Hawaiian Islands Relocation Handbook 2012

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ON THE COVER

The cover contains various pictures from the Hawaiian Islands

PUBLICATION INFORMATION

The Health Services Work Life Base Honolulu compiles and publishes the ***U. S. Coast Guard – Hawaiian Islands Relocation Handbook***. Any material adapted from copyrighted sources is used gratefully with permission and attribution. Chapters about Housing, Medical, Travel and Transportation, etc, have been written, reviewed, and updated by subject-matter experts.

This handbook covers only the islands of Oahu, Kauai, Maui, and Hawai`i. It is given to only those personnel transferring to Coast Guard commands within the State of Hawai`i. Personnel transferring to the rest of the D14 Area of Responsibility receive a Welcome Aboard package pertinent to their area.

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http://www.uscg.mil/BASEHONOLULU/docs/handbooks/relohb.pdf

ALOHA

Congratulations on your new assignment and welcome to Hawai'i! As you begin your transition, prepare to experience a culturally rich environment surrounded by breathtaking scenery and limitless opportunities to interact with nature. Upon your arrival, the Spirit of Aloha will be ever present. Historically, the word Aloha has numerous religious, cultural, and ethical meanings. Currently, Aloha has become synonymous with "hello" or "goodbye." However, as I have learned over the past three years, the Aloha Spirit means much more. It is the essence of living and it is the coordination of mind and heart within each person. The Sprit of Aloha reflects character traits that express the charm, warmth, and sincerity of the Hawaiian people. Moreover, the Aloha Sprit communicates a mutual regard and affection while simultaneously extending warmth in caring with no obligation in return. In Hawaii, the Spirit of Aloha is a way of life that you should expect to experience every day in one form or other.

Every new assignment brings a degree of uncertainty and associated stress. Although an overseas transfer presents unique and different challenges, the degree of associated uncertainty and stress can be reduced by actively managing your move, fully utilizing all available resources, and learning as much about Hawai'i possible before you arrive. In this vein, I strongly encourage you to:

- Review all literature provided,
- Communicate regularly with your sponsor,
- Contact your immediate supervisor,
- Coordinate shipment of your household goods,
- Understand your housing options,
- Make temporary lodging reservations,
- Learn the rules regarding Temporary Lodging Allowance, and
- ASK QUESTIONS.

These are the minimal steps you need to facilitate a smooth transition. I cannot over emphasize the importance of contacting your sponsor and your supervisor. They are integral parts of the process and will provide valuable insight into your transition. Moreover, frequent communications with the housing staff will facilitate a better understanding of the rules and regulations associated with temporary lodging, government housing, and living on the economy. Lastly, coordinate your outbound shipment of household goods with your existing transportation office and learn about the express shipment and non-temporary shortage of non-essential household good items.

The Work Life staff provides assistance with a plethora of programs including spouse employment, child care, relocation assistance, special needs, family programs, employee assistance programs, and wellness. The Work Life staff is available to assist you and your family transition and help you plan for a successful overseas assignment.

Again, congratulations on your assignment to Hawai'i. It is truly an exciting and very special place to live. On behalf of the entire Coast Guard workforce in Hawai'i, I extend to you and your family a sincere welcome. **ALOHA**!

Marc A. Hawkins
Commander, U. S. Coast Guard
Supervisor
Health, Safety, and Work Life Base Honolulu

CONTENTS

Letter of Welcome i
Table of Contents ii
Key Phone Numbers viii

BEFORE YOU ARRIVE

Aloha 1
Welcome Aboard Message 1
Overseas Interview 1
Entry Approval / Command Sponsorship 1
TOPS HHG Processing 1
Unaccompanied Baggage 1
Special Power of Attorney 2
Temporary Lodging Allowance (TLA) 2
TLA Hotels 3
Oahu Temporary Lodging Information for UPH/BEQ/BOQ 3
Accompanied TLA 3
Unaccompanied TLA 4
Maui, Kauai, and Hawai`i 4
Members Married to Members 4
Application for Government Housing 4
Government-Owned Housing Overview 4
On-the-Economy Rental Housing Overview 4
Money 5
Privately Owned Vehicle 5
POV Shipping Ports 5
Opportune Lift 6
Leased POV Shipments 6
Vehicle Insurance 6
Pets 6
Spouse Employment 6
Firearms 6
Children and Education 6
Travel of Student Dependent 6
Finances 6
Newspapers, etc 7
Mailing Address 8
Car Rentals 8
A Special Note To Cape May Recruit Training Graduates 8
Getting Married Enroute to Your New Duty Station 9
Before You Move Checklist 9
Important Papers 10

ISLAND LIFE

Basic Facts about Hawai`i 11
Time Difference 11
Commuting to Work on Oahu 11
Plain Talk About Life and Work in Hawai`i 12
- Tropical Insects 12
- Youth Activities 12
  - Coast Guard MWR 12
  - Aliamanu Military Reservation (AMR) 12
  - Pearl Harbor Boys & Girls Club 12
  - Hickam AFB Youth Center 12
  - Girl Scouts Hawai`i Council 12
  - Boy Scouts Aloha Council 12
- Single Activities 12
- It's a Long Way Back Home 13
- Shopping 13
- Neighbor Island Life 13
- Personal Goals 13
- Spouse Goals 13
- Most People Say It's a Great Place to Live 13

Your Duty Station 13
Ethnic Diversity 13
Culture Shock 14
Residential Neighborhoods on Oahu 15
- Goverrnment versus On-the-Economy Housing 15
- Leeward Side 15
- Windward Side 16

Shopping, Etc. 16
Dealing With Insects 17
How to Keep Island Critters from Driving You Buggy 17
Hawai`i Insect Identification and Control Guide 18

