



U.S. Army Garrison-Hawaii

Deployment Cycle Resource Guide

Army Community Service
Mobilization, Deployment & Stability Support Operations (MDSSO)
January 2021

“Welcome”

The resource guide is consolidation effort within the U.S. Army Garrison Hawaii organizations and prepared by the Army Community Service (ACS), Mobilization, Deployment, & Stability Support Operations (MD&SSO) section. This resource guide is to help Soldiers and Families prepare for deployments (pre, during, and post) and family emergencies.

The purpose of this resource guide is for you to be familiar with support agencies, in order to enhance preparedness with deployments and emergencies. Trainings and other activities are offered to supplement this resource guide. We have included as much information in this resource guide as possible so that you can familiarize yourself with local resources.

“We look forward to working together to create strong, prepared, resilient Soldiers and Families!”



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Army Volunteer Corps



POC Position Title: Army Volunteer Corp Coordinator
Contact Information: (808) 787-4206, Schofield Barracks, Bldg. 690, Room 103

Class/Service: OPOC Training, VMIS Orientation through Army Family Web Portal, AFAP Information through Army OneSource, and AFTB Information through Army OneSource and APP Download (Mac App Store & Google Play)



PRE/DURING/POST Deployment: AVC can support Military Spouses during Service Members' deployment via volunteer opportunities search assistance through Army Family Web Portal at vmis.armyfamilywebportal.com. Provide flyers (VMIS Orientation & OPOC Training Class schedule), List of Volunteer Opportunities. Provide AFAP flyer on how to submit quality-of-life issues at Army OneSource. Provide AFTB information for classes available at www.myarmyonesource.com or Download the APP.

Recommendations: Menu of recommended classes / training topics for Commanders and Soldiers Family Readiness Group. Recommend sharing AVC/AFAP/AFTP information to provide assistance with interest in volunteerism/employment (volunteer opportunities) by attending bi-weekly classes and provide AFAP input for quality of life issue submissions, and AFTB online classes online to receive training and increase self-sufficiency and self-reliance to Military Family Members.

Employment Readiness Program

POC Position Title: Employment Readiness Program (ERP) Manager

Contact Information:
 (808) 787-4227/4521/4264, Schofield Barracks, Bldg. 663, Room 119



Class/Service: Employment Readiness Program services

PRE/DURING Deployment: ERP can support Military Spouses with job search assistance, resources, resume reviews, and employment readiness training options.



POST Deployment: ERP can continue to support Military Spouses as well as Service Members who may be preparing to transition to Civilian life.

Recommendations: Resume Writing for the Private Sector and Building Your Federal Resume in USAJOBS are the two most popular topics, but there are many others. Trainings can be accessed online and are available 24/7 on the ERP YouTube channel.

Exceptional Family Member Program (EFMP)



POC Position Title: Exceptional Family Member Program (EFMP) Coordinator

Contact Information: (808) 787-4227,
usarmy.schofield.id-pacific.mbx.acs-efmp@mail.mil,
 Schofield Barracks, Bldg. 690

Class/Service: EFMP provides assistance to Service Members and their Families who have Family Members enrolled in the EFMP program. ACS EFMP provides support in the by linking Families to community resources and advocacy and navigation support in, but not limited to, the areas of housing and education.

EFMP also provides support through the process called Multidisciplinary Inclusion Action Team (MIAT), a process that provides assistance to children seeking services through the Child and Youth Services.

EFMP provides assistance with temporary relief through the respite care program. The respite care program provides assistance to enrolled Family Members and have been diagnosed with chronic and severe conditions.

EFMP program provides informational resources through the ACS Facebook Page.

EFMP program has established a support group, that is held monthly, provide EFMs the opportunity to receive peer-to-peer support.

EFMP provides briefings to educate the community on how the program may support.

PRE Deployment: The EFMP program provides the support needed to navigate in the areas of community resources, education, and housing, to Soldiers and their Families needing assistance. A program briefing is available, upon request, to ensure that Soldiers and Families are educated on how they may receive support regarding the program.

DURING Deployment: EFMP can provide support to Family Members while the Service Member's deployment. Services include providing assistance with connecting to community resources to ensure that the unique needs of the Family Members are met. Other areas of support are advocacy through the educational system.

POST Deployment: EFMP can continue to support Family Members after the deployment is over. Continuous support is provided for as long as the Family needs assistance.

Recommendations: For any additional resources or support, please contact the EFMP program to ensure that the unique needs of our Soldiers and their Family Members are met.



Family Advocacy Program – Prevention & Education (FAP-ED)

POC Position Title: FAP ED Coordinator
Contact Information: (808) 787-4227,
Schofield Barracks, Bldg. 690

Class/Service: FAP Annual Troop Training, Weekly Deskside Command Briefs, Monthly Parenting Classes, Stress Solutions Class, Anger & Conflict Solutions Class, Couples Communication Class, Playgroups, upon request, FAP Overview for SFRG Leaders, Reintegration FAP Annual



PRE Deployment: FAP ED provides FAP Annual Troop Training and Desk side Command Brief to all levels of command subordinate to the Garrison Commander. These trainings include the topics of identifying signs of Domestic Violence and Child Abuse, reporting responsibilities, reporting procedures and RPOC, and resources available through FAP and other ACS programs to the Army Hawaii community. FAP ED also provides other briefs/classes upon request, such as FAP Overviews for SFRG Leaders, to cover these same topics. FAP ED also offers classes to equip troops and Families for stressors (i.e., Anger & Conflict Solutions, Stress Solutions, Couples Communication, Parenting Classes, & Playgroups).

DURING Deployment: FAP ED provides FAP Overviews for SFRG Leaders or SFRG meetings per unit request. FAP ED offers secondary classes that mainly support the troops (Rear Det.) and Families left behind during the deployments or other Army-related extended absences. These classes include Stress Solutions, Anger & Conflict Solutions, Couples Communication (may attend individually), and Parenting Classes.

POST Deployment: FAP ED provides the Reintegration FAP Annual that covers all of the same topics as the FAP Annual Troop Training while incorporating topics of reintegrating back into their civilian lives, marriage or intimate partner relationships, parent-child relationships, and their overall daily lifestyles prior to their deployments or Army-related extended absences by promoting healthy coping strategies and resources to advocate resiliency. FAP ED offers the regularly scheduled secondary classes that we encourage both partners to attend, which is ideal if they are in an intimate partner relationship or marriage.

Recommendations: Annual Desk side Command Brief and Annual FAP Overviews, offered weekly or as requested.

Financial Readiness Program (FRP)

POC Position Title: Supervisor,
Financial Readiness
Contact Information: (808) 787-4228,
Schofield Barracks, Bldg. 690, 2nd Floor



Class/Service: Finance / Financial
Readiness Program



PRE Deployment: FRP has a Pre-Deployment Financial Planning checklist. Schedule an appointment to set up a budget to obtain/maintain “Money Management tools and skills on keeping finances in order and eliminate stress when deployed. Empower both Soldier and Spouse to manage finances together. Very important to check if power of attorney and wills are drawn up. FRP fulfills ACS mission of promoting self-reliance, resiliency, and financial stability to Soldiers and especially Families at home.

DURING Deployment: Support, guide and educate Soldiers to be Self-reliant, resilient, and self-sufficient. Encourage Solders to engage their Spouses all financial information and attend financial counseling classes offered at FRP. Soldier and Spouse should entrust each other, utilize the skills and resources learnt and freely discuss family finances. Keep open communication on finances and follow the budget that is in place. Be attentive and alert. Regularly check bank accounts/statements for fraudulent charges.

Step 1: Track spending. Know where money from your income is spent on.

Step 2: Cut Costs.

Step 3: Eliminate Debt.

Step 4: Make more money. Such as babysitting, or start a home business.

POST Deployment: Self-reliant, resilient, and self-sufficient. Awareness of money matters. Liaise with other programs with homecoming briefings and offer classes as well as one-on-one appointments to review financial standings. Financial stability requires patience and diligence. Maintain good financial decisions by working on saving money, paying down debt, controlling spending over six months with an emergency fund established and they can be well on their way to financial stability.

Recommendations:

FRP offers Financial Counseling sessions (Telephone or other media platforms), Unit Class/Briefings, and monthly Financial Resiliency classes (Money Management, Basics of Budgeting; Credit Report and Score Basics on Investing, TSP and BRS). YouTube links available on the ACS Facebook Page that contain short Financial Videos. FRP offers an extensive library with wealth of financial information FREE for all. AER is available to Soldiers and their Families based on financial needs.

Mobilization, Deployment & Stability Support Operations (MD&SSO)



POC Position Title: Supervisor
MD&SSO

Contact Information: (808) 787-4254,
usarmy.schofield.id-pacific.mbx.acs-mdsso@mail.mil,
Schofield Barracks, Bldg. 690, Room 1, 2nd Floor.

