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 - 12 | 3 JUL 2014 | EXPIRES 3 JAN 15

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 (SB/WAAF/HMR)	655-7114
MILITARY POLISE (FS/AMR)	438-7114
HEALTH CLINIC/ACUTE CARE (SB)	433-8850
HEALTH CLINIC (TAMC/FS)	433-6629
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	
(0600 – 1900 except weekends/holidays)	656-1275
(Non-duty hours)	656-3272
DPW HAZARDOUS SPILL HOTLINE	656-1111
EMER. LEAVE SEC. (SB/FS)	655-1804/4633
25TH ID IG	655-0847
DoD CHILD ABUSE/SAFETY HOTLINE	1-800-336-4592
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
FORT SHAFTER EEO OFFICE	438-4963
EOD INCIDENT RESPONSE LINE	655-7112
USARPAC EAC	424-3000
USARPAC VOTING ASST. ACTION LINE	438-6283
EMPLOYMENT RESOURCE CTR. RECORDER	438-9301/9302
NON-APPROPRIATED FUND JOB HOTLINE	438-3977
USARPAC EO HOTLINE	438-0343
ARMY RECRUITING INFORMATION	541-1631
INSTALLATION OPERATIONS CENTER	656-3269
SOLDIER/FAMILY ASSIST. CENTER (24HRS)	655-6600
MILITARY ONESOURCE COUNSELING SERV.	1-800-342-9647
MILITARY DIRECTORY	(808) 449-1110
POST OPERATOR	(808) 449-7110

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)

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.

NOTE ON FLYERS IN THE USAG-HI BULLETIN. Due to the large increase in requests to include flyers at the end of the USAG-HI Bulletin, the use of flyers attached to the Bulletin will be restricted to those dealing directly with mandatory military events and training or issues directly related to the health, safety or welfare of Soldiers, Families and Civilians. Size and time constraints have made it necessary for the Bulletin to set limits and exclude non-mandatory or purely celebratory event flyers. The Bulletin will, however, continue to include notices in the text of celebrations and other similar events, but will include only contacts for further information who can supply the flyers to requesters as needed. For questions or concerns, please contact the Bulletin editor at 656-0334.

C. INSTALLATION HEALTH, SAFETY AND SECURITY

1. 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, Bravo Company, Warrior Transition BN regrets to announce the death of SSG Airrain N. Edwards. CPT Dane Calvan is appointed as the Summary Court Martial Officer (SCMO) and will settle all claims for or

against the estate of SSG Edwards. Anyone owing money or having a just claim for or against SSG Edwards should contact CPT Calvan at (808) 258-3550.

2. CLAIM OF INDEBTEDNESS. The Commander, Echo CO, 2-36 IN BN, 25th ID regrets to announce the death of PVT Mitchell Ethan Folsom. 1LT Kristofer G. Thodos is appointed as the Summary Court Martial Officer (SCMO) and will settle all claims for or against the estate of PVT Folsom. Anyone owing money or having a just claim for or against SSG Edwards should contact 1LT Thodos at (540) 748-4374.

[On behalf of the Directorate of Human Resources Ohana, the USAG-HI Bulletin Editor extends our sincere regrets and condolences to the Families and Units who have lost Soldiers.]

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. Financial Training is provided on every Monday except federal holidays at the Schofield Barracks Financial Resilience Center (FRC), Bldg. 647. 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 the FRC, Schofield Barracks, at 655-1866. For further information, please contact Ms. Robin Sherrod, Financial Readiness Program Manager, at 655-1866 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. DIRECTORATE OF PUBLIC WORKS CUSTOMER HANDBOOK ONLINE. This document for assisting Directorate of Public Works customers is located at: https://dpwhawaii.army.mil/general/customerhandbook.aspx.

2. AIR CONDITIONING REPAIR BACKLOG. The Directorate of Public Works is currently experiencing a backlog of up to 6 months on Air Conditioning trouble calls due to manpower shortages. Our current backlog exceeds 300 trouble calls. If you are having problems with a window unit, you may wish to use your Government Purchase Card to contract an outside vendor for repairs. Although the DPW will not be able to reimburse organizations for these repairs, it may result in you being much happier with the timely service. Otherwise, we ask that you be patient and we will get to you as soon as we can in the order that your request for service was received. We apologize for the inconvenience. We expect this condition to last for at least the next 4 months. This information does not apply to, nor affect Family Housing in any way.