REPORTING ABOARD

At the Airport 19
Unit Check-in 19
Family Housing Check-in 19
Unaccompanied Personnel Housing 20
TLA Processing / Collection Procedure 20
Temporary Housing 20
TLA Reimbursement Procedures for Oahu 20
TLA Reimbursement Procedures for the Neighbor Islands 20
Non-Reimbursable TLA Expenses 20
Medical and Dental Services 20
Arrival Checklist 21

TLA COMPUTATIONS & ALLOWANCES

- Oahu TLA Rates / Max Per Day 22
- Per Diem Rates for Hawaiian Islands 22
- TLA Caution 22
- TLA Computation Worksheet 23
- TLA Claim Form 25

UNACCOMPANIED PERSONNEL HOUSING

Berthing Options 27
Personnel Assigned to Ashore Units 27
Personnel Assigned to Afloat Units 27
Kukui Hall 28
Unaccompanied Personnel Leased Housing (UPLH) 28
COMMSTA Honolulu 28
Air Station Barbers Point 28
Looking for Civilian Rentals? 28
Army Housing Service Office (HSO) Main Office 28
TLA Status 28
Neighbor Island Units 28

FAMILY HOUSING

Coast Guard Housing Organization 29
- Area Housing Authority (AHA) 29
- Area Housing Officer (AHO) 29
- Oahu Local Housing Officer (LHO) 29
- Local Housing Representative (LHR) 29

Housing Types on Oahu 29
- Privatized Housing—Army Hawai`i Family Housing (AHFH) 29
- Civilian Housing Located Within the Community 29
- Leased Housing 30
- CG-Owned Housing 30
  - Wailupe Quarters 30
  - Diamond Head Quarters 30
- Army Hawai`i Family Housing (AHFH) 30
- AHFH Aliamanu Military Reservations Rim Community 30
  - Housing Features 31

CG Housing Assignment Policy 31
Assignment to Government / Privatized Quarters 32
AHFH Application and Waiting List 32
Applying for Housing on Kauai or Hawai`i (The Big Island) 32
Applying for Army Hawai`i Family Housing (privatized housing) 32
Arranging Delivery of HHG 33
Guidelines on Obtaining Housing in the Community 33
Housing Service Office (HSO) 33
Rental Housing Costs 33
Buying Real Estate 33
Your Housing Search 33
An “Adequate” Rental Unit 34
Caution on Rental Refusals 34
Valid Reasons for Rental Rejection 34
Invalid Reasons for Rental Rejection 34
Commuting Distances 34
Renter’s Military Clause 34
Purchase of a Home 35
Supplemental Basic Kit 35
Additional Hospitality Kit Resources 35
Self Help Items 35
Utilities 35
Minimum Net Floor Area for Apartments, Condos, and Townhouses (for Adequacy) 36
Minimum Bedroom Requirements for Owned and Leased Housing (for Adequacy) 36

PRIVATELY OWNED VEHICLE (POV)

Shipping Your POV 37
Pickup Locations 37
Insurance 37
Pickup and Acceptance 37
Registration 37
POVs With Joint Ownership Titles and/or Registration 38
Safety Inspection (Within 30 days of POV pickup) 38
POV Registration (Within 30 days of POV pickup) 38
Keeping Out-of-State Plates 38
Obtaining Hawai`i Plates 38
Satellite City Halls 39
Oahu Offices 39
Neighbor Island Offices 39
DoD POV Registration 39
AIRSTA Barber's Point 39
NCTAMS EASTPAC (for COMMSTA) 39
BASE Honolulu Pass and ID Office 39
Hawai`i Driver's License 40
Reconstruction Vehicle 40
Motorcycle Safety Course Providers 40
Bicycles 41
Buying A Vehicle in Hawai`i 41
Privately Owned Used Cars 41
Buyer Beware 41
Buying Used Vehicles 41
Auto Hobby Shops 41

EDUCATION IN HAWAI`I

Introduction 42
Seven School Districts 42
Oahu School Districts 42
Neighbor Island School Districts 42
Registration 42
Medical Requirements 42
Certificate of TB Examination 42
Physical Examination 42
Immunization 42
Student Health Record 42
Child's Doctor Should Contact 42
School Community Base d Management (SCBM) 43
School Year 43
Communication With Parents 43
School Bus Transportation 43
After-School Plus (A+) Program 43
Special Education Needs 44
Placing Your Special Needs Child 44
Junior ROTC (Reserve Officer Training Corps) 44
Homeschooling in Hawai`i 44
Homeschool Associations 45
GED Test and Diploma 45
Adult Community Schools 45
Geographic Exceptions 45

EDUCATION IN HAWAI`I continued

School Assignment....46
School Performance....46
Quality of Graduates....47
Private Schools....47
Pre-Schools and Child-Development Centers....47
Colleges and Universities....47
Community Colleges....48
State Universities....48
Hawai`i Association of Charter Schools....48
Private Colleges and Universities (offering on-ground classes)....48

SPOUSE (and Child) EMPLOYMENT

Introduction / High Cost of Living....49
Job-Hunting Websites....49
State of Hawai`i, City & County of Honolulu....50
Employment Offices....51
Job Search Assistance....51
Hawai`i State Department of Education....51
Qualification Requirements....52
Teacher Licensing Requirements....52
Certificated Positions....52
Part-time Temporary Teachers....52
Substitute Teachers....52
Classified Positions....52
A+ Positions....52
District Offices....52
Private School Employment....52
Identifying Your Job Skills....53
Unemployment Compensation Benefits....53
Employment Resource Centers (ERC)....54
Federal Civil Service Employment....54
USAJOBS....54
Veterans Preference....54
Filing Applications After Examinations Have Closed....54
Veterans Recruitment Appointment (VRA)....54
Military Spouse Preference....55
Registration Assistance....55
Child Employment Information....56
Child Labor Certificates....56
Certificate of Employment....56
Certificate of Age....56
Work Restrictions....56
Acceptable Proof of Age....56
Child Labor Office Locations....56

