

## Navy Newcomers Info

Aloha and congratulations on your new assignment to HQ USPACOM.  
Below is some information to help make the transition easier.

### **In-processing:**

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

Navy Element [j111-navy\\_element.fct@pacom.mil](mailto:j111-navy_element.fct@pacom.mil) or (808) 477-7436

Hours of Operations: 0730 to 1630

*\*\*Note: Newcomers Orientation will be scheduled by Element personnel upon in-processing.*

### **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://jko.jten.mil>

SAAR-N/OPNAV 5239-14 Form: [http://www.navsea.navy.mil/obdocs/SAAR\\_N.pdf](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 Office (VCO).

### **Lodging Arrangements:**

Secure on-base billeting as soon as possible. Call Navy Housing for information on housing requirements. 808-474-1820/1. Housing information can also be found on the Forest City web site listed in Housing Communities. If you are unable to obtain on-base billeting, please secure a non-availability letter prior to making any hotel reservations.

TLA Approved Hotels: (all branches use the same approved TLA facilities)

<http://www.hickamcommunities.com/Become-a-Resident/Planning-Your-Move/Lodging-and-TLA/Lodging>

*\*\*Note: You must stay in a TLA approved hotel for reimbursement. The most current listing can be obtained from the billeting office.*

### **Housing Communities:**

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

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

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

Army Communities: <http://www.islandpalmcommunities.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:**

There are specific rules for bringing pets into Hawaii, and if complied with, will eliminate separation into quarantine. For official information visit: <http://www.hawaii.gov/hdoa/ai/files/2013/01/aqsbrochure.pdf> or contact (808) 483-7151, FAX (808) 483-7161. This is not an official cite but specific to military;

<http://hawaiimilitarypets.com/2013/05/so-youre-bringing-your-pet-to-hawaii/>

Army MWR Boarding Kennel: <http://www.himwr.com/recreation-and-leisure/fmwr-pet-kennels> or call (808) 368-3456 Address: 99-951 Halawa Valley Street Aiea, HI 96701-5602

State of Hawaii, Dept of Agriculture - Animal Quarantine -email: [rabiesfree@hawaii.gov](mailto:rabiesfree@hawaii.gov)

**Child Care:**

Upon receipt of your orders contact the Joint Base Pearl Harbor Hickam CDC to place your child on the waiting list (808) 448-9880. Visit: <https://www.mcyfirst.com/mcy-consumer/home/view.action>  
Main CDC: (808) 449-9880

**Hawaii Schools:**

Contact the School Liaison Officer for JBPHH at (808) 422-3770/1 for all school information and questions.  
Hawaii Public Schools: <http://www.hawaiipublicschools.org/Pages/home.aspx>  
School Status/Improvement Reports: <http://arch.k12.hi.us/datacenter/adc.html>  
Hawaii Association of Independent Schools: <http://www.hais.org>  
Health Record Form: [http://www.ngycp.org/site/state/hi/files/u50/DOE\\_Form\\_14\\_Student\\_Health\\_Record.pdf](http://www.ngycp.org/site/state/hi/files/u50/DOE_Form_14_Student_Health_Record.pdf)

**Privately Owned Vehicles:**

If shipping your vehicle, please ensure that all maintenance has been completed. You can track your vehicle at <https://www.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 (obtained from your CSS)
- 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 JB Pearl Harbor-Hickam.*

**Local Civilian Employment:** Spouses seeking employment in Hawaii may visit <http://www.hirenethawaii.com>. <https://www.jemsjobs.com/DesktopDefault.aspx>

**Other helpful Agencies:**

Military and Family Service Center: 808-474-1999

Family Services Loan Closet: 808-449-0319

Furnishing Management: 808-448-0300

Medical Locale Transition: Tricare 1-888-874-9378

Deers updates: 1-800-538-9552 to update your addresses, e-mail address and phone numbers.

Central Appointments: 808-473-0247      Medical General Information number: 808-473-1880

PSD: 808-471-2405

Base Information: 808-449-7110