**Army Newcomers Info**

Aloha and congratulations on your new assignment to HQ USPACOM. Coming to a new organization overseas can be very difficult. Below is some information to help make the transition easier.

**In-processing:**

All Army personnel assigned to HQ USPACOM will in-process thru the Army Element.

Army Element: or (808) 477-8187/6248/9474

Hours of Operations: Monday/Tuesday/Friday- 0800 to 1630 and on Wednesday/Friday- 0900 to 1630

*\*\*Note: Briefings for Finance are held every Monday and Wednesday by appointment only at The Aloha Center on Fort Shafter. Appointment must be made by the Army Element. Newcomers Brief is mandatory and will be scheduled for all incoming personnel by PACOM.*

**Email Account:**

To initiate your email account request for PACOM the following actions must be completed and forwarded to your directorate IT Rep for processing.

DoD Information Training: <http://www.pacom.mil/organization/personnel-resources/newcomers-checking-in.shtml>

SAAR-N/OPNAV 5239-14 Form: <http://www.navsea.navy.mil/obdocs/SAAR_N.pdf>

*\*\*Note: Your sponsor will be able to assist you in forwarding all documents to your Directorate IT Rep.*

**Security Badge:**

For a security badge, contact your sponsor who will arrange with your directorate Security Manager to complete a USPACOM Badge Request letter along with printing your JPAS and turning it into the Visitor Control Center (VCC).

**Lodging Arrangements:**

Must coordinate billeting as soon as possible by contacting one of the TLA approved hotel. To receive TLA benefits you must not be on any type of leave.

TLA Approved Hotels:



*\*\*Note: You must stay in a TLA approved hotel for reimbursement. Listing can also be obtained from billeting office.*

**Housing Communities:**

Start looking for a new home as soon as possible by visiting the following websites:

Army Communities: <http://www.islandpalmcommunities.com/>

Hickam Communities: <http://www.hickamcommunities.com/>

Navy Communities: <http://www.fcnavyhawaii.com/>

*\*\*Note: Housing communities are open to all branches of service.*

**Off Base Housing:**

If you are planning on living off-base visit the DoD website <https://www.ahrn.com/>

**Animal Quarantine:**

Special requirements must be met to bring pets into Hawaii. Arrangements should start ASAP (process may need to start five month prior to arrival to qualify for direct airport pick-up, otherwise pets may have to undergo a 120-day quarantine. For specific information visit: <http://hdoa.hawaii.gov/ai/aqs/animal-quarantine-information-page/> or contact (808) 483-7151.

Army MWR Boarding Kennel: <http://www.himwr.com/recreation-and-leisure/fmwr-pet-kennels> or (808) 368-3456

Address: 99-951 Halawa Valley Street Aiea, HI 96701-5602 Email: [rabiesfree@hawaii.gov](mailto:rabiesfree@hawaii.gov)

**Child Care and Hawaii Schools:**

Upon receipt of your orders contact the AMR CDC/CYS registration office (Phone: (808) 833-5393) to place your child on the waiting list.

AMR CDC: <http://www.himwr.com/child-development-centers>

Hawaii Public Schools: <http://doe.k12.hi.us/>

School Status/Improvement Reports: [http://arch.k12.hi.us](http://arch.k12.hi.us/)

Hawaii Association of Independent Schools: [http://www.hais.org](http://www.hais.org/)

Health Record Form: <http://doe.k12.hi.us/forms/form14_StudentHealthRecord.pdf>

**Privately Owned Vehicles:**

If shipping your vehicle, please ensure that all maintenance has been completed. You can track your vehicle at <https://whereismypov.com/>

Upon arrival you must register your vehicle within 30 days of receipt at Satellite City Hall (DMV).

Documents required:

CS-L (MVR) 50 (filled out by Army Element/ vehicle registration needed)

Current Hawaii Vehicle Inspection Certificate (obtained at any Hawaii inspection site)

Current Out-of-State Registration

Shipping Documents (Bill of lading)

Out-of-State Title (if available)

Proof of Hawaii Insurance (visit your insurance company local agency for transfers)

*\*\*Note: All vehicles entering the base will require a base DECAL. Offices are located on Camp H.M. Smith or Fort Shafter.*

**Local Civilian Employment:** Spouses seeking employment in Hawaii may visit [http://www.hirenethawaii.com](http://www.hirenethawaii.com/).

**Other helpful Agencies:**

Tripler Army Medical Center Information Desk: (808) 433-6661

Tripler Appointment Line: (808) 433-2778

Finance Office: (808) 438-1621/3958

ACS: (808) 438-9285