PETS

Animal Quarantine Station....57
It's The Law....57
Re-Entry Fee Requirements....57
Pet Quarantine Fee Reimbursement....57
Fees Per Pet....57
Prohibited Animals....58

Contract Handlers....58
Neighbor-Island Information....58
Closing Thoughts....58

MILITARY ORGANIZATIONS

Chief Petty Officers' Association....59
Officers' Association....59
Coast Guard Spouses' Association....59
Coast Guard Foundation....60
Fleet Reserve Association....60
Navy League....60
Non-Commissioned Officers' Association....60
USO....60

HOTEL LISTINGS, TLA QUALIFIED.... Appendix A....61
HOUSEHOLD GOODS, GUIDE FOR.... Appendix B....70
PRIVATE SCHOOL DIRECTORY.... Appendix C....81
PRE-SCHOOL DIRECTORY.... Appendix D....84
FAMILY ADVOCACY.... Appendix E....88
TRANSITION & RELOCATION ASSISTANCE.... Appendix F....91
EMPLOYEE ASSISTANCE.... Appendix G....92
FAMILY RESOURCES.... Appendix H....94
HEALTH PROMOTION.... Appendix I....97
NEIGHBOR ISLAND INFORMATION.... Appendix J....100
HEALTHCARE SERVICES.... Appendix K....104
WAILUPE FLOOR PLANS.... Appendix L....109
PUBLIC SCHOOL CALENDAR.... Appendix M....113
HAWAIIAN ISLANDS UNIT ORIENTATION MAP....Back Cover

KEY PHONE NUMBERS

All Area Code 808

Base Honolulu	
Commanding Officer	842-2005
Executive Officer	842-2005
Command Master Chief	842-2099
Command Secretary	842-2005
Engineering Officer	842-2901
Logistics/Port Services	842-2691
Comptroller	842-2801
Officer of the Day	OOD Cell 226-4170 or 842-2970
Personnel Department	
Personnel Department Head	842-2011
SPO Division Chief	842-2012
Personnel Services Branch Chief	842-2051
SPO Office Chief	842-2018
Pass and ID Supervisor	842-2061/2/3
Area Housing Officer	842-2071
Educational Services Officer	842-2056
Career Development Advisor	842-2047
Health Services Work/Life Base Honolulu	
Office Secretary	842-2085
Work-Life Supervisor	842-2086
Family Advocacy Specialist	842-2087
Employee Assistance Program Coordinator	842-2090
Transition & Relocation Programs Manager	842-2091
Family Resource Specialist	842-2089
Health Promotion Manager	842-2088
Ombudsman Program Coordinator	842-2091
Medical Clinic Makalapa	473-1880 ext 2800 or 2312 for appointments
Base Medical Clinic	842-2930
Fourteenth District Staff	
District Commander	535-3201
Chief of Staff	535-3202
Admiral's Aide	535-3205
Command Master Chief	535-3207
Chaplain	535-3206
EEO Advisor	535-3210
Legal	535-3240
Admin Division	535-3263

Personnel Branch	535-3271
Response Division	535-3322
SAR Branch	535-3322
Command Center	535-3333
Prevention Division	535-3402
Air Station Barbers Point	
Commanding Officer	682-2711
Executive Officer	682-2712
Command Master Chief	682-2618
OOD/Operation Center	682-2750/1
Administrative Officer	682-2699
Engineering Officer	682-2630
Operations Officer	682-2658
Sector Honolulu	
Sector Commander	842-2640
Sector Deputy Commander	842-2642
Command Senior Chief	842-2627
Chief, Response Department	842-2661
Chief, Response Brand/IMD/Enforcement	842-2656/5
Chief, Contingency Planning & Force Readiness	842-2687
Chief, Sector Command Center Staff	842-2601
Chief, Prevention Department	522-8264x372
Chief, Investigations Branch	522-8264x297
Chief, Regional Exam Center Branch	522-8264x265
Chief, Waterways Mgmt Department	522-8264x352
Chief, Inspections Branch	522-8264x260
Chief, Logistics Department	842-2840
Other Commands in Hawai`i	
Afloat Training Group	472-8456
AHI	842-2985
ANT Honolulu	Main: 842-2850; OinC: 842-2851
Armory Detachment	842-2780/1
CEU Honolulu	535-3460
CG Investigative Services	535-3481/2/3/4/5
COMMSTA Honolulu	628-4430
ESU Honolulu	843-3800
Field Intel Support Team	842-2631
GALVESTON ISLAND	842-2790
JARVIS	842-2875/6
JIATF West	477-9707
KISKA	842-6943
KITTIWAKE	842-2885 or C: 284-4620
KUKUI	842-2860
MSST Honolulu	842-2701/2
Recruiting, Honolulu	486-8677
RUSH	842-2870/1
Station Honolulu	842-2980

Station Kauai	246-0390
Station Maui	244-7235
WALNUT	842-2865
Miscellaneous	
CG Exchange (Sand Island)	832-2564
CG Barber / Hairdressing Shop	832-2564 x 2
MWR / Sand Island Gym	842-2953
Security--Red Hill / Ft Shafter Mil Police	438-7114 / 7116
Military Telephone Information	471-7110
Red Cross (Toll Free Number)	1-877-272-7337
Aloha United Way "211" Resources & Info	275-2000 Toll Free # 1-877-275-6569
SATO	941-1435 (Outside Mainland U.S.) 1-866-848-3838 After Hours # 800-827-7777 Fax # 941-3318

BEFORE YOU ARRIVE

Aloha

You have your orders in hand, now what? If you are returning to the islands, welcome back. If this is your first time here, E Komo Mai! (that means: *You Are Welcome*!)