Class/Service: Soldier and Family Readiness Group (SFRG) Training, CARE Team training, ACS Overview, Rear Detachment Command Course.

PRE Deployment: Community Readiness Expo (CRE) is a 'one-stop' resource briefing for Soldiers and their Family Members. Provides ACS overviews, Rear Detachment Command training: Know current procedures and protocol for handling Soldier and Family related issues; Know support resources available to Soldiers and Families; Able to refer Soldiers and Families to the most appropriate and effective resources. Casualty Response (CARE) Team training, train volunteers that provide short-term, logistical and emotional support to Families until the arrival of longer-term resources. Pre Deployment Master Resiliency training (MRT) which enhances Civilian, Family Members, and Soldiers ability to cope with both professional and family life.

DURING Deployment: Soldiers Family Readiness Group (SFRG) training and Unit Service Coordinator (USC) is a one-stop shop to request support from ACS. Master Resiliency training (MRT) for Family Members; Community Readiness Expo (CRE) for newly arrival Soldiers and their Families to the Installation.

POST Deployment: Reintegration Workshop and Interactive Workshop for Soldiers and Family Members in partnership with FAP, FRP, ASAP, and MFLC to include peer mentorship groups, examining resiliency strengths, coping skills, and support resources. Provide ACS overviews and Post Deployment Master Resiliency training (MRT).

Recommendation: Trainings are virtually in person or as requested. Soldier & Family Readiness Group (SFRG) offers monthly, bi-monthly at night, quarterly on weekends, and upon request to meet the needs of the command and the SFRG Essentials. Emergency Family Assistance Center (EFAC) is to provide a coordinated humanitarian response to major events in the community. The EFAC is a 'one-stop' site where DoD personnel (including Active Duty, National Guard, and Army Reserve Soldiers) and their Families can receive continuous, authoritative, and accurate information in a sensitive, timely, and effective manner.



New Parent Support Program



POC Position Title:
NPSP Home Visitor

Contact Information: (808) 787-4227, Schofield Barracks, Bldg. 690.

PRE/DURING/POST Deployment: Support and preparation for Families expecting a new baby and/or Families with young children ages 0-3. We provide support and education services to Military Families at any phase of deployment to include emotional support, preparing for baby, sibling preparation, child safety, child development, fatherhood, breastfeeding etc.

Recommendations:

- Individualized 1:1 New Parent Support Program services (weekly to monthly services)
 - Newborn Care Class (3rd Wednesday, monthly)
 - Parent Support Group (2nd & 4th Tuesday, monthly)
 - Story time Group (1st and 3rd Tuesday monthly)
 - Toddler Craft Group (3rd Tuesday monthly)
- Individualized and group training topics upon request for Love and Logic parenting curriculum (positive discipline) and Darkness to Light curriculum (keeping kids safe from sexual predators).

Relocation Readiness Program



POC Position Title: Relocation Readiness Program Supervisor

Contact Information: (808) 787-4209,
usarmy.schofield.id-pacific.mbx.acs-class-registration@mail.mil, Schofield Barracks, Bldg. 690, Room 104, 1st Floor.

Class/Service: Relocation planning for inbound or outbound Soldiers, Sponsorship for Soldiers and Spouses, Hearts Apart and Lending Closet



PRE Deployment: Conducts comprehensive relocation planning for Soldiers and Family Members who plan to relocate. Conducts monthly Newcomers orientation to ensure newly arrived Soldiers and Family Members know how and where to access services.

DURING Deployment: Offers the Hearts Apart program which is a support service during deployment or other Military separation.

POST Deployment: Conducts Sponsorship training for Soldiers twice a month. Additionally, conducts monthly Spouse to Spouse sponsorship training to enhance the PCS experience for Military Spouses.

Recommendations: Training available upon request.

MILITARY AND FAMILY LIFE COUNSELORS (MFLC)

POC Position Title: Military and Family Life Counselor(s)
Contact Information: (808) 787-4227, Schofield Barracks, Bldg. 690.

Class/Service: MFLCs provide non-medical, short-term, solution-focused counseling and briefings for issues amenable to brief intervention. The counseling is psycho-educational, which teaches participants to anticipate and resolve challenges and prevent exacerbation of mental health conditions that detract from readiness.

PRE / DURING / POST Deployment: MFLC provides personalized Support for Anger Management, Conflict Resolution, Parenting, Relationship Issues, Deployment and Reintegration Concerns, Relocation Adjustment, Separation, Coping Skills, Homesickness, Loss and Grief, Financial Counseling, and other non-medical services.

Recommendations: Walk-ins available Mon-Fri, 0730-1630 or call to schedule an appointment.

Families Over Coming Under Stress

POC Position Title: FOCUS Site Director
Contact Information: (808) 257-7774,
hawaii@focusproject.org, Joint Base Pearl Harbor-Hickam Bldg. 1105,
 Marine Corps Base Kaneohe, Bldg. 579.



Class/Service: FOCUS provides resilience training to support and strengthen Family readiness and wellness during times of transition, separations, deployments, injury or illness. FOCUS offers skill- building tools for dependants, as well as large group psychoeducational workshops.

PRE Deployment: FOCUS supports Families and couples with preparation, education and planning. Parents also receive guidance on how to talk to children about the separation and the "where, when and why." Adults and children learn skills for staying connected with each other and the deployed member. FOCUS assists Families in developing a common language in order to support one another and enhance family closeness.

DURING Deployment: FOCUS assists couples, parents and children in developing emotion awareness to increase resilience. FOCUS supports in developing skills focused on their individualized goals. Through psychoeducation and skills training, FOCUS assists the family in building upon existing strengths and developing closeness.

POST Deployment: FOCUS supports the family or couple in reconnecting and learning how the reintegration phase can potentially impact relationships. FOCUS assists in managing role changes and changes in schedules and routines in order to reintegrate as seamlessly as possible.

Recommendations: FOCUS provides consultations and individualized family or couple resilience training. FOCUS also works with requesting commands, programs or groups to develop custom workshops on emotion regulation, communication, problem solving, goal setting and managing stress reminders.

Army Substance Abuse Program (ASAP)

POC Position Title: ASAP Chief/ASAP Prevention Branch Manager

Contact Information:
 (808) 655-4470/9113, Schofield Barracks, Bldg. 556, Room 146/203.



Class/Service: ASAP training, Suicide Prevention training (ACE, ACE-SI, ASIST), and Pre/Post- Deployment Training and Unit Risk Inventory (URI), Re-integration Unit (R-URI) Risk Inventory survey administration, Urinalysis Testing, Employee Assistance Program services for Family Members.

ASAP will provide training during pre-deployment and redeployment on the topics of abuse of substances (illegal drug, controlled drug, alcohol or other) and gambling disorder awareness. Commanders of all components will ensure that they deploy with at least two certified UPLs. URI/R-URI are anonymous, command climate surveys to help commanders determine actual occurrences of self-reported, high-risk behaviors.

PRE Deployment: Unit Prevention Leader Certification (UPL), Substance Abuse Prevention Training, Suicide Prevention, Train the Trainer, URI survey administration, and Employee Assistance Program (EAP).

DURING Deployment: Drug Testing, Substance Abuse Prevention Training, Suicide and Prevention Brief.

POST Deployment: R-URI survey administration.

Recommendations:

- Maintain ASAP elements.
- Appoint an officer or NCO as Unit Prevention Leader (UPL) and alternate UPL, who must be UPL certified. Ensure the URI is administered to all Soldiers between 30 to 90 days before an operational deployment, and the R-URI to redeploying Soldiers between 30 and 180 days of their return.
- Implement prevention and education initiatives including, measures taken to deter and reduce the abuse of substances to the lowest possible level.
- Prevention efforts should be targeted and tailored to the total force and integrated with other mission-related efforts.
- Document all newly assigned Soldiers briefed on policies and services within 30 days of arrival.
- Foster a positive command climate that discourages abuse of substances. Support substance abuse prevention campaigns and alcohol-free activities in the unit.
- Immediately report offenses involving sale, illegal possession or drug trafficking paraphernalia to Criminal Investigation Division.
- Refer Soldiers exhibiting substance abuse symptoms to Behavioral Health and Substance Use Disorder evaluation and possible treatment.

MILITARY ONE SOURCE

POC Position Title: Military One Source (MOS)

Contact Information: (800) 342-9647, www.militaryonesource.com



Class/Service: MOS is a no cost, confidential DoD-funded program providing comprehensive information on every aspect of Military life.

PRE / DURING / POST Deployment: MOS has policy and programmatic information, helpful resources, products, articles and tips on Military life. MOS offers 24 hour confidential call center and online support for issues such as Spouse education and career opportunities, issues specific to Families with special needs, health coaching, financial support, etc.

Eligible individuals may receive confidential non-medical counseling requiring short-term attention, including everyday stressors, deployment and reintegration concerns, parenting, grief and loss, and marital problems as well as assistance with financial management, career services, and much more.

