

# DIRECTORATE OF HUMAN RESOURCES/ TENANT OFFICES HOURS OF OPERATION

May 24, 2010

Due to the necessity for unit training and for accommodating Soldier deployments and returns as well as other recurring special circumstances, the hours of operation of various sections of the Directorate of Human Resources and tenant offices may vary from the norm. In order to be as responsive as possible to the needs of our Soldiers, families and civilians, the following list provides the office name, building location, normal hours of operation and exceptions to normal hours for all DHR offices and tenants, as well as a contact number for further information.

We **strongly encourage** all those who use DHR services to call ahead to ensure services will be available.

## **BUILDING 750, SOLDIERS SUPPORT CENTER, AYERS AVE. SCHOFIELD BARRACKS** **Headquarters, DHR, Rm. 213**

Hours: M – F, 0730 – 1600

Contact: 655-4662

## **Administrative Services Division, DHR, Rm. 207**

Hours: M – F, 0730 – 1600 daily

Contact: 655-0107/4211

## **Army Career and Alumni Program (ACAP), Rm. 134**

Hours: M, T, W and F, 0800 – 1600: Open on Training Holidays and closed on all federal holidays.

**Exceptions:** Thursdays, 1000 – 1600

Contact: 655-1028

## **Casualty and Mortuary Affairs, Trailer No. 2, Duncan Street, Schofield Barracks**

Hours: M – F, 0800 – 1630

**Note:** The Casualty and Mortuary Affairs personnel are on call 24/7 for reports of death in theater and local and theater injuries. On call staff can be reached by calling the Installation Operations Center at 656-3272.

Contact: 624-2956

## **Congressional Correspondence, Rm. 214/Bldg. 1507 Fort Shafter Flats**

Hours: M - F, 0730 - 1600

Contact: 366-6208/655-5064/438-8918

## **DA Boards/Sr. Enlisted & Officer. Promotions, Rm. 203**

Hours: M – F, 0730 -- 1600

Contact: 655-4510/4511

## **Family Travel, Rm. 114**

Hours: M, T, W, F 0730 – 1600

**Exceptions:** Closed every Thursday from 1200 – 1600 for training

Contact: 655-9272

## **ID Cards/DEERS Office, Rm. 103, Bldg 750, Schofield Barracks, Rm. 103**

Hours: M, T, F, 0730 – 1530

**Exceptions:** Wednesdays, 0730 – 1530: The Garrison Replacement Detachment Soldiers will have priority all day. All other will be on standby and may not be able to be accommodated at all. Thursdays 0730 – 1130, normal operations; closed for training from 1200 – 1600.

Contact: 655-4104

Fort Shafter Composite Team, ID Cards/DEERS Office, Bldg. 1507, 163 Stream Road, Fort Shafter Flats

Hours: M, T, W, F 0730 – 1530

**Exceptions:** Thursdays 0730 – 1130, normal operations; closed for training from 1200 -- 1600.

Contact: 438-1757/8918

In/Out Processing, Rm. 103

Hours: M, T, F, 0730 – 1530

**Exceptions:** Wednesdays, 0730 – 1530: The Garrison Replacement Detachment Soldiers will have priority all day. All other will be on standby and may not be able to be accommodated at all. Thursdays, 0730 – 1130, normal operations; closed for training from 1200 – 1600.

Contact: 655-1272

Personnel Automation, Rm. 201/202

Hours: M – F, 0730 – 1600

Contact: 655-6752

Personnel Services Branch, Rm. 205

Hours: M, T, W, F, 0730 – 1600

**Exceptions:** Thursday, 0730 – 1130, normal operations; 1200 – 1600 closed for training.

Contact: 655-1374

Reassignments, Rm. 109

Hours: M, T, W, F 0730 – 1230; 1300- 1600: lunch 1230 – 1300

**Exceptions:** Thursday, 0730 – 1130, normal operations; 1200 – 1600, closed for training.

Contact: 655-1974

Retirement Services Office, Rm. 122

Hours: M – F, 0730 – 1600

Contact: 655-1585

Transition Center, Rm. 200

Hours: M – F, 0730 – 1600

Contact: 655-0175

**TENANT OFFICES, BLDG. 750, SCHOFIELD BARRACKS**

125<sup>th</sup> Financial Mgmt. Co., Bldg. 750, Rm. 119 (Note: not part of DHR)

Hours: M, T, W, F: 0730 – 1130; 1300 – 1600: Thursdays 0730 – 1130; lunch 1300 – 1400. Office is normally minimally staffed on Training Days.

Contact: 655-0093

Garrison Replacement Program, Rm. 102 (Note: this office is part of USAG-Oahu)

Hours: Monday, 1100 – 1700; Wednesday, 0800 – 1700; Tuesday and Thursdays, 0800 – 1600; Friday, 0800 – 1500.

**Exceptions:** Closed afternoons (1300 – 1600) first Thursday of the month for training.

Contact: 655-4634

Vehicle Registration Office, Rm. 116 (Note: This office is part of the Directorate of Emergency Services)

Hours: M – F, 0730 – 1530 (Last customer taken at 1520.)

Contact: 655-8940

**CONROY BOWL, BUILDING 555, SCHOFIELD BARRACKS**

Soldier Readiness Processing and Mobilization

Hours: M – F, 0730 – 1600

Contact: 655-3519/gov't. cell (808) 220-2819

**BUILDING 560, SCHOFIELD BARRACKS (YANO HALL)**

Army Continuing Education Division (ACES)

Hours: M – F, 0800 – 1700

Contact: 655-0800

**BUILDING 2091 (ACS BUILDING) SCHOFIELD BARRACKS**

Army Substance Abuse Program (ASAP)

Hours: M – F, 0730 – 1200; 1300 – 1600: closed for lunch 1200 – 1300.

Contact: 655-4470

**BUILDING 566 (KAALA RECREATION CENTER)**

Adolescent Substance Abuse Counseling Service

Hours: M – F, 0800 – 1700

Contact: 655-9944

**MAIN POST OFFICE, BUILDING 258, SCHOFIELD BARRACKS**

Postal Branch

Hours: M – F, 0630 – 1500; Monday lunch 1130 – 1230; T – F lunch 1100 – 1200

Contact: 655-5033

**BUILDING 2038 (TV2), SCHOFIELD BARRACKS**

Official Mail and Distribution Center

Hours: M – F, 1000 – 1415 for mail pick-up

Contact: 655-6374

**BUILDING T-116, FORT SHAFTER**

Official Mail and Distribution Center

Hours: 0630 – 1445 for mail pick-up

Contact: 438-6253

**BUILDING 6042, EAST RANGE, SCHOFIELD BARRACKS**

Records Holding Area/Forms and Publications Warehouse

Hours: M – F, 0630 – 1500; (Special Walk-In requisitions are handled on Tuesdays and Thursdays from 0900 – 1100.) Lunch 1130 – 1230.

Contact: 656-0334/655-0107/4211

**BUILDING 750, SCHOFIELD BARRACKS AND BUILDING 1507, STREAM ROAD, FORT  
SHAFTER FLATS**

Fort Shafter Composite Team

Hours: M – F, 0730 – 1530

**Exceptions:** Thursdays, 0730 – 1130, normal operations; closed for training 1200 – 1600

Contact: 655-4274/438-8918

**BUILDING 102, TRIPLER ARMY MEDICAL CENTER**

Tripler/Shafter Education Complex

Hours: M – F, 0800 – 1700

Contact: 433-4184