The Base Honolulu Transition and Relocation Manager (TRM) has tried to anticipate your questions and concerns about your move here. He has compiled this comprehensive *U. S. Coast Guard - Hawaiian Islands, Relocation Handbook* to reduce your "uncertainty" about what to expect. In addition to the other materials in your Welcome Aboard Package, your unit specific information, and your unit sponsor, the Housing, Work-Life, Transportation, and other staffs are available to help guide your move to Hawai`i.

Welcome Aboard Message

You should receive a detailed Welcome Aboard message from your new unit, which will include the name of your sponsor. Call the unit if you don't receive one within 5 days of your orders issue date. If your ship is deployed, call Base Honolulu at (808) 842-2013.

Read and follow all requirements of your orders and the Welcome Aboard message. Call the unit if there is anything you aren't sure of.

Overseas Interview

An overseas interview and screening checklist is contained in Exhibit 4-H-2 of the PERSMAN to assist in the overseas screening process of you and your dependents. If you believe an overseas assignment could cause a hardship for you or your family, your duty is to raise the issue. Getting the issue resolved or, sometimes, getting your orders changed will save you and your family a lot of stress. If you have doubts about a health, educational, or financial situation, discuss it with your own command, your sponsor, and/or your prospective command.

Entry Approval / Command Sponsorship

All members must obtain official entry approval from the receiving unit's Servicing Personnel Office (SPO). Entry Approval is necessary for the transportation of your dependents, household goods (HHG), and privately owned vehicle (POV). Your unit must send a "Request For Entry Approval" message to your new unit's SPO after you have completed all Welcome Aboard message requirements.

TOPS HHG Processing

Most Coast Guard units are now processing HHG shipments under the DoD sponsored Transportation Operational Personal Property Standard System (TOPS). Contact your transportation Office to confirm the exact procedures to get your HHG packing and shipping arranged. Base Honolulu uses the TOPS Program and functions as a satellite operation of the Joint Personal Property Shipping Office (JPPSO) at Pearl Harbor.

Remember that you need to have been granted entry approval before processing any HHG, Unaccompanied Baggage, and/or POV shipments.

Unaccompanied Baggage

Erroneously called, "Express Shipment," unaccompanied baggage transportation is authorized by an expedited mode when necessary to enable the member to carry out assigned duties or to prevent undue hardship to the member and/or dependents.

When an "unaccompanied baggage" shipment is requested and authorized for PCS, unaccompanied baggage will be transported (no furniture items) not to exceed 500 lbs.

To receive items normally shipped in your unaccompanied baggage to Hawai`i on time, you can:

- ship the unaccompanied baggage **at least** 60 days in advance of your arrival, so it will be here when you arrive. Note: unaccompanied baggage does not have an RDD (Required Delivery Date) like a normal HHG shipment, so shippers are not required to get your unaccompanied baggage delivered by a certain date; **OR**
- request a "Partial Delivery at Destination" from your local transportation Office. This **request must be annotated in**

block 13 of your HHG shipment's Government Bill of Lading (GBL) prior to shipment. Your transportation Office should inform you to keep these items separate from your HHG shipment and to write the corresponding "Item Number" of each line entry on the HHG Descriptive Inventory form for early partial delivery at your Hawai`i destination.

Most overseas HHG shipments are classified Code 4, which requires packers to pack and seal HHG items in wooden crates at the pick-up site (your home). All items selected for "Partial Delivery at Destination" should be packed in one crate, at the top of the crate, which you should record so you can confirm the correct crate delivery of your "Partial Delivery at Destination" items.

Moving your HHG for the first time can sometimes be frustrating. To prepare:

- Get a copy of *It's Your Move*.
- Make a personal appointment with the transportation Office (if at all possible) to counsel you on your overseas transportation entitlements. If personal counseling is not possible, call and get "overseas transportation entitlements counseling" over the phone. Many transportation officers use form DD-1797, the Personal Property Counseling Checklist, for counseling.
- Be sure to read *The Claimant's Guide to HHG Claims*, which includes critical information on how to get ready for the movers, receive your HHG, process damage claims, and requirements for movers to inventory and pack. The complete guide is included in **Appendix B** of this handbook.
- Ask your local transportation office questions if you are not sure of something.
- **Don't Ship Too Much!**

Most apartments and houses in Hawai`i are smaller than on the mainland. Although you are authorized to ship up to your maximum HHG weight allowance, in most instances you will not have room for it all.

You should take a serious inventory of your HHG. Moving is a great opportunity to decide whether you want to keep an item, give it to friends or family, sell it, or donate it to charity.

You are entitled to put part or all of your HHG in Non-Temporary Storage at origin (your current duty station) at Government expense. If you are uncertain about putting your HHG in non-temporary storage, remember that you can always retrieve part or all of your stored HHG once you get here, by requesting the transportation office to send it to Hawai`i.

Note: the **retrieval of Non-Temporary HHG** items must be initiated within 180 days of the start of the storage period, otherwise, you will be charged storage/removal expenses to remove any items (JFTR regulations).

Permanent storage in Hawai`i with Non-Temporary Storage is expensive and in most cases will not be authorized at Government expense.