Recommendations: Personalized support available 24/7 by phone or at www.militaryonesource.com.

USAG-HI Garrison Chaplains Office

POC Position Title: Garrison Command Chaplain
Contact Information: (808) 787-1551, Schofield Barracks, Bldg. 791, Room 201.

Class/Service: Religious Support

PRE / POST Deployment: The Garrison Religious Support Office (RSO) will provide facilities and support for deployment briefs, suicide awareness, financial awareness, Strong Bond Retreats, counseling (CFLC), rear-detachment support, auxiliary events (PWOC, CWOC, MOPS), Religious Services/Sacraments.

DURING Deployment: Facilitate Rear-detachment updates and support, provide CFLC Counseling, conduct Religious Services/Sacraments, support normal Garrison functions.

Recommendations: Financial Peace University – Monthly. Strong Bond Retreats – Once a quarter



Sexual Harassment/Assault Response and Prevention (SHARP)

POC Position Title: Sexual Assault Response Coordinator (SARC)

Contact Information: Office: (808) 655-9433, Cell: (808) 439-9558 (24/7), or USARHAW SHARP Hot Line: (833) 727-2808; Wheeler Army Airfield, Bldg 682, Room 124



Class/Service: Deployment Briefing, SHARP Annual Unit Refresher Training, Community Readiness Expo Brief, Rear Detachment Command Training, and Soldier Family Readiness Group (SFRG) Training. Sexual Harassment/Assault Response: Available to respond 24/7 for Victim Advocacy. **Support:** Continuous victim support throughout the process (Organizational, Investigation, Legal, Medical, and Referral). **Information:** provides all information to the victim so that he/she can make the best decision. **Referral for Resources:** Serve as liaison between victim and service providers. Provide external victim support until able to conduct a warm hand-off to a Brigade Sexual Assault Response Coordinator / Victim Advocate. **Prevention** efforts to include community outreach campaigns (e.g. National Night Out, Festival of Healing, and Sexual Assault Awareness Prevention Month – SAAPM) and more.

PRE Deployment: SHARP SARCs will provide education and trainings that include the SHARP Annual Unit Refresher and Desk side Command Briefings with Theater specific information. Trainings include identifying signs of sexual harassment and sexual assault, reporting responsibilities, procedures, and resources available. Trainings are geared towards raising awareness through education and prevention of sexual misconduct/violence. SHARP provides briefings and trainings upon request for Soldier Family Readiness Groups and Rear Detachment Commands.

DURING Deployment: We continue to provide full services to Family Members on island for issues that may arise. Deployed Service Members may also reach out to us or their Sexual Assault Response Coordinator or Victim Advocate where they are deployed. SHARP Overviews are available for SFRG meetings per request. SHARP offers secondary classes that support the troops and Families during deployments or other Army-related extended absences. Classes include the Supporting Warrior Action Team, local resources, and special topics upon request.

POST Deployment: A briefing on the SHARP program, and services available after deployment.

Recommendations: Training can be provided upon request to Units and Family Members.

- Unit Annual Refresher Training – Annually
- Senior Leader Training – Annually
- First Responder Training – Annually
- Community Readiness Expo – DFMWR scheduled
- Warrior Action Team Course – Announced by SHARP
- Command Team In-Brief – Within 30 days of assuming command
- Bystander Intervention Training – Upon Request
- Pre-Deployment Briefing – Prior to deployment
- Post-Deployment Briefing – Upon return from deployment
- Rear Det. Command Training - Prior to deployment
- Soldier Family Readiness Group Briefs – Upon request

Directorate of Human Resources (DHR) (a-h)

POC Position Title: Chief, Soldier Readiness Program & DHR Operations Specialist

Contact Information: (808) 655-8880, usarmy.schofield.id-pacific.mbx.dhr-operations@mail.mil, Schofield, Bldg. 750

Class/Service:

DHR provides personnel services at all phases of deployment - Pre, During, Post Readiness. All the DHR services are considered, vital and critical during the Pre, During and Post Deployments. Services are available virtually, via email, telephone, information and application checklist and information paper are available through the DHR Website:

<https://home.army.mil/hawaii/index.php/garrison/dhr>.

a. Military Personnel Division

POC Position Title: Chief, Soldier Readiness Program

Contact Information: (808) 655-8880 / (808) 655-1086, usarmy.schofield.id-pacific.mbx.tcs-orders-srpm@mail.mil, Schofield Barracks, Bldg. 555

Class/Service: REFRAD/DD214 - Publish Release from Active Duty and issue DD214 to demobilizing USAR and ARNG.

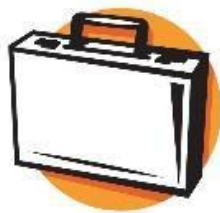
PRE Deployment: Level 2 Soldier Readiness Processing (L2 SRP). Provide procedural guidance and information on Soldier Readiness Processing (SRP/R-SRP) to commanders prior to attending Level 2 SRP. Issue TCS orders to support contingency operations and individual Soldier on a Worldwide Individual Augmentation System (WIAS) tasking.

DURING Deployment:

RERAD/DD214. Pre-input data into ISM TRANSPROC in preparation for REFRAD orders and DD214. Amend TCS Orders.

POST Deployment: Reverse – SRP (Active Duty Soldiers). Validate Day 5 of the USARPAC REDEPLOYMENT SCHEDULE COVERSHEET.

Recommendation: Visit the Website: <https://home.army.mil/hawaii/index.php/garrison/dhr/mpd/soldier-readiness-processing-mobilization-srpm>



b. DEERS RAPIDS / ID Cards

POC Position Title: Chief ID Cards Section

Contact Information: (808) 655-1272, Schofield Barracks, Bldg. 750, Room 119

Class/Service: Facilitate enrollment in the Defense Enrollment Eligibility Reporting System (DEERS), and provide Common Access Cards (CAC) and/or Official Identification Cards to Soldiers, Family Members, Retirees, Civilian and Contract Employees.

PRE / POST Deployment: ID Cards Services for CAC update and DEERS enrollment

DURING Deployment: Not applicable

Recommendation: For new, renew, and update ID Card appointments visit: <https://idco.dmdc.osd.mil/idco/>

d. Agent Card

POC Position Title: Chief ID Cards Section

Contact Information: (808) 655-8840, Schofield Barracks, Bldg. 750, Room 116

Class/Service: One year access to the Commissary and Exchange facilities. Authorized patron(s) may designate an agent to make purchases on their behalf. **1.** When no adult dependent member of the patron's household is capable of shopping due to deployment or is physically disabled. **2.** When Spouse is unable to shop due to a disability, a designation of a nondependent agent may be made at the discretion of the commanding officer for a period not to exceed one year or the duration of the disability, whichever occurs first.

PRE Deployment: Soldiers could designate an individual and submit a request for an Agent Card.

DURING / POST Deployment: N/A

c. Casualty Assistance Center

POC Position Title: Chief, Casualty Assistance

Contact Information: (808) 655-5144, after hours (808) 655-3272, usarmy.schofield.imcom-pacific.list.casualty-assistance-center@mail.mil, Schofield Barracks, Bldg. 663, Room 123

Class/Services: Provides assistance to next-of-kin of critically injured, ill or deceased Army Soldiers, Retirees, and Veterans to include Benefits Counseling; Military Funeral Honors; and Casualty Assistance / Notification Officer training (CAO/CNO).

PRE Deployment: CAC offers Casualty Notification and Casualty Officer Course designed to train the appointed Soldiers to Casualty notification, Casualty Assistance, Grief Bereavement, and Self Care. Soldiers must be able to recognize and respond appropriately to the bereavement and grief reactions in the Survivors and within themselves.

DURING / POST Deployment: The unit follows the CNO procedures.

e. Family Travel

POC Position Title: Lead, Family Travel Section

Contact Information: (808) 655-1804, 655-4633, usarmy.schofield.id-pacific.mbx.family-travel-section@mail.mil, Schofield Barracks, Bldg. 750, Room 114

Class/Service: Provides services and publish orders for approved cases of Command Sponsorship, Early Return of Dependents, Compassionate Reassignment, Dependent Travel and Student Travel. Services conducted: through S-1, via email services

PRE / DURING / POST Deployment: Soldier could initiate the packet using the DHR/MPD/ Family Travel Link and submit all request through their S1s.

Directorate of Human Resources (DHR) (a-h)(Continued)

f. Records Review/ Records of Emergency Data/SGLI (Non PSDR units only)

POC Position Title: Lead, DA Boards Section

Contact Information:

(808) 655-4510/4511, usarmy.schofield.id-pacific.mbx.da-boards-hi@mail.mil, Schofield Barracks, Bldg. 750, Room 214

Class/Service: Section provides customer service to Officers & Enlisted Soldiers for Non-PSDR units in Hawaii and remote sites. Services include: maintenance of Service Members AMHRR and OMPF, updating Soldiers Records/ Promotion Board Files.