3. WATER FILL POINT AT SCHOFIELD BARRACKS. Need to fill water buffaloes or other equipment? See the flyer and map at the end of this Bulletin for the designated water fill point on Schofield Barracks. For further information, please contact Ms. Liana Lee, DPW Environmental Division, at 656-7221 or liana.n.lee.civ@mail.mil.

4. LANE CLOSURES AT KOLEKOLE AND FLAGLER INTERSECTION, SCHOFIELD BARRACKS. There will be lane closures at Kolekole and Flagler Ave. at the intersection area in order to perform traffic signal modifications. There will always be an open lane in all directions during construction. Lane closures will be in effect from 12 July, 2014 to 15 August, 2014. Work hours on Saturday and Sunday will be from 0800 – 1630 and on Monday – Friday from 0900 – 1430. All lanes will be covered with steel plates and reopened after working hours. Please note that the project schedule is subject to change pending weather delays. The contractor will have appropriate safety signs and barriers when they close the roadway. Point of Contact for this project is Mr. Stephen Ibaraki, DPW Construction Mgmt. at (808) 656-2532.

5. TRAFFIC REVISION ON SARGENT ROAD IN FRONT OF BLDG 695 (REFILL PHARMACY). Beginning 14 February 2014, we will be converting a portion of Sargent Road into a one way street in front of the Refill Pharmacy. The one way will start at the access road by the credit union and stop at the 3 way stop sign at the pharmacy. Parallel parking will be provided on Sargent Road for those that use the refill pharmacy. This traffic change will remain in effect until 15 August 2014. At this time Sargent will revert back to two way traffic. During this time the Warriors in Transition project fence will be relocated to the edge of Sargent Road and the existing pharmacy parking on the north side will be permanently removed. Point of Contact (COR) for this project is Mr. Michael Onuma, Corps of Engineers at (808) 835-4522; General Contractor POC is Mr. Doug Kennedy, Nordic PCL Construction, (808) 306-3395.

6. WEEKEND AND HOLIDAY CLOSURE OF SARGENT ROAD FROM GLENNAN TO THE 3 WAY STOP SIGN AT PHARMACY REFILL (BLDG. 695). Beginning 7 June 2014 through 5 July 2014, Sargent Road from Glennan St. to the 3 way stop sign at the pharmacy refill (Bldg 695) will be closed. The road closure will only be on weekends and training holidays to allow for new telecom conduit installation in this area, adding power for street lighting to the new parking lot at the corner of Sargent and Glennan, resurfacing of the access road to the clinic and patching of Sargent Road in front of Bldg. 695. This work will be performed on weekends and training holidays only, and will be completed by 5 July pending any weather delays. There will be no vehicular access to the medical center via the access road during this time. Pedestrian access to the medical area will be maintained. The Holiday schedule is as follows:

a. June 13th 2014, Sargent Road Closed (Training Holiday).

b. July 3rd 2014, Sargent Road Closed (Training Holiday).

c. July 4th 2014, Sargent Road Open.

d. July 5th 2014, Sargent Road Closed.

During this time, detour signs thru the PX parking lot will be set up. For further information, please contact Mr. Michael Onuma, Corps of Engineers (808) 835-4522. General Contractor POC is Mr. Doug Kennedy, Nordic PCL Construction, (808) 306-3395.

7. ROAD CLOSURE OF LYMAN ROAD, MELLICHAMP TO TRIMBLE, SCHOFIELD BARRACKS. There will be a full road closure of Lyman Road between Mellichamp Road and Trimble Road for construction at the Central Vehicle Wash Facility. This road closure has been extended and will continue until Friday, 18 July 2014. Local access to South Range will be permitted via Lyman Road from the East (the Mellichamp Road side). No walkway/jogging path will be maintained along Lyman Road. The contractor will have appropriate signs and barriers for closing the roadway. See Attached Map. For further information, please contact Ms. Lynnette Schaper, US Army Corps of Engineers, SBAO, at 835-4370.

G. OFFICE/FACILITIES/SERVICES CLOSURES OR RELOCATIONS

1. TEMPORARY CLOSURE, USAG-HI RECORDS HOLDING AREA/FORMS CENTER. The Records Holding Area\ Forms Center, Bldg. 6042, East Range, will be closed from 21 July to 1 August 2014 EXCEPT forms can be picked up on Tuesday, 22 and 29 July and Thursday 24 and 31 July from 0800 – 1200 only. For emergencies during this period, please contact Ms. Anna Tarrant at 655-5033.

