience. "It creates better awareness with our local security offices (and) our individuals that are sponsoring our contractors for common access cards," he said, "so this way, they have full oversight if someone is losing multiple ID cards."

Following the update in requirements this spring, Yousef emphasized, it will be important for people to ensure they bring this documentation with them to have a card reissued, noting that most ID card-issuing sites already have been requiring it for quite some time.

DAMPS-OCOTCS

USAG Hawaii SRPM offers TCS orders training in DAMPS for Unit S-1 Representatives

Location: Conroy Bowl, Building 555, Schofield Barracks
Multiple classes available

Please email to schedule :
Ms. Laura Horn, laura.l.horn8.civ@mail.mil or
Mrs. Melissa Krahmer, melissa.m.krahmer.civ@mail.mil
Commercial 808.655.1086 or DSN 315.655.1086

New Requestor Training	Refresher Training
Wednesday, 12 December 2013	Thursday, 30 January 2014
Thursday, 13 March 2014	Thursday, 24 April 2014
Thursday, 19 June 2014	Thursday, 31 July 2014
Thursday, 18 September 2014	

Officer Separation Board (OSB) and Enhanced Selective Early Retirement Board (eSERB) Frequently Asked Questions (FAQ)
(as of 14 Jan 14)

Q. **Why does the Army need to hold an OSB/eSERB?**
A. The OSB and eSERB are necessary to meet future force structure requirements. A reduction of officer billets in our future force structure combined with Captain Year Groups accessed to support a *significantly larger force structure,* high promotion selection rates to Major and high retention rates within both grades *have caused officer imbalances and overages to support future requirements. The Army's drawdown plan is a balanced approach that maintains readiness while trying to minimize turbulence within the officer corps. The OSB and eSERB are integral parts of this plan and are based on congressionally mandated strength reductions and severely restricted budgets.*

Q. **When will the OSB/eSERB meet?**
A. The FY14 OSB and eSERB will convene in March 2014 for Captains and April 2014 for Majors. Specific dates for the various considered populations are listed in the MILPER message.

Q. **Who is being considered by the OSB/eSERB?**
A. Army Competitive Category captains in year groups 2006, 2007 and 2008 with a date of rank to Captain of 29 January 2009 to 14 July 2012 and Majors in year groups 1999, 2000, 2001, 2002 and 2003 with a date of rank of 2 October 2008 to 29 April 2013 (convene date of latest Major OSB and eSERB) who have served at least one year active duty in the grade currently held as of the convene date of the board unless they are on a recommended list for promotion or are separating or retiring from the Army with an effective date prior to the convene date of the board.

Q. **What is the difference between an OSB and eSERB?**
A. Both are force-shaping boards. OSB will consider officer with less than 18 years of Active Federal Service (AFS) as of the convene date of the board and the eSERB will consider officers with more than 18 years of AFS. Separation options may differ based on the officer's AFS. For more detailed information see:

Q. If an officer is selected by the E-SERB, what is the maximum amount of time they will have before being separated?

Q. If an officer is selected by the OSB, what is the maximum amount of time they will have before being separated?

Q. **How were these specific year groups selected?**
A. Year Groups were selected based on eligibility requirements established by law, the year group's projected inventory, future Army requirements and the amount of time officers in the selected year groups have served on active duty (at least 6 years Active

Federal Commissioned Service as of the expected Secretary of the Army's mandatory separation date.

Q. **What documents in my official file will the OSB/eSERB review?**

A. The OSB will review an officer's performance in their official file (also termed AMHRR) which will include access to the Restricted (R) portion of the file, the officer record brief (ORB), the official photograph, OERs to include previously masked reports. The documents in the file, including those in the restricted portion that the board will view may include the following:

1. Article 15 or other UCMJ actions received as an enlisted member or as an officer that have not been set aside by proper authority. However, punishment under article 15 or other UCMJ actions in a Soldier's early career (specialist/corporal and below with fewer than 3 years of service) will not be considered in deliberation.