Personal self-storage facilities are more expensive in Hawai`i than on the mainland ($150/month for a small unit is typical)

Special Power of Attorney

If you might be deployed during your last 60 days at your departing unit or the first 60 days at your new unit, you should get a *special power of attorney* for your spouse (or designated representative). Call your command's servicing legal office or talk to your unit XO for more information. Your power of attorney should mention all those items your spouse might need to do if you get deployed soon after your arrival, such as:

- ship and receive HHG
- ship and receive a vehicle
- enter Coast Guard-owned or leased housing
- collect TLA payments
- set up a bank account
- other special requirements

Temporary Lodging Allowance (TLA)

The purpose of TLA is to partially reimburse an individual for above normal expenses incurred

- during the occupancy of temporary lodgings while awaiting assignment to Government quarters or while looking for on-the-economy rental housing; and
- for cost of meals taken during use of temporary lodgings outside the continental U.S.

You must keep all lodging receipts to get reimbursed for lodging. The meals and incidentals portion will be paid without any receipts.

TLA is authorized for the following members when quarters are not available upon arrival:

- members with command-sponsored dependents
- unaccompanied members and geographic bachelors if UPH berthing is unavailable.

Verify your TLA eligibility with your new unit and/or the Base Honolulu Transportation Officer. Members arriving without their dependents are considered unaccompanied for TLA purposes, even though their tour is designated accompanied.

Only 65% TLA is authorized for unaccompanied members—whether single or married.

TLA Hotels

Deciding on a hotel is easy. **Appendix A** lists all the TLA approved hotels, and there are many! DoD MWR operates a very nice hotel on the beach in Waikiki called the **Hale Koa.** Many Coast Guard members stay and love it there. Due to the popularity of this hotel you should make reservations as early as possible. A drawback is that rooms with kitchen facilities are not available. Waikiki is about a 30-minute drive to Sand Island, 20 minutes to the District or Pier 4 offices, and 45 minutes to Air Station Barbers Point or COMMSTA. Another benefit to staying at the Hale Koa, or nearby, is that the Hale Koa has a great Exchange, a Barber Shop/Hairdresser, a Florist, an MWR activities office, and several restaurants—all at military prices. Note: If you try to book the Hale Koa, and it's filled (or, maybe, just some of the nights you want are filled), make reservations at another hotel and request to be wait-listed at the Hale Koa (just don't forget to cancel the first reservations if you end up at the Hale Koa).

Other Waikiki hotels Coast Guard members have used and liked include the **Hilton Hawaiian Village** (next to Hale Koa), the **Aston, Outrigger**, and **Ohana** Hotels. The Hilton Hawaiian Village also has a separate facility called the Hilton Lagoon Apartments, which offer studio, one- and two-bedroom apartments within the TLA rates.

Some members with children like the far end of Waikiki with proximity to Kapiolani Park, the Aquarium, and the Honolulu Zoo. The **Queen Kapiolani** Hotel is a good option.

A popular hotel within a short walk to the District Office, Pier 4, is the **Executive Center** Hotel. Advantages are location close to work, availability of rooms with kitchen facilities, and proximity to Restaurant Row and Aloha Tower shops. A disadvantage is its downtown, business district location. Barbers Pt AIRSTA is about 30 minutes away.

Two airport hotels that many DoD members stay at are the **Honolulu Airport Hotel** and the **Best Western Plaza Hotel.** Both hotels are located next to Nimitz Highway in an industrial section. It's about a 10-15 minute drive to the District Office and Sand Island, 30 minutes to Barbers Point, and 7 minutes to the Navy Pearl Harbor exchange and commissary complex. The disadvantages are the industrial location and a non-resort type atmosphere.

Pet Friendly Hotels: http://www.aquaresorts.com/aqua-programs/pet-friendly.aspx

All other hotels listed in Appendix A are inspected and approved for TLA stay. You can always move to a different hotel if you are dissatisfied, although the better ones could be booked.

Accompanied TLA

If you will be eligible for TLA after your PCS check-in, you should make advance reservations at an approved TLA hotel. Refer to the **Reporting Aboard Section** for TLA rates, and to **Appendix A** for a list of TLA approved hotels.

If you anticipate a hotel stay beyond two to three days, you might want to select a hotel with kitchen facilities. Eating restaurant meals all the time sounds great, but it loses its appeal fast--especially if you have children.

OAHU Temporary Lodging Information for UPH / BEQ / BOQ

For all units attached to Base Honolulu, D14 Staff, and Sector:
USCG Base Honolulu Kukui Hall UPH (808) 842-2973/2975, (E1 - E6 personnel only)

For USCG Air Station Barbers Point:
AIRSTA Housing Representative (808) 682-2615

For USCG COMMSTA:
Pearl Harbor BEQ/BOQ Front Desk/Central Reservations
(808) 421-4500
NCTAMS EASTPAC BEQ (808) 622-1792 (Wahiawa)

Unaccompanied TLA

All unaccompanied afloat members are provided immediate berthing aboard ship. If the unit is underway, then follow the TLA requirements for Base Honolulu.
All unaccompanied members assigned ashore will be authorized TLA only when adequate Unaccompanied Personnel Housing (UPH) is not available. The Coast Guard has one UPH facility located on Oahu. Call Base Honolulu's Kukui Hall at 842-2975. If they can assign you temporary berthing, you don't need any other TLA reservations.

Kauai, Hawai`i

Maui has no government owned housing. Call your unit for UPH arrangements. Most neighbor island units utilize one of the three-bedroom family houses as shared bachelor quarters, in addition to leased housing. TLA will only be authorized for unaccompanied members if quarters aren't available.

Members Married to Members

Members married to members who do not have children or other dependents are treated as bachelors for TLA authorization. At least one member must be assigned ashore to be eligible for TLA. These members should advise the UPH staff that they are in a member married-to- member status.