PRE Deployment: Records/ Promotion Boards Review and update DD Form 93 & SGLI. Soldiers could request a review for upcoming boards

DURING / POST Deployment:

Records/ Promotion Boards Review and update of DD Form 93 & SGLI.

Army Continuing Education System

POC Position Title: Education Services Officer

Contact Information: (808) 655-4444, Schofield- usarmy.schofield.id-pacific.mbx.edu-center-counseling@mail.mil, Tripler-usarmy.tripler.id-pacific.mbx.edu-center-counseling@mail.mil,

Schofield Barracks, Bldg. 560, Room 233

Class/Service: Education Programs and Services

PRE & POST Deployment: Educational Services provides counseling services by Department of Army Civilians, Army Personnel Testing, Computer Lab, Army Tuition Assistance, On-Post and Online College Classes, On-Post Schools' Academic Advisors, Unit Educational briefings on request, and National Testing Centers.

DURING Deployment: Army Tuition Assistance, Online College Classes, and Army Counselor Assistance through the GoArmyEd portal.

Recommendation: Soldiers who are interested in enrolling in college classes should visit the education center prior to deployment, to request/activate their online GoArmyEd (ArmyIgnited) accounts for requesting Army tuition, if they do not already have an account.

g. Passport/Visa Office

POC Position Title: Chief, Reassignments

Contact Information: (808) 655-1974, (808) 655-4629, usarmy.schofield.id-pacific.mbx.reassignments-hi@mail.mil, Schofield Barracks, Bldg. 750, Room 109

Class/Service: MPD Schofield Barracks Passport and Naturalization Office support the United States Department of Defense (DoD) by assisting DoD Service Members, Civilians and Family Members in obtaining the official travel documents necessary for official government travel. The Passport Office accepts and processes applications for official, no-fee, and diplomatic passports for U.S. Citizens (native born or naturalized citizens).

PRE Deployment: Section assists with processing and mailing of passports.

DURING Deployment: N/A

POST Deployment: Assists Soldiers if being reassigned to OCONUS



h. Soldier for Life – Transition Assistance Program (SFL-TAP)

POC Position Title: Chief Soldier for Life

Contact Information: (808) 655-1028, (808) 438-9735, usarmy.schofield.id-pacific.mbx.schofield-sfl-tap@mail.mil, Schofield Barracks, Bldg.750, Room 130

Class/Service: The program's mission is to ensure that every eligible transitioning Service Member gains the knowledge, skills and self-confidence necessary to be competitive and successful in the global workforce, through a series of employment workshop.

PRE Deployment: Soldiers could avail all the services via on-line. Soldiers could initiate SFL-TAP services 18/24 months of their separation and/or retirement

DURING / POST Deployment:

Soldiers could avail all the services via on-line

School Liaison Program (SLO)

POC Position Title: School Liaison Officer

Contact Information: (808) 655-8326, usarmy.schofield.imcom-fmwrc.mbx.hawaii-slo@mail.mil, Schofield Barracks, Bldg. 1283, Room 104 & 105



Class/Services: SFRG Resources; assists by initiating contact between the non-deploying parent/legal guardian and school personnel to support open communication throughout the deployment.

PRE Deployment: Provide resources to SFRGs, school personnel, parents, and other providers. Assists by initiating communications between the non-deploying parent/legal guardian and school personnel.

DURING Deployment: Provides resources to SFRGs, school personnel, parents and caregivers, and other support providers. Facilitates communication with the parent/legal guardian who is caring for the child to address any questions or concerns.

POST Deployment: Provides reunion resources and other support providers to Family Members.

Recommendation: Families can reach out to the SLO for resources, information, and programs to help their school-age child thrive and to ensure they have the support needed for educational success.

Island Palm Communities (IPC)

POC Position Title: IPC Service Manager

Contact Information: (787) 487-4323,

residents@ipchawaii.com,

Wheeler Army Airfield, Bldg. 290



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Class/Service: Communities are located at Schofield Barracks, Wheeler AAF, Fort Shafter, Helemano and Tripler AMC. You'll enjoy the convenience of being near Military support and medical services, childcare, the Commissary and Exchange, FMWR programs and facilities, and schools.

On-site maintenance, recycling and bulk pick-up along with landscaping services are provided. Emergency maintenance services available to residents 24/7.

Throughout our neighborhoods are community centers, swimming pools, fitness facilities, parks, and recreation areas. Your Family can enjoy free activities such as exercise and cooking classes, Movie on the Lawn and special community events. IPC is a pet-friendly community.

PRE Deployment: A copy of deployment orders/notification may be given in advance to the community center.

DURING Deployment: Free bi-weekly backyard cutting, regular home checks if a family chooses to leave Hawaii (flush toilet, check for leaks, bugs, etc.). Community Self-Help centers offer free items such as lawn equipment, AC and water filters, light bulbs, and pest control items.

POST Deployment: Notification of the Service Member's return is required.

Recommendation: Provide the community center with a notarized copy of a RCI Special Power of Attorney.

Armed Services YMCA

POC Position Title: Branch Director and Program Administrative Assistant

Contact Information: 808-624-5645,

wheeler@asymcahi.org wheelerom@asymcahi.org,

Wheeler Army Air Field, Bldg. 122.



Class/Service: Education (preschool)/Food for Families

PRE/DURING/POST Deployment: We service Families through our parent participation preschool at our Wheeler branch. We also have a food pantry that is available to active duty Military Members and their Families, Veterans, and DoD. YMCA partners with the Hawaii Food Bank to distribute perishable and non-perishable food items to Families and Service Members.

Recommendation: Families with children can schedule an appointment or stop by the branch to enroll. The food pantry is available to all Mon - Fri, 8:00 a.m. to 3:00 p.m.

DFMWR Pet Kennels Program

POC Position Title: Assistant Manager

Contact Information: (808) 368-4119 or

(808)-368-3456, himwrpetkennels@gmail.com, Aiea, Bldg. 99-951.



Class/Service: Outdoor facility featuring over 100 covered dog kennels. We have grassy lawn and exercise areas. Kennels are cleaned twice a day. Dogs are fed and water bowls are replaced twice a day. Cat kennels are ready with bowls and litter boxes are included. We provide short/long term boarding services for your leisure and Military needs.

PRE / DURING / POST Deployment: Regular pet boarding services are available.

Recommendation: Call for availability 10:00 a.m. - 2:00 p.m., 7 days a week (Closed on Federal Holidays). Reservations open 30-90 days out.

<https://hawaii.armymwr.com/programs/family-and-mwr-pet-kennels>

Veterinary Services

POC Position Title: Schofield Barracks Vet Clinic NCOIC

Contact Information: (808) 655-5893/6159,

sbvvetclinic@gmail.com, Schofield Barracks, Bldg. 936.



Class/Service: Annual Wellness exams to include vaccinations and Bloodwork. Preventative medications Dispensing (Flea/Tick and Heartworm), Health Certificate exams for Domestic or international travel, and limited non-urgent sick call for allergies, ear infections, etc.

PRE / POST Deployment: N/A

DURING Deployment: Regular pet Services for Spouse of deployed Service Member.

Recommendation: Other locations:

A. Fort Shafter Veterinary Treatment Facility, Bldg 435 Pierce RD, Fort Shafter. (808) 433-5231 / 5233

B. MCBH Veterinary Treatment Facility, 2506-2516 Pancoast PL, Kailua. (808) 257-3643

C. Joint Base Pearl Harbor-Hickam Veterinary Treatment Facility, 1864 Kuntz Ave, Honolulu

Health Net Federal Services – Tricare West

POC Position Title: TRICARE Beneficiary Educator

Contact Information: (844) 866-9378,

Honolulu, Bldg. 820, Suite 200

Class/Service: Tricare educational briefs.



PRE / POST Deployment: Tricare educational information for deploying Service Members.

DURING Deployment: Call Center at 844-866-9378.

<https://www.tricare-west.com>. Additional resources can also be found at <https://www.tricare.mil>.

Recommendations: Frequency of these trainings: As needed and requested

DFMWR Outdoor Recreation Program



POC Position Title: Chief, Outdoor Recreation Program, Warrior Adventure Quest (WAQ).

Contact Information: (808) 655-9046/9047/8522, Schofield Barracks, Bldg. 2110.

Class/Service: We teach life skills, take you on safe adventures and continue to assist in developing resiliency for Soldiers, Family Members and authorized guests. Programs provided for individuals, groups, and units. Our Active Duty PT Adventure(s) introduce Soldiers to the outdoors, using the PT mission. All our programs can be inserted, within the Train Ready cycle.

PRE / POST Deployment: Warrior Adventure Quest (WAQ) for units. Units can enroll in this free high adventure activity aimed at mitigating stress, resiliency unit bonding, and high-risk behavior. The opportunity puts Soldiers in a positive stress environment using high adventure programs such as paintball, mountain biking, or ocean kayaking. It focuses on building esprit-de-corps, reinforcing coping tools for stress, and promoting the importance of confidence and leader's competence. Activity is concluded with a After Action Debrief that connects activity challenges and resiliency.