2. HOLIDAY CLOSURE, TROPIC LIGHTNING MUSEUM. The Tropic Lightning Museum will be closed, Friday, 4 July 2014 for the Federal Holiday and Saturday, 5 July to the public. Museum will reopen Tuesday, 8 July 2014. For further information, please contact Ms. Kathleen Ramsden, Museum Curator, Tropic Lightning Museum, at 655-0438.

3. ARMY SUBSTANCE ABUSE PROGRAM (ASAP) OFFICE RELOCATION. The ASAP (Army Substance Abuse Program) Clinic/Counseling has relocated to Building 556, 344 Heard Street; phone 655-8610.

4. LOGISTICS READINESS CENTER, HAWAII (LRC-HI) MUNITIONS BRANCH AMMUNITION SUPPLY POINT (ASP) SCHEDULED CLOSURES. The FY 2014/2015 scheduled closures for quarterly 100% Wall-to-Wall Inventories of the LRC-HI ASPs will be:

2014:

a. 4th Qtr: 2 – 8 Sep 14. The last day of operation will be 29 Aug 2014.

2015:

a. 1st.Qtr: 1 – 5 Dec 2014. The last day of operation is 28 Nov 2014.
b. 2nd Qtr: 2 – 6 Mar 2015. The last day of operation is 27 Feb 2015.
c. 3rd Qtr: 1 – 5 Jun 2014. The last day of operation is 29 May 2015.
d. 4th Qtr: 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 LRC-HI Munitions Accountable Officer, Mr. Armell Armstead at 656-1649 or LRC-HI Supply & Services Division Chief, Mr. John Lein at 656-0817.

H. OFFICE PROCEDURES OR HOURS OF OPERATION UPDATES

1. 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).

2. 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.

3. 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. LEGAL ASSISTANCE OFFICE. The Schofield Barracks Legal Assistance Offices can provide free legal assistance to active duty personnel, family members, retirees, and certain Department of Defense personnel. The Schofield Barracks Office is staffed with personnel from 25th Infantry Division and U.S. Army Garrison-Hawaii but serves eligible clients from all units and is the only Army legal assistance office in Hawaii. 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 from every Brigade legal office on Island and at the legal assistance office on a walk-in basis. If you would like more information or know that you would like to schedule an appointment to meet with an attorney, please visit or contact our office during our regular business hours listed below:

Schofield Barracks Legal Assistance Office,
Schofield Barracks, 278 Aleshire Ave., Bldg. 2037, (808) 655-8607.
MTWF 0930 – 1600 & Thu 1300 – 1600: Scheduled Appointments, Powers of Attorneys & Notarizations.
(Tue) 0930 – 1600: Appointments on a walk-in first-come first-serve basis.

2. 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 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 SMEBC staff establishes attorney-client relationships with Soldiers going through the MEB process. They are the Soldier's 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 operation are Mondays – Fridays, 0900-1630. Walk-ins are accepted but contingent upon availability of counsel.

3. VOTING ASSISTANCE INFORMATION.

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

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

How to Order Voting Materials: http://www.fvap.gov/vao/training/materials

If you have any additional questions, please contact the Installation Voting Assistance officer (IVAO) at the USAG-HI Directorate of Human Resources, Military Personnel Division (MPD), 673 Ayers Ave, Bldg. 750, Rm. 103, at 655-5546 or email usarmy.schofield.imcom-pacific.mbx.vote-usag-hi@mail.mil.

4. 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. Contact the Passport agent, Mr. James Castillo at (808) 655-7182 or email james.g.castillo.civ@mail.mil to schedule an appointment. The website to access the application form is: http://travel.stte.gov/passport/forms/ds11/ds11842.html.

5. 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 30 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., or contact Mr. Danny Mauga, Schofield Barracks ID Card Office at 655-8940.

6. 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.

7. 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.

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

8. 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.)

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

10. 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 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.