2. DA Suitability and Evaluation Board (DASEB) filing of unfavorable information.

3. Promotion list removal documents when the officer is removed from the list.

4. Punitive or administrative letters of reprimand, admonition, or censure.

Q. **Can I verify what documents in my file the board will review?**

A. Yes, the "My Board File" website allows you to review and certify documents going in front of the board.

https://www.hrcapps.army.mil/portal/default.aspx?page=active.record.mbf

The "My Board File" website is only accessible during the following periods:

CPT Year Group 2008, 11 Dec 13 – 25 Feb 14
CPT Year Group 2007, 12 Dec 13 – 26 Feb 14
CPT Year Group 2006, 13 Dec 13 – 27 Feb 14

MAJ Year Group 1999, YG 2000 and YG 2001, 19 Jan 14 – 14 Apr 14
MAJ Year Group 2002 and YG 2003, 20 Jan 14 – 21 Apr 14

Q. **How does the board work?**

A: There are three separate CPT OSB /e-SERBs that will convene to consider specific year groups using separate memorandums of instructions (MOIs) and different membership. The boards will review OSB eligible officers for possible separation and review e-SERB eligible officers for possible early retirement.

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CPT Year Group 2008 board convenes on 4-15 March 14.
CPT Year Group 2007 board convenes on 5-18 March 14
CPT Year Group 2006 board convenes on 6-20 March 14

Two Major OSB and e-SERBs will convene to consider specific year groups with separate MOIs. Each Major OSB/eSERB will have different membership.

MAJ Year Group 1999, YG 2000 and YG 2001 board convenes on 22 Apr -9 May 14
MAJ Year Group 2002 and YG 2003 board convenes on 29 Apr-13 May 14

Q. **If I am in the considered population, what are my options?**
A. Since the statute governing OSB and eSERB does not provide an exemption clause for those officers meeting the considered population eligibility criteria, any officer in the considered population not separated or retired from the Army by the convene date of the board will remain in the considered population. Officers may continue to request unqualified resignations and submit voluntary retirement applications. However, if the effective separation or retirement date is after the convene date of the board; they will remain in the considered population. There are also no monetary incentives for those in the considered population to retire or resign in lieu of the OSB/eSERB.

Q. **If I am in the considered population, what should I do?**
A. Officers in the considered population should conduct a professional self-assessment of their official file (also termed AMHRR) to ensure the appropriate documents are present and consistent throughout. Discuss your file with your chain of command to determine if there is information you should provide to complete your file.

Q. **What is a file assessment?**
A. A file assessment is a review of all documents within an officer's official file to give the reviewer an idea of the officer's experience, education, and level of demonstrated performance and potential. It is every officer's personal responsibility to manage his/her official file and to conduct periodic file self-assessments/reviews of the ORB, DA Photo, and OERs. Visit HRC's OSB information page for additional information:
https://www.hrc.army.mil/site/protect/ASSETS/PDF/OSB_File_Assessment_Brief.pdf

Q. **Where do I seek more information about my file?**
A. Officers are encouraged to discuss their file with immediate supervisors, mentors, human resource managers, and/or assignment officers.

Q. **If I find deficiencies in my official file where should I go to make corrections?**
A. When a deficiency is discovered, the first stop should always be the unit S1 or servicing Military Personnel Division (MDP). If you have specific questions or issues that are beyond your S1's ability to answer, you should contact your assignment officer.