DURING Deployment: We continue to support all Hawaii Units and Families. We offer equipment checkouts and recreational programs. Inflatable bounce houses, party sites, towable grills and an on-site reball field keeps our guests de-stressed and resilient.

Recommendations: WAQ should be scheduled (during weekdays) by a Unit Commander and will be co-facilitated alongside the MWR Program Leader by two trained unit NCO's (MWR Outdoor Rec (ODR) provides training). Schedule a WAQ at least 30 days in advance to increase likelihood of accommodation with ODR.

Better Opportunities for Single Soldiers (BOSS)



POC Position Title: BOSS President

Contact Information: (808) 655-1130, Schofield Barracks, Building 589.

Class/ Services: Quality of Life, Recreation & Leisure, & Community Service

PRE/DURING/POST Deployment: BOSS is facilitated through its three core components aimed at maintaining a balanced life: leisure and recreation, community service and quality of life. BOSS affords the opportunity to assist in planning and execution of recreational activities for single Soldiers and provides opportunity for performing community service-related projects.

Recommendations: Single Soldiers can contact us to get familiar with all the activities available.

United Service Organization (USO)

POC Position Title: USO Center Manager

Contact Information:

(808) 517-3031, Schofield Barracks, Bldg. 750, Room 201.



Class/Service: USO helps Service Members and Military Spouses whether an individual needs help to find a civilian job that suits their skills and interest, securing financial stability, researching education options, taking advantage of their GI Bill, utilizing their VA Home Loan or any other veteran programs, maintaining Family strength and personal wellness through the process, or more - participants will get a personalized Action Plan and one-on-one support from a USO Pathfinder Scout.

PRE-Deployment: Bob Hope Legacy Reading Program: A Military Family enjoys a USO reading program. Helping Military kids stay connected through reading. Recognizing the challenges Military children often face when dealing with separation, the Bob Hope Legacy Reading Program makes it possible for Military kids to add a new book to their own library and share story time with someone they love by recording themselves reading. The USO sends the recording to the child's special loved one, helping bring Families together no matter the miles that may separate them. Upon request and approval: Snack Packs for Soldiers will be available prior to departure from USO Schofield or at the AMC terminal.

DURING Deployment: For Service Members stationed in remote locations where there may not be a traditional USO center, USO2GO kits offer fun diversions and the comforts of home for units serving around the globe.

POST Deployment: Upon request and Approval: We are able to support them by providing the Soldiers with a snack pack. Soldiers returning from deployment, placed on ROM status, and residing in the barracks.

Recommendation: The USO Pathfinder Transition Program works with strategic partners to connect Service Members and Military Spouses to resources through a holistic approach, focusing on: Employment, Education, Financial readiness, Mentorship. Increased access to relevant Veterans' benefits in their communities through the creation of an individualized action plan. USO Transition Specialists collaborate with individuals to identify their personal and professional goals and build a roadmap to achieving them, while also identifying services and resources that are the best fit for their needs. This program offers support to Service Members even 12 months after they have officially left service, providing them with resources well along their journey to Civilian life. USO Transition Specialists provide these free services through one on one support and help Military Families create a plan for success now and for the future. We offer Resume, Interviewing, Networking events on a monthly and quarterly basis. Website: <https://hawaii.uso.org/schofield-pathfinder>

MISSION LOGISTICAL SUPPORT

Army Field Support Battalion Hawaii (AFSB-Hawaii) (a – c)



a. Maintenance Division

POC Position Title: Division Chief

Contact Information: Office: (808) 656-1824, Schofield Barracks (East Range), Bldg 6039, Room 215.

Class/Service: Provide timely and detailed pass-back maintenance (sustainment and field level) and base-ops maintenance capabilities, enabling unit readiness.

PRE Deployment: Advises units on matters about FIELD and SUSTAINMENT level maintenance. Stay synchronized with units ensuring maintenance requirement and plans are coordinated in advance. Monitor unit maintenance operations.

DURING Deployment: Provide services at the FIELD and SUSTAINMENT level. Maintenance service capabilities includes tactical and non-tactical equipment repair, on-site weapon gauging and inspection, field level reset, part research and technical inspection.

POST Deployment: Provide gap support to ensure validation and onward movement of mobilizing units. This will be done through reimbursable pass-back maintenance support.

Recommendation: Units should provide UDL and maintenance requirement in advance. Coordinate parts requirement and demand. Identify and coordinate special skillset technician's requirements in advance. Obtain approval for pass-back by providing supporting document. Establish appropriate delegation of authorities and assumption of orders. Implement periodic IPRs/OPTs to address support requirements and capabilities RFIs a/o concerns/issues.



b. Transportation Division

POC Title Position: Installation Transportation Officer

Contact Information: (808) 656-4963, Schofield Barracks (East Range), Bldg. 6039, Room 210.

Class/Service: Provide transportation support services mainly in the areas of readiness.

PRE Deployment: Assist Unit Movement Officers (UMOs) for deployment operations. Services provided include, but are not limited to; building of both unit Organization Equipment List (OEL) and Unit Deployment List (UDL). We assist with ISO container certification, TMP support in the form of forklift support (MHE), truck support as well as bus support. In the area of passenger movement, we work with the unit and JBPHH to ensure that manifests are accurately completed and submitted 72hrs before wheels up. We assist units with Transportation Movement Requests for equipment and personnel movement as need it. Provide applicable pre-deployment training (TC-AIMS, 463L Pallet and Air Load, MDF Briefing, Rail).

DURING Deployment: Provide Multi-functional Deployment Facility (MDF) oversight. MDF provides equipment processing to include: ensuring all required documentation is present and properly filled out. Ensuring vehicle and gas powered equipment has the correct amount of fuel for the type of lift allocated. Ensuring Military Shipping Label data is accurate. Ensuring Class VII items has a Radio Frequency Identification Tag properly burned and attached. Ensuring equipment is Fully Mission Capable. Ensure shipping documents for Non-Mission Capable (NMC) equipment are available.

POST Deployment: Support rear detachment as well as forward deployed personnel IOT. Assist planning and execution of redeployment operations.

Recommendations: Units should have an UMO, hazardous material certifier (HAZMAT) and Container Control Officer (CCO). OELs should be updated at the rate of no less than 6 months or whenever a significant change in unit equipment and personnel occurs. Training frequency for HAZMAT certifier is every 2 years as per DOT, UMO, and for CCO a one-time training is required.



MISSION LOGISTICAL SUPPORT

Army Field Support Battalion Hawaii (AFSB-Hawaii) (a – c)(Continued)

c. Supply & Services Division

POC Position Title: Supervisor - Supply & Services Division Chief

Contact Information: (808) 656-2381, Schofield Barracks (East Range), Bldg. 6039, 2nd Floor, Room 211.

Class/Service: Provide Food Service & Ration (CL I), OCIE/RFI (CL II), Ammunition (CL V), and SSA capabilities, enabling readiness of supporting units.

PRE Deployment: Stay synchronized with units ensuring supply and services requirement and plans are coordinated in advance. Upon request, provide applicable CL V training to units.

DURING Deployment: Coordinate and execute timely and detailed Supply & Service operation and requirement affecting mobilizing unit's deployment readiness:

Installation Supply Support Activity (SSA) Branch

- Non-tactical SSA that manages CL II, III (P), IV, VII, and IX support
- Tactical SSA (OCO) based on OPCON guidance provided by AMC.
- Operate a Chemical Defense Equipment warehouse

Central Receiving Point (CRP)

- Central Receiving Point/Bulk Break Point receiving/processing supplies and equipment via DSS/ALOCs, containers, flat racks and vendors.
- Receive fielding equipment for USARPAC/8th TSC and other new FORCE MOD fielded equipment.

Packing & Crating (P&C)

- Provide packing, crating and woodworking services for general, sensitive and dangerous goods.
- Prepare outbound repairable CL IX and other items requiring packaging and crating for shipment.
- Perform COSIS inspection and preservation for pre-positioned stocked items.
- Comply with U.S. Army Self-Certification Solid Wood Packing Material (SWPM) Program policy.
- Assist in blocking and bracing Hazardous Materials for deployments to meet deployment schedule.

Hazardous Material Control Center (HMCC)

- Operate and manage Hazardous Material Control Center (HMCC) serving Army activities in Hawaii AOR for tracking hazardous materials, to include disposition of expired shelf-life materials.
- Establish HMCC procedures and guidelines to include requisitioning, storage, handling, transfer, issue, receipt, turn-in, operations of Hazardous Material that protects personnel, the surrounding community and the environment.
- Critical to protecting personnel health, environment, and reducing the quantities of hazardous materials stored at the unit/activity level, thereby minimizing waste generations and tracking HM used and stored by all.