16. COMMANDERS REFERRAL PROGRAM (Updated 6/30/14). Commanders and First Sergeants can approve up to $1500 as a loan for Soldiers on AER Form 600 for a financial emergency under Army Regulation 930-4. Emergencies must be related to basic living expenses, POV, emergency travel or funeral costs. During the Commander/First Sergeant course AER provides a briefing on this

program. All Command Referral AER requests will be turned in to the Army Community Service (ACS) office, Building 2091, between 0730 – 1145 and 1330 – 1500, M-F except federal holidays. Those requests will be ready for pick-up the following business day between 1330 – 1500. For requests over $1500, or for grants, use AER form 700 which requires an appointment with the AER Officer. For assistance which exceeds $2500 (including Soldier's current AER balance and any grants in the past 12 months) an additional memo stating facts and recommendation of approval from the company level commander will be required. For any assistance which exceeds $3500, including Soldier's current balance with AER or any grants in the past 12 months, also provide a memo from the Soldier's battalion commander stating facts and recommending approval. The Soldier must pay off current Command Referral loan before obtaining another one. Only two loans are allowed in a 12 month period. If Soldier has current AER loan Form 700 balance, Command Referral request cannot exceed $2500, which includes the current AER balance and the current Command Referral request amount. All of this information, forms and appointments may be obtained from ACS, building 2091, 655-4ACS or find the forms at www.aerhq.org under Financial Assistance. For further information please contact the AER Officer, Ms. Gwen Galloway, at 808-655-4ACS (4227), or Gwendolyn.b.galloway.civ@mail.mil.

17. FINGERPRINTING FOR APPLICANTS AVAILABLE. Fingerprinting (for applicants only) can be done at the Schofield Barracks Police Administrative Office on Monday and Wednesdays only, 0830 – 1130 and 1300 – 1430. For further information, please contact Ms. Monica R. Anguay, Supervisor, Schofield Barracks Police Admin. Office, Bldg. 3010, Lyman Rd., Schofield Barracks, or call 655-4688, email monica.r.anguay.civ@mail.mil.

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.

NOTE: With the new Garrison Commander now on duty, all Policy Memos and Delegation of Authority memos are being revised and signed by the new Commander. We are currently about 90% done with this process and when complete all newly-signed memoranda will be placed on the PAO and DHR websites. Additionally, a new Command Correspondence Register will be prepared and made available on line and will also be included as an attachment to the Bulletin email distribution.

a. New USAG-HI Command Correspondence.

(See note above.)

b. Rescinded Command Correspondence.

(1) Policy Memorandum USAG-HI-16, Traffic Code, 9 Jun 11, has been rescinded by DES effective 15 May 14. This policy memorandum is being revised into a Senior Commander policy memorandum.

(2) Policy Memorandum USAG-HI-33, Mandatory Financial Management Training, 29 Aug 13, has been rescinded by DFMWR effective 15 May 14. This policy memorandum is being revised into a Senior Commander policy memorandum.

c. New USAG-HI Publications.

[No new Command Publications issued.]

2. 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.

3. 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.)

4. 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.

5. 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.

6. 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.

7. 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.

8. USE OF NON-RESIDENT VEHICLE CERTIFICATES (CITY AND COUNTY OF HONOLULU FORM CS-L (MVR) 50.

[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.

Community Bulletin 200857WMAR 14 was issued to remind all Army personnel and Families regarding the proper completion and use of the Non-Residency Form. The City and County of Honolulu Department of Motor Vehicle Registration has reported an increase in the number of incorrect forms submitted to their offices when Soldiers are registering their vehicles. These forms must be completely filled out and signed before taking the form to the DMV, and must be the original form, NOT copies. The rules for the use and submission of this form are those of the City and County of Honolulu, not the US Army, and it is incumbent on all Army issuing G/S-1 or PAC offices to ensure the proper completion of this form by using Soldiers and qualifying spouses in order to avoid inconveniencing both the Soldier and the DMV personnel.

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.

9. 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. SOLIDER FOR LIFE: TRANSITION ASSISTANCE PROGRAM (TAP)

SOLDIERFOR LIFE: TRANSITION ASSISTANCE PROGRAM (TAP). It has been announced that there will be an immediate name change of the Army Career and Alumni Program (ACAP) and forthcoming change to Soldier service programs such as: Education, Career Counselor, Retirement Services and Accessions. On 20 June 2014, the CSA announced the ACAP name will change to Soldier for Life and the Army Transition Program official name is Soldier for Life: Transition Assistance Program (TAP).

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1. SFL-TAP NEW ON-LINE SERVICES FOR SEPARATING PERSONNEL. New SFL-TAP 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 SFL-TAP Homepage at www.sfl.army.mil or contact the SFL-TAP Center at 655-1028. The SFL-TAP Call Center, at (800) 325-4715, is also available 24/7 for further information and assistance.