Application for Government Housing

Regardless of your housing intentions, you are required to fill out the CG-5267 form and the Determination form, MLCPHSG-003. The Housing Office monitors the message board and e-mails informational links of the island to arriving members with the 2 required forms to fill out and send back to housing within 10 days of e-mail receipt. Refer to the **Family Housing Section** of this handbook for further information regarding how to apply for privatized and available Government-owned housing. Unaccompanied members should refer to the **Unaccompanied Housing Section** for permanent housing options.

Government-Owned Housing Overview

All members reporting to units in PACAREA are required to obtain a release from mandatory assignment to government quarters prior to receiving BAH per MLCPACINST 11101.11. CG personnel and dependent(s) seeking release from mandatory assignment to use their local Basic Allowance for Housing (BAH) entitlement should contact Base Honolulu Housing office for further guidance and assistance. Please see the Family Housing section for further information to submit the required housing forms.

Army Hawai`i Family Housing (AHFH) is the housing privatization contractor who maintains and operates KKH / Red Hill Housing. This housing site is considered satisfactory by most families. The KKH Red Hill location is more convenient if your spouse works downtown; however, the city of Kapolei (near Air Station Barbers Point) is growing, and there are some employment opportunities in the Aiea and Pearl Harbor areas. AHFH will not provide housing assignments prior to arrival and signing into your gaining command. TLA hotel arrangements should be made in advance. Please refer to the Family Housing Section.

On-the-Economy Rental Housing Overview

There are nice, safe places to live on Oahu within the civilian community. Air Station Barbers Point members usually look near Makakilo, Kapolei, or Mililani. If you have school-age children, Mililani schools receive high satisfactory ratings from residents, and the housing rental costs are not excessive.

District area civilian rental locations vary quite a bit. Hawai`i Kai is popular, as is Mililani, Aiea Heights, Foster Village, and the Windward side towns of Kailua and Kaneohe. The Windward side is less congested, is close to some great beaches, and has some good schools.

How much will it cost? For exact costs refer to the **Housing Section** for rental rates. BAH allowances are considerable, yet rental rates may exceed housing allowances, depending on location, size, and market conditions. The rental market is tight this year. It is recommended to start looking for potential rentals as soon as possible should you decide to reside within the civilian community.

Learn more at:

http://classifieds.honoluluadvertiser.com

http://starbulletin.com/classifieds/index.html

http://www.rentalsillustrated.com/

http://hawaii.dodreferral.com

Money

How much money you should bring depends if you are single or married. In general, if you are:

- unaccompanied and provided berthing afloat or ashore, $300 to $500 should be sufficient.
- unaccompanied but in a TLA hotel status, $500 to $1000 should be sufficient.
- accompanied in a TLA status, bring up to $2500.
- a Government charge card is required for all personnel E-4 and above.

Traveler's Checks provide an extra measure of safety. Most people, however, rely on the ATMs, and don't carry a large amount of cash.

BAH Cash advances are authorized and available upon arrival to Hawai`i. Mutual Assistance loans are available to help defray initial move-in costs (e.g., security deposit). A personal credit card is very useful during PCS travel (just try your best to pay off the debt in full each month). Out-of-state checks can be cashed at military exchanges on Oahu. Please see the **Finance Section** on the next page for additional information on Government credit cards.

Privately Owned Vehicle

Only one vehicle can be shipped at Government expense. Obtain and read *Shipping Your POV* from your transportation Office.

Cars are more expensive in Hawai`i. If you have a car, you should probably ship it here. The main problem with owning a car in Hawai`i is the insurance cost. Check with your present insurance provider to see if you can afford the higher rates. You can always sell the car here if things don't work out.

A car is especially important for AIRSTA Barbers Point and COMMSTA personnel, as no berthing is available at the unit.

POV Shipping Ports

Your Welcome Aboard message states that the designated outbound shipping port for your POV is:

Oakland VPC
1301 Canal Blvd
Richmond, CA 94804
Phone: **1-800-704-2444**
510-231-6831

If your permanent duty station is not near Richmond, CA, select the closest shipping terminal. You can also bring your car to a different shipping terminal, but be sure to consult your transportation Office first. Your orders must state the port you will ship your vehicle from.

Alternate terminals

Carson, CA	(800)887-3344 (310)549-8277
Tacoma, WA	(800)597-1833 (253)272-1712
Edison, NJ	(800) 877-269-3702 (732)339-0591
Baltimore, MD	(800)631-5751 (410)631-5751
Ellenwood, GA	(800)965-9155 (404)363-4449
Charleston, SC	(800)747-9223 (843)805-6667
New Orleans , LA	(800)721-9632 (504)246-2102
Orlando, FL	(800)758-5998 (407)854-8771
Pontoon Beach, IL	(800)275-3706 (618)931-2888
Lake Dallas, TX	(866)438-2046 (940)497-1036
Portsmouth, VA	(800)810-7480 (757)465-4127

Always call the POV processing facilities first to verify what you need to bring. Keep all your papers with you; don't leave any papers with the vehicle.

Take the following things to the shipping terminal:

- registration **or** title
- six copies of your orders
- drivers license
- extra keys
- ID card
- power of attorney if someone beside the active-duty member is dropping off the POV.

Warning: *Shipping Your POV* states that you can leave certain items with your car such as basic tools, fire extinguishers, first-aid kits, jumper cables, child car seats, etc. **Insist that all these items are listed item-by-item on your DD-788,** otherwise you will not be able to claim them if they get misplaced or stolen during transit.

Shipping a brand new vehicle is authorized to Hawai`i; most POV processing facilities require bill of sale instead of title or registration.

You can't ship a second POV through the military transportation system. You are, however, entitled to **drive** a second vehicle from your permanent duty station to the closest West Coast shipping terminal. You will be paid mileage and MALT, if applicable. You can pay to ship the vehicle from the West Coast to Honolulu or use **Opportune Lift** (see next page).