Munitions Branch

- Provides a full CL V support, to include munitions management and accountability support for Wheeler Ammunition Supply Point, Pohakuloa Training (PTA) Area Ammunition Supply Point (ASP), and Lualualei facility.
- Ammunition is stored at LLL, NAVMAG and WASP and PTA ASP.

POST Deployment: Assist rear detachment as well as forward deployed personnel with redeployment operations.

Recommendation: Unit forecasts and provides CL I Ration, CL II CIF/RFI, SSA, UBL, and CL V. Request CL V training in advance. Establish CL V accounts (OPL, BLA TRA), and appropriate delegation of authorities/assumption orders. Implement periodic IPRs/OPTs to address support requirements and capabilities RFI's a/o concerns/issues.

USAG-HI Public Affairs Office

POC Position Title: Public Affairs Director
Contact Information: (808) 656-3154,
usarmy.hawaii.pao@mail.mil, Wheeler Army Airfield,
 Bldg. 107, 2nd Floor.

Class/Service: Provides support and training covering command information (includes web and social media), community relations and media relations. Official source for installation news and information. Manages the “Partnership of Ohana” community relations and engagement program for the Army in Hawaii.

Sources for official installation news/information:

USAG-HI website: <https://home.army.mil/hawaii>
 Digital Garrison (mobile app): <https://home.army.mil/hawaii/index.php/digital-garrison>
 Facebook: <https://m.facebook.com/usaghawaii>
 Instagram: <https://www.instagram.com/usaghawaii/>
 Twitter: <https://twitter.com/usaghawaii>

(Note: These sources would be used to share official information during an emergency.)

PRE / DURING / POST Deployment:

- Community Relations
 - Provide information and guidance on local stakeholders and community leaders, engagements, volunteer opportunities, area sensitivities, contentious issues, and local Army talking points
- Command Information
 - Share content from unit on garrison website and social media sites
- Media Relations
 - Media and social media training if mobilized unit does not have a Unit Public Affairs Officer
 - Assist with disseminating media releases and advisories to local Hawaii media outlets
 - Facilitate media escorts on U.S. Army Hawaii (USARHAW) installations *(NOTE: Media is not allowed on USARHAW installations without a public affairs-designated escort. Additionally, all planned media events on USARHAW installations, to include training areas, must be coordinated with USAG-HI Public Affairs.)*

Recommendations: Follow official garrison website and social media for news and information. Training and support are available as needed upon request.

Legal Assistance Office



POC Position Title: Legal Assistance Supervisor
Contact Information: (808) 655-8607,
usarmy.schofield.usarpac.mbx.legal-assistance@mail.mil, Schofield Barracks, Bldg. 2037.

Class/Service: Legal guidance in notary services and powers of attorney, family law, estates, real property, economic assistance, and Civilian and Military administrative matters. Information provided for Readiness, Resiliency, and Deployments:

PRE Deployment: Most common legal concerns for Families are their rights under the Service Member's Civil Relief Act, estate planning, and notary services. We provide awareness briefs and know to seek assistance.

DURING Deployment: We continue to provide full services to Family Members on island for any issues that may arise. Deployed Service Members may also reach out to us, but often times, they will have access to a local legal assistance office where they are deployed.

POST Deployment: We will continue to provide support on legal issues that arise at any time before, during, and after the deployment. A brief can also be provided by command request, to remind everyone of the services available and other legal issues they are likely to encounter upon return, such as claims, family law matters, and revoking powers of attorney.

Recommendations: Training can be provided upon request to Units and Family Members on the Service Members Civil Relief Act (SMCRA), estate planning, and notary services, as well as the other services the Legal Office provides in accordance with AR 27-3.

Mobilization Support Branch (DPTMS)

POC Position Title: Supervisor Mobilization Support

Contact Information: (808) 656-0222, Wheeler Army Airfield, Bldg. 107, 3rd Floor, Room 223A.

Class/Service: Mobilization Support Coordination

PRE Deployment: Provide facilities and training land at Area X, Schofield Barracks. Provide Billeting Support: Classrooms, Network Capabilities, Huts & Latrines. Conduct Reception and Stationing Meetings (IPR's)

DPTMS executes mobilization, deployment, and demobilization support operations for COMPO 1, 2, and 3 forces in support of contingency operations. Meetings to ensure arrival, billeting, logistics, training, and administrative support to efficiently receive and station the mobilized unit.

Mobilization Support Activities: Receive, house, and provide life support. Receive, support, and assign Individual Ready Reserve (IRR), Individual Mobilization Augmentee (IMA), and recalled retiree personnel reporting to the MFGI-SB. Weapon Storage.

Ceremonial Support: Provide state and territorial flags/flag stands for mobilizing/demobilizing units for deployment and redeployment ceremonies. Provide audio-visual support equipment to deploying and redeploying units.

DURING Deployment: Redeploying Unit Coordination; Assist coordination of demobilization activities: Planning Soldier Readiness Processing; Admin Support (Publish DD214/REFRAD); Mandatory Briefings; Transportation to Home Station.

POST Deployment: Redeploying Unit Coordination; Assist coordination of demobilization activities; Planning Soldier Readiness Processing; Admin Support (Publish DD214/REFRAD); Mandatory Briefings; Transportation to Home Station. Provide state and territorial flags with stands for mobilizing / demobilizing units for deployment and redeployment events. Provide audio-visual support equipment to deploying and redeploying units. Coordinate w/Garrison Commander for validation of demobilizing units.

Recommendation: Unit to contact Reserve Component Support Branch for usage of Area X facilities or training areas at (808) 655-0952, Hut 26, Area X, Schofield Barracks.

DPTMS-Audiovisual Presentation Support

POC Position Title: Operations Coordinator

Contact Information: (808) 655-1565,
Schofield Barracks Bldg. 2038.



Class/Service: Direct support to include; Set up, operation, and tear down of: Basic Public Address Sound Systems; Projectors/Projection Screens; and Video Documentation of historically significant events.

PRE Deployment: VI-TV2 Staff provide direct support for General Officer-level Deployment Ceremonies conducted on Weyand Field with their large audio system to include all necessary podiums, microphones, loudspeakers, and other related equipment. Additionally, VI-TV2 Staff videotape the ceremony for historical documentation.

DURING Deployment: N/A

POST Deployment: VI-TV2 staff provide direct support for Redeployment Ceremony Chalks conducted in the Multi-Functional Deployment Facility (MDF) at Wheeler Gulch. Also, VI-TV2 staff sets up a video camera and projects the image of returning Soldiers going through the in-processing line onto a large screen for Families to watch and enjoy prior to the start of the ceremony. VI-TV2 staff provide direct support by videotaping the ceremony for historical documentation.

Recommendations: Units are encouraged to submit their work requests in advance as early as possible through the Visual Information Order Site (VIOS) at <https://www.vios-west.army.mil> and submit a Form 3903 Work Order Request (see Pages 5-7) and select "Audiovisual Events" to ensure the date, time, and proper AV support is booked and secured.

DPTMS-Audiovisual Equipment Loan & Issue

POC Position Title: Loan & Issue Equipment Manager

Contact Information: (808) 655-5015, Schofield Barracks Bldg. 2038.

Class/Service: Audiovisual equipment is available for unit self-support using available items to include; Podiums, Projectors, Portable P.A. Systems, Wireless Microphone Kits, Loudspeakers, Bullhorns, Video Camcorders, Projection Screens, and other related cables and accessories.

PRE Deployment: VI-TV2 Staff will issue audiovisual equipment to Brigade-Level units and below, for self-support provided by their own Soldiers. A list of available gear is listed below, and posted at <https://home.army.mil/Hawaii/%20index.php?cID=793>. Training in the operation of loaned equipment is provided as needed in advance by our staff.

DURING / POST Deployment: N/A

Recommendations: Most Military units may already be familiar with the Loan & Issue Section and have active accounts established with them through their own G6/S6 sections. For information regarding new accounts, please call (808) 655-5015. Units are encouraged to submit their work requests in advance as early as possible through the Visual Information Order Site (VIOS) at <https://www.vios-west.army.mil> and submit a Form 3903 Work Order Request (see Pages 5-7) and select "Audiovisual Equipment and Support" to ensure that the required AV gear is reserved. Equipment supplies are limited, and only available on a first-come basis.

SAFETY & SECURITY / EMERGENCY PREPAREDNESS AND RESPONSE

Garrison Safety Office

POC Position Title: Garrison Safety Office
Contact Information: (808) 656-1166 or
 (808) 656-1168,
usarmy.wheeler.id-pacific.list.usag-hi-safety-office@mail.mil, Wheeler Army Airfield, Bldg106.

Class/Service: Army Traffic Safety Training Program / Motorcycle Refresher Training

PRE Deployment: The motorcycle operator needs to ensure all motorcycle sustainment training is completed prior to the Service Member's deployment.