2. SFL-TAP 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 SFL-TAP 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 SFL-TAP services and are encouraged to participate in transitional planning. For further information, please contact the SFL-TAP Center at 655-1028. To keep up-to-date with current Schofield Barracks SFL-TAP events and career

opportunities, like us on Facebook: https://www.facebook.com/SchofieldBarracksACAP and follow us @SchofieldACAP on Twitter and Instagram. Please see the SFL-TAP Event Flow Chart attached to the end of this Bulletin for additional SFL-TAP information.

The SFL-TAP 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 SFL-TAP services (even during deployment). The SFL-TAP Center is located on Schofield Barracks at the Solider Support Center, 673 Ayers Ave., Bldg. 750, Rm. 136. SFL-TAP also has a remote office at the Aloha Center on Ft. Shafter, Bldg. S330, Rm. 110. Visit the SFL-TAP Homepage at www.acap.army.mil for more information or contact the SFL-TAP Center at 655-1028. Please note that it is expected that all personnel attending SFL functions will be in business casual attire. (For examples of appropriate attire, the Garrison website SFL-TAP page has an explanatory flyer.)

3. SFL-TAP 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 SFL-TAP 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 SFL-TAP 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 SFL-TAP services while their sponsor is in theater and spouses are encouraged to participate in transitional planning. The SFL-TAP 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 SFL-TAP Homepage at www.acap.army.mil or contact the SFL-TAP Center at 655-1028.

4. SFL-TAP 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 SFL-TAP 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 SFL-TAP 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 SFL-TAP services are available based upon the needs and desires of individual Soldiers. Soldiers should be given maximum time to complete all of their requested SFL-TAP services. New SFL-TAP on-line services are available for separating Soldiers to complete the automated mandatory pre-separation briefing and DD Form 2648/2648-1. Visit the SFL Homepage at www.acap.army.mil or contact the SFL-TAP Center at 655-1028 for more information. The SFL-TAP Center is open Monday, Tuesday, Wednesday & Friday from 0730 – 1600 and Thursdays from 1000 – 1600. The SFL-TAP Center is open on training holidays and closed on all federal holidays.

5. SFL-TAP 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 SFL-TAP services and are authorized by Army policy to do so. SFL-TAP helps DACS evaluate their skills, and analyze their abilities to find another government position or a good civilian job. SFL-TAP 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 SFL Homepage at www.acap.army.mil or contact the SFL-TAP Center for more information at 655-1028. The SFL-TAP 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. SFL-TAP DEPARTMENT OF LABOR EMPLOYMENT WORKSHOP (DOLEW). In conjunction with the Department of Labor, Veterans Employment and Training Services (VETS), the SFL-TAP 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 SFL-TAP 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 SFL-TAP Center hours of operation are 0800 – 1600. The SFL-TAP Center is closed on all federal holidays. For more information visit our SFL-TAP Homepage at www.acap.army.mil. Transitioning personnel also have the option to schedule appointments through the SFL-TAP Homepage. The SFL-TAP Call Center, at (800) 325-4715, is also available 24/7 for further information and assistance.

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

9. SFL-TAP REMOTE OFFICE. SFL-TAP 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 SFL Center (808-655-1028) for more information. Other informational links are: http://www.defense.gov/news/newsarticle.aspx?id=120922, www.SFL.army.mil, http://www.garrison.hawaii.army.mil/SFL/default.htm, and https://www.facebook.com/SchofieldBarracksSFL.

11. VETERANS' ADMINISTRATION (VA) DISABILITY CLAIM GUIDE AVAILABLE. SFL has added a continuing flyer to the end of this Bulletin providing a quick guide to filing disability claims with the VA and providing a list of relevant organizations and contacts. For further information, please contact the SFL office at 655-1028.

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. USAG-HI FACEBOOK TOWN HALL MEETING SCHEDULED. Attend the quarterly online Facebook Town Hall, hosted by Col. Richard Fromm, commander, USAG-HI, from 1800 – 1930 Tuesday, 29 July 2014, at www.facebook.com/usaghawaii, under the "Events" tab. For further information, please contact Ms. Lacey Justinger, U.S. Army Garrison-Hawaii Public Affairs Office, at 656-3153.