Approximate cost from Oakland, Long Beach, or Seattle / Tacoma is $948. Shipping to the islands of Kauai, Maui, and Hawai`i costs approximately $1000 plus (these are Horizon Lines rates, Matson is usually slightly higher).

Matson: 800-462-8766
Horizon Lines: 877-678-7447

OPPORTUNE LIFT

The Navy has a program called "OPPORTUNE LIFT" that may allow you to ship a second vehicle at low or no cost. It is offered "space available" only. There is also a chance that your vehicle shipment could be delayed due to operational requirements that may divert the Navy ships to other areas. For information, call the Opportune Lift - West Coast Coordinator, at: Pearl Harbor (808) 473-0692.

Leased POV Shipments

Leased vehicles require a written release from the leasing company to be shipped to Hawai`i, otherwise the terminal will not accept it for shipment. Once your vehicle arrives in Hawai`i, you must present a notarized, limited power of attorney from the leasing company specifically permitting you to register the vehicle (Hawai`i DMV regulation). In addition, you will **not** be entitled to a non-resident military registration rate since you are not the legal owner of the vehicle.

Vehicle Insurance

Be prepared for higher insurance costs—call your insurance company and verify rates for Hawai`i no-fault insurance. You will need your no-fault insurance card to get your vehicle registered, safety inspected, and to obtain a military sticker**.**

If your present insurance company won't cover you in Hawai`i, you should switch to an insurance company that does issue Hawai`i no-fault policies while you are still at your present duty station. Coast Guard members under 25 have a difficult time obtaining affordable insurance. Be sure to ask what your Hawai`i insurance rates will be and don't hesitate to shop around.

Pets

Pet quarantine rules have changed several times in the past few years. See this handbook's **Pet Section** for more details.

In addition, if you are unable to obtain CG-owned or privatized housing (which **allows only two** pets), it may be more of a challenge finding a rental property that accepts pets. Search the Hawai`i Humane Society's website for pet friendly rentals: www.hawaiihumane.org/programs/index.htm.

If you are considering accepting assignment to AHFH housing at Red Hill, please note: AHFH strictly prohibits **Pit Bulls** or any Pit Bull breed combination dog from residing in their housing

Spouse Employment

Employment opportunities for spouses are available. Refer to the **Spouse Employment Section** of this handbook for more information.

Firearms

Recommend firearms remain on the mainland or at the home of record . If you plan on bringing your firearms, you must immediately register them with the City & County Of Honolulu Police Chief. Failure to do so can lead to large fines and/or imprisonment. Contact Base Transportation Office for assistance (808) 842-2019/2020.

Children and Education

If you have children, make sure you hand carry their:

- birth certificates
- health records
- report cards

See the **Schools Section** for complete health requirements and comprehensive school information.

Travel of Student Dependent

Reference: JFTR Article U5243.

Contact the Base Transportation Office at (808)842-2017/2018 about student dependent travel.

Finances

Government Citibank cardholders, who qualify for TLA, may use these cards for hotels and meals. ALCOAST 065/00 states, "PCS travelers who qualify for temporary lodging allowance (TLA) and are Citibank MasterCard holders may use their Government travel card to pay for hotels and meals while assigned temporary quarters. Personnel who do not have the Citibank MasterCard may apply for one before departing the old unit."

Do not use or take advances against your Citibank MasterCard, if you are enroute over 21 days. In these cases, you will be issued tickets and advances against the Coast Guard.

Once you arrive, your card may be used for TLA purposes, but **ONLY** if you are authorized TLA. Managing your bank (or credit union) account during a move doesn't have to be a problem. There are many options, but the paycheck direct deposit system, automatic tellers (cash machines), and credit cards have changed the financial management picture.

Most members with **Direct Deposit** do not close their bank account before they transfer. They just do a change of address (often using their new unit until they obtain a new home address), so their paycheck is deposited into their account, which they can draw on during their move if they have an ATM card or a checking account. Many accounts can also be managed online.

Most **ATM cards** can be used anywhere in the 50 states. Many banks have automated toll-free phone lines to verify deposit amounts and account balances from any phone. Ask your bank about adding this capability to your account, if you don't already have it. Once you settle in here, you can close your mainland account and open a local one in Hawai`i. Your direct deposit will also have to be changed. Many members continue using their mainland bank (or credit union) because it's reliable, and many members open a second local account to keep extra cash reserves available, until they settle.

Bank listings are easy to find on the Internet or in the yellow pages. One of the Credit Unions Coast Guard members join on Oahu is the **Honolulu Federal Credit Union**, with several locations, including:

Federal Building (808)524-4961
Airport Branch (808)422-7979

A California Federal Credit Union serving mostly CG members (many by mail) is **SEAWEST Federal Credit Union** (800)626-6600.

Newspapers, etc.

Island of Oahu and State of Hawai`i

The Honolulu Advertiser
The Honolulu Star-Bulletin
c/o Honolulu Newspaper Agency
605 Kapiolani Blvd.
Honolulu, HI 96813
(808)538-6397

White and Yellow Phone Books
Verizon Directories Corp
(800)888-8448

Chamber of Commerce of Hawai`i
1132 Bishop Street, Suite 402
Honolulu, HI 96813
(808)545-4300

Hawai`i Visitors Bureau
2270 Kalakaua Ave., Suite 801
Honolulu, HI 96815
(808)924-0224

Hawai`i Business Data Base Inc.
1164 Bishop St., Suite 1502
Honolulu, HI 96813
(808)526-2287
Comprehensive reports on over 35,000 Hawai`i Base d businesses.