Q. **What are some regulations that I can reference to assist with my self-assessment/review of my official file (also termed AMHRR)?**
A. Regulations directly related to officers' files, and in particular, the ORB and DA Photo can be accessed at: http://www.apd.army.mil/ . The applicable regulations include the following:

AR 600-8-22 (Military Awards)
AR 640-30 (Photographs for Military Personnel Files)
AR 670-1 (Wear and Appearance of Army Uniforms and Insignia)
AR 640-1 (Officer's Guide to the Officer Record Brief).
MILPER Message 12-171

Q. **If an officer is selected by the E-SERB, what is the maximum amount of time they will have before being separated?**
A. If selected for early retirement by the eSERB, officers will be retired on a date determined by the Secretary of the Army for separation. For planning purposes, this date will not be earlier than the first day of the 9th month following the Secretary of the Army's approval of the board report (expected to be in June 2014) unless the officer requests an earlier retirement date. For example, if the Secretary of the Army approves the eSERB board report in June 2014, the first day of the 9th month would be 1 March 2015. In accordance with 10 USC § 632(a)3, if you have at least 18, but less than 20 years of active service, you may elect to remain on active duty until you reach retirement eligibility under 10 USC § 3911 at 20 years of AFS regardless of if you are selected for separation by the board. Your AFS must be verified through a service computation completed by your supporting Retirement Services Officer (RSO) or Military Personnel Division (MPD). If your service computation indicates that you do not have 18 years or more of AFS as of the first day of the ninth month following the Secretary of the Army's approval of the board report, or you decide not to remain on active duty IAW with 10 USC § 632(a)3, you may request retirement under Temporary Early Retirement Authority (TERA). To qualify for TERA, you must have at least 15 years but less than 20 years of AFS and be otherwise eligible in accordance with Army Directive 2013-14. As retirement under the provision of TERA is voluntary, any unearned portions of monetary incentives (i.e. Tuition Assistance and bonuses) will be recouped IAW DFAS regulations.

Q. **If I have a previously approved voluntary retirement request but I am selected by the eSERB, when do I have to retire?**
*A. O*fficers with approved voluntary retirement requests who are selected for early retirement may retire at their previously approved effective date if that date is earlier than the mandatory retirement date determined by the Secretary of the Army.

Q. **If an officer is selected by the OSB, what is the maximum amount of time they will have before being separated?**
A. An officer selected by the OSB will be separated from the Army on a date that will be determined by the Secretary of the Army. For planning purposes, that date will not be earlier than the first day of the 9th (ninth) month following the approval of the boards' reports (expected to be in June 2014). For example, if the Secretary of the Army approves the OSB board report in June 2014, the first day of the 9th month would be 1 March 2015. Selected officers may request an earlier separation date. Officers selected for separation by the OSB who will have 15 or more years (180 months) of active federal service (AFS) and less than 20 years (240 months) AFS as of the date of mandatory separation, may request *retirement under Temporary Early Retirement Authority (TERA). To qualify for TERA, you must have at least 15 years but less than 20 years of AFS and be otherwise eligible in accordance with Army Directive 2013-14. As retirement under the provision of TERA is voluntary, any unearned portions of monetary incentives (i.e. Tuition Assistance and bonuses) will be recouped IAW DFAS regulations.*

Q. **If an officer is selected by the OSB, what is the maximum amount of time they could potentially have for leave?**
A. In accordance with ALARACT 022/2013 - Announcement of Extension of the 75 Day Leave Carry Over Through 30 September 2015 – Soldiers may carry forward 75 days of annual accrued leave through 30 September 2015.

Q. **What if I have an ADSO and am selected for separation.**
A. Separation by force shaping centralized selection processes take priority over ADSOs. Your ADSO will be waived. However, if you elect retirement under the provisions of TERA, any unearned portions of monetary incentives will be recouped.

Q. **If I am selected by the OSB to separate, and I don't qualify for TERA or a regular retirement, will I get separation pay?**
A. In accordance with 10 USC § 1174, an officer who is involuntarily separated and has more than 6 years AFS, but less than 20 years AFS is entitled to separation pay. In order to receive separation pay, the officer must enter into an agreement to serve in a reserve status for a period of not less than 36 months. If the officer still has a Military Service Obligation (MSO), then the 36-month period will begin on the day after the officer completes their MSO.