DURING Deployment: Deployed Soldier should contact their assigned Motorcycle Mentor 30 days prior to returning from deployment to schedule refresher training.

POST Deployment: All redeployed Soldiers (180 days or greater deployment) must complete Motorcycle Refresher Training (MRT) through their unit motorcycle (MC) mentor prior to riding. MRT will be conducted on the individual's own MC to confirm ability to safely handle his or her MC.

Note: Based on MRT performance, Commanders can refer MC riders back through the Army Traffic Safety Training Program (ATSTP) prior to authorizing the MC operator to ride again. The ATSTP is managed by the Garrison Safety Office. Soldiers can enroll through https://imc.army.mil/airs/usg_disclaimer.aspx

Recommendations: Contact the unit/organization appointed motorcycle mentor to schedule refresher training upon return from deployment. Website: https://army.deps.mil/army/cmds/imcom_pac-sag/hawaii/safety/SitePages/USAG-HISafety.aspx

DIRECTORATE OF EMERGENCY SERVICES (a & b)

a. Physical Security Office

POC Position Title: Physical Security Officer
Contact Information: (808) 656-0706; Wheeler Army Airfield, Bldg. 107, room 305.

Class/Service: DES Physical Security Office

PRE Deployment: Physical Security Inspector will conduct a closing Inspection and secure arms rooms for mobilization as needed.

DURING Deployment: Continue to provide support to the organization for all physical security related services.

POST Deployment: Conduct arms room pre-inspection upon return.

Recommendations: Contact the Physical Security Office as soon as a deployment timeline is known to schedule an appointment for closing inspection of Arms Rooms

b. Law Enforcement/Access Control

POC Position Title: Chief, Directorate of Emergency Service (DES) Operations
Contact Information: (808) 656-6454,
usarmy.wheeler.id-pacific.mbx.des-operations-section@mail.mil, Wheeler Army Airfield, Bldg. 107, 3rd Floor.

Class/Service: DES Law Enforcement/Access Control

PRE Deployment: Coordinate with DES Operations to facilitate convoy movement both on and off post. DES will assist with coordinating the opening of alternate gates, and liaison with Honolulu Police Department (HPD) for off post routes.

DURING Deployment: N/A

POST Deployment: DES Operations Section will assist with facilitating returning convoys using alternate gates and assisting with convoy movement both on and off post where applicable.

Recommendations: Coordination must begin no later than 90 Days prior to execution to allow time for tasking. Contact DES operations as soon as timeline is known.

American Red Cross

POC Position Title: Director American Red Cross Program

Contact Information: (808) 208-5031,

CHHonoluluHIInfo@redcross.org,

Honolulu, Bldg. 4155



SAFE HAVENS

Purpose: Awareness on the establishment of Safe Havens on Army installations in the event that temporary safe havens are needed.



Class/Service: American Red Cross Service to the Armed Forces, Veterans and their Families (Preparedness Presentation and Education (pre), Emergency Communication Messaging (during), Resiliency (pre, during and post deployment))

PRE Deployment: “Get to Know Us Before You Need Us” Preparedness information on Emergency Communication Message (ECM) process, American Red Cross disaster preparedness and resilience for Families while their Service Member is deployed. Volunteer opportunities to keep Family Members engaged and active during deployment.

DURING Deployment: Resilience workshops to support Family Members during deployment separation. Volunteer opportunities to engage Family Members to stay informed and network socially. Emergency Communication Message services during deployment and follow up critical community services depending on nature of emergency. Access to emergency financial assistance on behalf of Army Emergency Relief (AER) after duty hours or when outside geographical radius of local AER office.

POST Deployment: Reconnection workshops from licensed mental health professionals during reintegration. Outreach activities with partner agencies at Family events.

Recommendations: Frequency of these trainings: Newcomers orientations (monthly or as needed) Pre-deployment briefings – “Get to Know Us Before You Need Us” (as needed based on deployment cycle). Partner presentation on Resiliency Program “Coping with Deployments- Psychological First Aid”, “Reconnection Workshops” (topics include Stress Management, Effective Communication, Connecting with Kids, Military and Veteran Caregiver Support), “Mind-Body Workshops” (as requested).

A Safe Haven is a hardened facility on the installation that provides temporary protection from the elements during real world incidents (tsunami, hurricane, etc). Safe Havens will generally open 24 hours prior to landfall and will remain open until the “all clear” is given.

Safe Havens do not provide cots, blankets, food, or water. Pets are allowed only if they are in pet containers. On-post or off-post personnel seeking “safe haven” from hurricane winds must bring their own emergency supplies/disaster kits with food and water. Personnel will be placed on the floors in the hallways away from windows. Rooms will not be provided, and no MRE’s are required for Safe Havens.

Personnel in Safe Havens will be released to return to their homes after the “all clear” is given and Safe Havens will no longer will needed. Personnel whose homes are damaged will go to the nearest shelter for care and assistance.

Safe Haven Managers will account for personnel and segregate singles and Families as needed. Managers will provide personnel accountability, safety, and medical responsibilities.

Tier Response Group Activation: Upon receipt and acknowledgement of Hurricane Category, Safe Havens will be activated by appropriate tier response group as directed by USAG-HI. All safe haven tiers will be prepared to activate upon notification. Tier 2 and 3 initial priority of support is to the owning unit’s Soldiers and displaced Families. Tier 2-3 will be opened to the public via notification from Garrison only as the Initial Tier 1 capacities are exceeded.

TIER 1. Category 1-5 Hurricanes.

TIER 2. Category 2-5 Hurricanes.

SAFE HAVEN



HELEMANO SAFE HAVENS		
MSC	UNIT	ADDRESS
311SC	307 ITSB	BLDG 300, Andrade Rd
311SC	307 ITSB	BLDG 315, Andrade Rd & Paalaa Uka Pupukea Rd

FORT SHAFTER SAFE HAVENS		
MSC	UNIT	ADDRESS
8TSC	8th STB	BLDG 500 Richardson eater, Funston Rd & Wisser Rd
8TSC	8th STB	BLDG 525, Wisser Rd
311SC	516th SIG	BLDG 1292, Tunnel, Parks Rd before Parks Dr

TRIPLER SAFE HAVENS		
MSC	UNIT	ADDRESS
TAMC RHC-P	Tripler Troop CMD	BLDG 102, Education Center, Krukowski Rd
TAMC RHC-P	Tripler Troop CMD	BLDG 104, Troop Barracks, Krukowski Rd

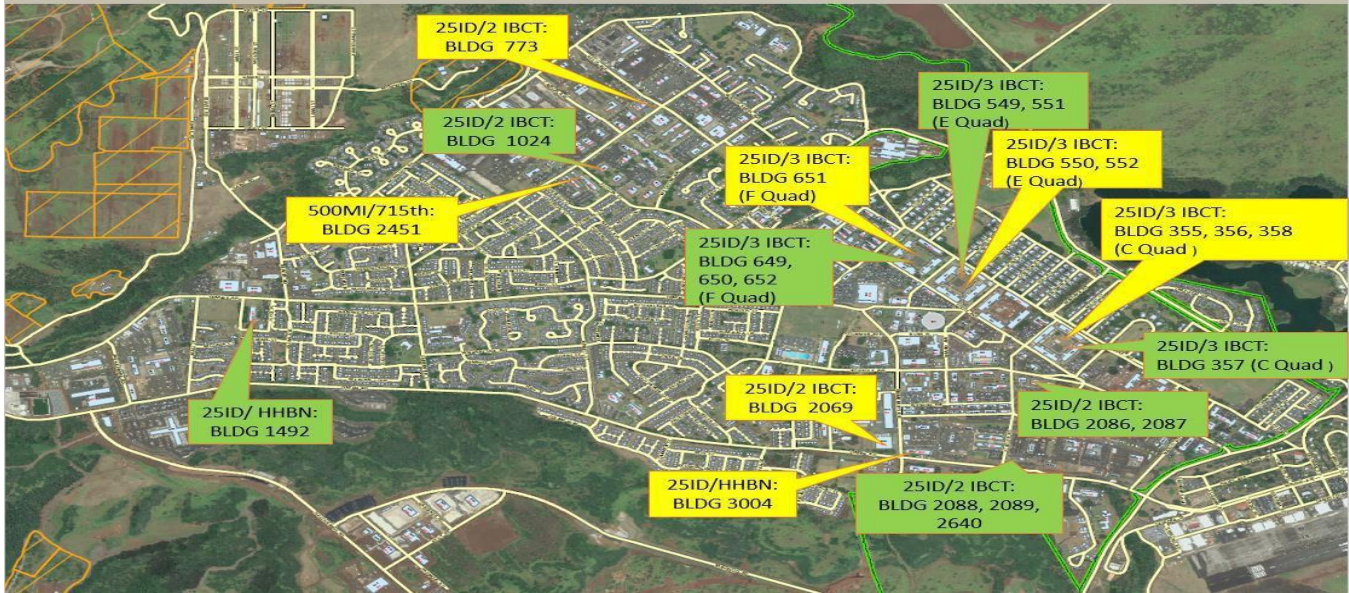
WHEELER ARMY AIRFIELD SAFE HAVENS		
MSC	UNIT	ADDRESS
25ID	CAB	BLDG 102, 1129 Wright Ave
25ID	CAB	BLDG 841, Santos Dumont & Warhawk St
25ID	CAB	BLDG 842, Wright Ave & Warhawk St
25ID	CAB	BLDG 843, Santos Dumont & Warhawk St
25ID	CAB	BLDG 900, Amelia Earhart St
25ID	CAB	BLDG 901, Amelia Earhart St