2. ARMY COMMUNITY SERVICE 2014 FAMILY READINESS GROUP TRAINING SCHEDULE RELEASED. See the flyer attached to the end of this Bulletin for the 2014 FRG training schedule. To register for any of these courses, please call ACS at 655-4ACS (4227).

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

1. PERFORMANCE TRIAD INITIATIVE. The USARPAC Surgeon's Office and Tripler Army Medical Center are partnering to promote a health initiative for Soldiers, Family members, DoD Civilians and retirees called The Performance Triad Initiative. Please see the flyer attached at the end of this Bulletin for more information, or contact MAJ Mecredi M. Cruder, USARPAC Surgeon's Office, Bldg. XO 348, Fort Shafter, at 438-5812, or email mecredi.m.cruder.mil@mail.mil.

2. EMPLOYEE ASSISTANCE PROGRAM (EAP). The Employee Assistance Program was established by AR 600-85, The Army Substance Abuse Program. The purpose of this job-based program is:

- To help employees in identifying and resolving 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. For further information, related flyers and other information on this program, contact EAP Specialist Ms. Catherine M. Heflin, at 655-6047 or catherine.m.heflin.civ@mail.mil, or EAP Coordinator Ms. Kathy Marugaki, CEAP, at 655-6046 or edith.r.marugaki.civ@mail.mil. The EAP office is located at Bldg. 2091, Kolekole Ave., Schofield Barracks. Hours are M – F 0730 – 1600. Also see the "Frontline" flyer produced by EAP and attached to the end of this Bulletin. Contact ACS for other flyers related to their operations and course offerings.

3. NEW PARENT SUPPORT PROGRAM AVAILABLE. A New Parent Support Program for expecting parents or those with a child under three years old is now available from Army Community Service (ACS). ACS's New Parent Support Program is a free and voluntary program that offers opportunities to have your parenting questions answered covering a wide range of topics from preparing for labor and delivery, understanding ages and stages of child development, discipline, potty training, breastfeeding, newborn care and more. For further information or to participate in the program, please contact Ms. Donna Shock at the Army Community Service (ACS) office at 655-4227 or email at donna.l.shock2.civ@mail.mil.com.

4. FAMILY ADVOCACY PROGRAM (FAP) PREVENTION, EDUCATION AND OUTREACH. Prevention works! FAP Prevention, Education and Outreach provides classes and workshops to address issues related to prevention of spouse/partner and child abuse. Classes offered address anger, stress, parenting, couples/relationships, play groups for parents with infants and toddlers, a class specifically for new dads, and a workshop that helps families prepare for their 10-12 year olds to be left home unsupervised. Information about classes can be found on the himwr.com/acs website. To request a specific class or to find out more contact Army Community Service (ACS) office at 655-4ACS (4227) or go online at www.himwr.com.

5. NEW ARMY SUBSTANCE ABUSE PROGRAM (ASAP) FLYER AVAILABLE. The ASAP program has prepared a new continuing flyer "Frontline Employee" (attached to the end of this Bulletin) regarding wellness, productivity and you! For further information, please contact Ms. Catherine M. Heflin, EAP/ASAP Specialist, USAG-HI, at 655-6047 or catherine.m.heflin.civ@mail.mil.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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!

13. 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.

14. 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. ARMY TUITION ASSISTANCE (TA) CHANGES. Schools have until 23 July 14 to sign the new Department of Defense (DoD) memorandum of understanding (MOU) and without a signature will be suspended from GoArmyEd, effective 24 July 14. In addition to the existing requirement to be accredited by an accrediting organization recognized by the U.S. Department of Education (DOE), schools must be approved for Veterans' Administration (VA) funding and certified to participate in federal students programs through the DOE under Title IV of Public Law 89-329. Schools that are not currently approved for VA funding and Title IV certified have 18 months to acquire this approval (by 23 November 2015) and cannot accept new students while in the process of acquiring this certification.

Four major changes pertaining to Soldiers are addressed. They are:

a. Grades below a C for undergraduate work and grades below a B for graduate work will be recouped for classes with a start date of 24 July 14 or after.

b. No fees, to include any supporting instructional fees will be paid using TA. The actual cost of tuition up to $250/semester hour is the only cost that will be funded.

c. Except in overseas locations, a school seeking access to the installation solely to provide academic counseling or student support services must have a DoD student population of at least 20 military students.

d. TA must be approved before the start date of the class.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

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ROBERT M. STEPHENS, Ph.D.
Garrison Director of Human Resources

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