Q. **If I am entitled to separation pay, how much will I receive?**
A. Separation Pay is outlined in the DODFMR Volume 7A, Chapter 35, paragraph 350201. It is approximately 10% of your monthly base pay x 12 x number of years of service. For a more refined calculation, see your local finance office.

Q. **Will officers selected by the OSB be afforded the opportunity to revert to warrant officer or enlisted status?**
A. If selected by the OSB, an officer with prior enlisted service in the Regular Army, has a statutory entitlement to revert to enlisted status in the enlisted grade held before becoming an officer (10 USC § 3258). The officer must submit a request for Unqualified Resignation for the purpose of reenlistment IAW AR 600-8-24, Chapter 3-7. There is no statutory entitlement for an officer to revert to warrant officer; however, the officer may submit a request for consideration for warrant appointment.

Q. **Will OCS officers selected by the OSB retire as an officer?**
A. Officers in the OSB who reach 18 yrs Active Federal Service (AFS) prior to the MRD established by the board, will be allowed to continue to serve until they reach 20 yrs AFS IAW USC TITLE X. Officers are still required to have 10 years Active Federal Commissioned Service (AFCS) to retire as an Officer. USC TITLE X section 3911 allows officers with at least 8 years AFCS on the date of their retirement to request a waiver to the 10 yr AFCS requirement. The authority to grant the waiver is currently held at the Assistant Secretary of the Army. Each case will be evaluated on an individual basis and will be approved or denied based on its individual merits. While there is no guarantee of waiver approval, it is expected that provided the officer has served honorably in the grade of CPT, the waiver will be supported. HRC is working with G1

and the ASA(M&RA) to codify and disseminate the process to be used by officers to quickly obtain the waiver of AFCS. In addition, HRC is seeking a delegation of authority from the G1 and ASA(M&RA) to expedite the process.

ISSUE NUMBER 4

JANUARY/FEBRUARY 2014

Parent Update: Social Media

Teen Focus with ASACS

For more information, contact your local ASACS Counselor

Justin Fienhold
Wheeler MS/SB
622-6525

Priscilla Smith
Leilehua HS /SB
305-3020

Linda Lassiter
Aliamanu MS/AMR
655-9944

Mary Schwing
Radford HS/AMR
655-9944

Matt Gregory
Mililani HS /SB
655-9944

Sara Hill
Bldg.647
Schofield Barracks
655-5080

DID YOU KNOW…?

Research indicates that more than 80% of teenagers use social media regularly, which is ranked ahead of texting. While the good news is that many teens would prefer face-to-face contact over internet use or texting, social media is still widely used. Problems can exist with cyber-bulling, privacy, hate speech, body image/pictures, and over-sharing of information, to name a few.

One of the more alarming trends is lack of parental involvement. According to the Children's Online Privacy Protection Act (COPPA), children under the age of 13 have to obtain parent permission before they may divulge their personal information such as name, age or address. However, in May 2012, Consumer Reports said that 7.5 million Facebook users are under age 13 with a "large majority of parents with kids under 10 being unconcerned by their children's use of the site."

Just do any internet search of the "dangers of social media" and you'll find hundreds of articles and columns offering advice and warning people about the potential harm to children.

Many new applications are available for Smartphones such as SnapChat and Kik Messenger and they allow pictures and videos to be sent instantly. There are claims that the content expires after a short period of time, but many problems exist. An alarmingly large number of teens are posting inappropriate content and not careful about where it is going.

One particular danger of pictures and video is GPS tracking attached to photos that allow other users to locate teens who may post pictures of themselves with their smart phones. Here is a tutorial about how to turn the GPS tracking off.

Even the FBI warns about the dangers of sexual predators using social media and cited studies that show 38-56% of children age 10-17 have given out personal information (including pictures and videos) to people they did not know.

Terms to be familiar with:
* Catfishing—online relationships based on false profiles.
* Selfies—self-portrait taken with a hand-held camera. Can be inappropriate.
* PWOMS, POS, MOS, PRW, CD9, PAW— codes warning of a parent close by or watching.