SCHOFIELD BARRACKS SAFE HAVENS		
MSC	UNIT	ADDRESS
25ID	3 IBCT	BLDG 355 , Waianae Ave and Meigs Ave (C Quad)
25ID	3 IBCT	BLDG 356 , Waianae Ave and Meigs Ave (C Quad)
25ID	3 IBCT	BLDG 357 , Waianae Ave and Meigs Ave (C Quad)
25ID	3 IBCT	BLDG 358, Waianae Ave and Meigs Ave (C Quad)
25ID	3 IBCT	BLDG 549, Waianae Ave and Heard St (E Quad)
25ID	3 IBCT	BLDG 550, Waianae Ave and Heard St (E Quad)
25ID	3 IBCT	BLDG 551, Waianae Ave and Heard St (E Quad)
25ID	3 IBCT	BLDG 552, Waianae Ave and Heard St (E Quad)
25ID	3 IBCT	BLDG 649, Waianae Ave and Lewis St (F Quad)
25ID	3 IBCT	BLDG 650, Waianae Ave and Lewis St (F Quad)
25ID	3 IBCT	BLDG 651, Waianae Ave and Lewis St (F Quad)
25ID	3 IBCT	BLDG 652, Waianae Ave and Lewis St (F Quad)
25ID	2 IBCT	BLDG 773, Reilly Ave and Williston Ave
25ID	2 IBCT	BLDG 1024, Menoher Rd and Wilson St
25ID	2 IBCT	BLDG 2069, Humphreys Rd and Lyman Rd
25ID	2 IBCT	BLDG 2086, Kolekole Ave and Flagler Rd
25ID	2 IBCT	BLDG 2087, Kolekole Ave and Flagler Rd
25ID	2 IBCT	BLDG 2088, Lyman Rd and Flagler Rd
25ID	2 IBCT	BLDG 2089, Lyman Rd and Flagler Rd
25ID	2 IBCT	BLDG 2640, Lyman Rd and Flagler Rd
25ID	HHBN	BLDG 1492, Trimble Rd and Fleck Place
25ID	HHBN	BLDG 3004, Lyman Rd and Humphreys Rd
500 MI	715 th	BLDG 2451 Cadet Sheridan and Menoher Rd

UNCLASSIFIED

SAFE HAVENS

SCHOFIELD BARRACKS



WHEELER ARMY AIRFIELD



UNCLASSIFIED

UNCLASSIFIED

SAFE HAVENS

HELEMANO MILITARY RESERVATION



TRIPLER



FORT SHAFTER



UNCLASSIFIED

USAG-HI SHELTERS

Purpose: This document provides guidance on the establishment of Shelters on Army installations to care for displaced persons/evacuees as needed. Primary focus will be life and safety of displaced persons/evacuees.

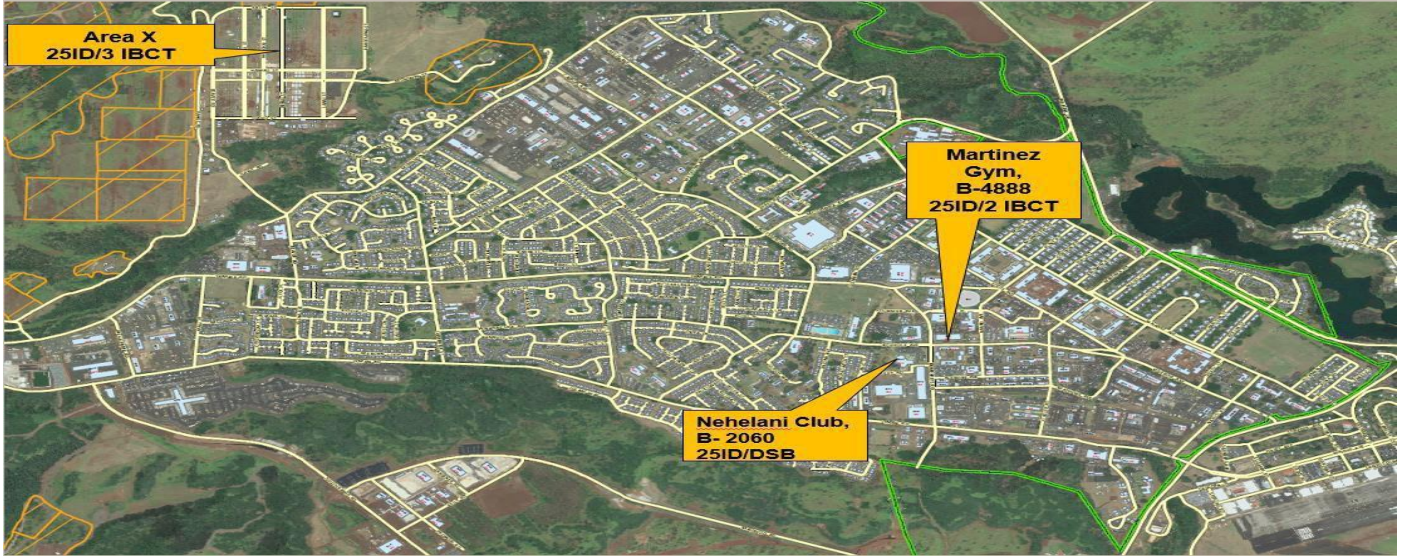
- a. Shelters are a designated area or facility which can be used to provide temporary mass care for displaced personnel/evacuees after an emergency occurs.
- b. Area X at Schofield Barracks is our primary site with a capacity to shelter over 500 displaced personnel. Installation clubs and gyms are designated as alternate shelters because of their open space for cots and available water/restrooms.
- c. Trained Shelter Management Teams consisting of Soldiers per shift will be provided to each shelter by assigned Military Units for administrative, logistical, and medical support.
- d. The Shelter is not a medical facility and is not authorized to treat medical issues/concerns. If a medical emergency occurs within the Shelter, immediate first-aid can be rendered until medical first responders arrive on scene. Displaced personnel/evacuees that require medical attention will be informed to proceed or request transportation to the nearest medical facility/emergency room:
 - 1) Desmond T. Doss Health Clinic on Schofield Barracks – Schofield Barracks, Wheeler Army Airfield, Helemano Military Reservation
 - 2) Tripler Army Medical Center – Fort Shafter, Aliamanu Military Reservation, Red Hill Military Reservation
- e. All Shelters can accommodate pets. Only Pets in carriers are allowed. Owners are completely responsible for their pets and/or service animals (care, cleaning, and feeding). Pets will need to remain in the designate pet area and will not be allowed in the shelter used for displaced personnel/evacuees.
- f. In addition to registering at Shelters, all displaced personnel/evacuees will provide for their accountability thru the Army Disaster Personnel Accountability and Assessment System (ADPAAS) located at <https://adpaas.army.mil>. ADPAAS standardizes a method for the Army to account, assess, manage, and monitor the recovery process for personnel and their Families affected and/or scattered by a wide- spread catastrophic event. ADPAAS provides valuable information to all levels of the Army chain of command, allowing commanders to make strategic decisions to facilitate a return to stability.

SHELTER LIST

#	SHELTER	MSC	BLDG	INSTALLATION
1	Martinez Gym	25ID/2 IBCT	BLDG 4888	Schofield
2	Nehelani Club	25ID/DSB	BLDG 2060	Schofield
3	Area X	25ID/3 IBCT	AREA X	Schofield
4	Wheeler Gym	25ID/CAB	BLDG 113	Wheeler
5	HMR Fitness Center (Gym)	311 th SC/307 th	BLDG 25	Helemano
6	Fort Shafter Gym	500 th MI/205 th	BLDG 665	Fort Shafter
7	Hale Ikena Club	8TSC	BLDG 711	Fort Shafter
8	AMR Gym	8 TSC	BLDG 780	Aliamanu
9	Tripler Gym	TAMC	BLDG 300	Tripler

UNCLASSIFIED

SCHOFIELD BARRACKS SHELTERS



WHEELER ARMY AIRFIELD SHELTER



HELEMANO MILITARY RESERVATION SHELTER



UNCLASSIFIED

FORT SHAFTER SHELTERS



TRIPLER SHELTER



ALIAMANU MILITARY RESERVATION SHELTER