More slang terms here.

WHAT CAN YOU DO?

The use of Facebook, Twitter, Skype and other social media can serve as a positive tool for Army teens to connect with relatives and friends in their life. However this powerful tool can have harsh consequences if not supervised.

Parents can help by:

- Learn about safety precautions the sites offer and how can you use them.
- Investigate where your child navigates on the internet.
- Ensure full names, addresses, and phone numbers are not openly listed.
- Explain to your child that pictures and information posted can be used to target him or her and places he or she likes to hang out.
- Tell your teen stories of people who have lost jobs or not been accepted into college/university because of inappropriate information shared on social networking sites. Pictures that are of poor taste or posts that have derogatory words can come back later to haunt even the best of students.
- Explain to your child that the computer and internet use is a privilege, not a right. Spreading hate speech, rumors, and gossip that can hurt others is unacceptable..
- Having computers in an open area where adults can monitor is ideal.

While your teen may complain about his or her privacy being violated, being proactive and monitoring safe computer use is most important.

For More Information click on these stories and news articles:

Internet security

Protect your kids online

Selfies & Kids (CNN.COM)

CommonSenseMedia – Helpful Videos

Important Information: Changes In Certain Services

To meet the increasing demands for our service, we need to make changes to how we provide some services to our customers. To protect the integrity of the Social Security number and prevent fraud, we will discontinue providing Social Security number printouts effective August 1, 2014. If you need proof of your Social Security number and you do not have your Social Security card, you will need to request a replacement Social Security card by completing the *Application for a Social Security Card* (Form SS-5) and providing the required documentation.

Also, effective October 1, 2014, Social Security will stop providing benefit verification letters in our offices. You will still be able to get an instant letter online with a personal ***my* Social Security** account or you may call us toll-free to request a letter by mail.

See steps below for requesting a replacement Social Security card or obtaining your benefit verification letter. We also encourage you to visit ***www.socialsecurity.gov*** to learn about the many convenient online services available to you.

How to get replacement Social Security cards

Your Social Security card is your legal proof of your Social Security number. If you need proof of your number, and you can't find your card, you will need a replacement card. To get a replacement card, you must complete an *Application for a Social Security Card* (Form SS-5), which you can find online at ***www.socialsecurity.gov/ssnumber***. You also will need documents proving your identity, age and citizenship or lawful immigration status.

In most cases, you can take, or mail, your completed application and original documents to any Social Security office. Go to ***www.socialsecurity.gov/locator*** to find the Social Security office or Social Security Card Center that serves your area. After processing, we will return your documents to you.

How to get benefit verification letters

If you need proof of your Social Security or Supplemental Security Income benefits, you can get a benefit verification letter online instantly through a ***my* Social Security** account. To create an account, visit ***www.socialsecurity.gov/myaccount***. With ***my* Social Security**, you can easily view, print or save an official letter that includes proof of your:

- Benefit amount and type;
- Medicare start date and withholding amount (if applicable); and
- Age.

If you are unable to go online, you can call our toll-free number, **1-800-772-1213** (TTY **1-800-325-0778**) to request your letter be mailed to you. You also can use your annual cost-of-living adjustment notice or SSA Form 1099 as proof of income from Social Security.

For more information

A wealth of information and online service options are available on our website at ***www.socialsecurity.gov***. Or you can call our toll-free number, **1-800-772-1213** (TTY **1-800-325-0778**), and ask for helpful publications, such as:

- *How To Create An Online Account* (Publication No. 05-10540);
- *Your Social Security Number And Card* (Publication No. 05-10002); and
- *What You Can Do Online* (Publication No. 05-10121).

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WOMEN'S HISTORY MONTH

Celebrating Women of Character, Courage, and Commitment

Jaida Im

Janet Yellen

Tammy Duckworth

Caroline Kennedy

VADM Michelle Howard