Pacific Business News
1833 Kalakaua Ave.
Honolulu, HI 96813
(808) 955-8100

Island of Hawai`i

Hawai`i Tribune - Herald Ltd.
355 Kinoole St.
Hilo, HI 96720
(808)935-6621

Hawai`i Island Chamber of Commerce
106 Kamehameha Ave.
Hilo, HI 96720
(808)935-7178

Island of Maui

Maui News
100 Mahalani
Wailuku, HI 96793
(800)827-0347

Haleakala Times
P.O. Box 1080
Makawao, HI 96768
(808)871-7711

Maui Chamber of Commerce
250 Alamaha, Suite N16A
Kahului Maui, HI 96732
(808)871-7771

Island of Kauai

The Garden Island
3137 Kuhio Hwy
Lihue, HI 96766
(808)245-3681

Chamber of Commerce of Kauai
2970 Kele St., Suite 112
Lihue, HI 96766
(808)245-7363

Mailing Address

Where to send your mail during your PCS transfer depends on your situation. It is strongly recommended that you continue to use the assigned unit mailing address as your temporary mailing address until permanent housing accommodations can be arranged. Remember, receiving personal mail at your assigned unit is authorized for only 60 days (unless you live in UPH bachelor quarters) after you obtain permanent housing, in conjunction with a PCS transfer.

Car Rentals

The best rates usually are available in advance.

Alamo	1-800-462-5266
Avis	1-800-321-3712
Budget	1-800-527-0700
Dollar	1-800-800-4000
Hertz	1-800-654-3011
National	1-800-227-7368
Thrifty	1-800-367-2277

Enterprise Rent-A-Car, located at Hickam AFB military passenger terminal, rents vehicles to military members at rates well below those offered by other companies. Call (800)RENTACAR or (808)422-6915. Requirements: 21 years or older; valid driver's license; major credit card; or, if paying cash, proof of employment other than ID card.

Always read the contract closely and know exactly what you are obligating yourself to pay.

Check with your current insurance provider to **see if you're covered** for rental cars under your existing policy. If so, this **will save you a great deal of money**, rather than paying the rental company for insurance.

A Special Note to Cape May Recruit Training Graduates

Congratulations! You made it through bootcamp and have your PCS orders. Here are some hints to help you make your first move in the Coast Guard:

- Don't get into debt and buy an expensive car, stereo, etc., before you get here (there are plenty of stores here). Hawai`i insurance rates can run from $1200 to over $2400 a year for a new car with a young driver.
- Call your sponsor or new unit administrative office and let them know your plane arrival date and time.
- If a unit representative doesn't meet you at the airport, give them a call to see if they can pick you up. If your ship is underway, call Base Honolulu at 842-2018/2970. You are authorized to take a taxi from the airport if necessary (about $25 cash). There is no bus service to Base Honolulu.
- Traveling in uniform is not authorized. Contact your sponsor or unit for the uniform for reporting aboard.
- You can call the Hawai`i Work-Life Staff **toll free** at 1-800- 872-4957 ext.# 314 if you get stuck and need to pass a message to your new unit.

For AIRSTA Barbers Point Personnel: If no one meets you at the airport, call 682-2750 for guidance.

Suggestions from Recent Recruit Training Graduates

Here are some comments and suggestions provided by recent recruit graduates assigned to one of the 378' WHECs in Honolulu:

- Bring cold weather clothes. JARVIS and RUSH deploy to Alaska.
- If you are unaccompanied, don't bring too much personal stuff. You will be living aboard at first and you don't have a lot of extra storage space.
- Be prepared to work hard, especially during in-port, dockside maintenance periods.
- You'll be aboard with a lot of other people; lock up your personal valuables.
- Bring (or buy) your favorite music and books before you go on a deployment.
- This is a very expensive place!
- Develop inexpensive (and non-alcoholic) hobbies. Doing fun new things reduces the anxiety.
- Be careful with your credit cards and bills. Being on deployment isn't an excuse to forget paying your bills. You can't wait for the bills to reach you underway, try to prepay your upcoming bills before you leave on patrol. Overdue bills can ruin your credit.
- Bring your car if you have one. If not, you can buy a used one from someone leaving Hawai`i.
- Traveling in uniform is not authorized. Contact your sponsor or unit for the uniform for reporting aboard.
- Learn quickly what SA and FA ratings do (for future job options)
- Don't put off taking your advancement courses; your hard work will pay off in the end.

Getting Married Enroute to Your New Duty Station

It's not a good idea to get married after graduation and/or departure from your old unit and immediately take your new spouse with you to Hawai`i. There are a lot of difficulties facing a new couple, such as:

- getting housing,
- transportation,
- setting up a household,
- first time away from family
- your travel orders will not include your new spouse if you get married after graduation and your new spouse does not have command sponsorship.

If you get married, it's best to not bring your spouse with you immediately. You can get everything arranged properly after you report aboard to your new Hawai`i unit.

Will the Coast Guard pay to send my new spouse to Hawai`i?
According to JFTR Article U5200-B3(f), dependents are not entitled to any travel entitlements and TLA to an OCONUS PDS when the dependents are not command sponsored prior to travel commencement. Basically, if your overseas screening and/or entry approval did not include your new spouse, he/she will need command sponsorship before arrival at your new unit.

- Immediately inform your new unit administration of the situation. Your new command will normally assist you to obtain the required approvals.
- Without command sponsorship, you will not be eligible for family housing and some entitlements (i.e. TLA, OCONUS COLA with dependent).

To get command sponsorship and entry approval for your spouse (regardless if travel entitlements are provided) you must have a copy of your marriage certificate.

Have a safe trip to Hawai`i!

Before You Move Checklist

12 Weeks Before You Move

- ❑ Begin scouting housing options. Since most members cannot afford a househunting trip to Hawai`i, use your sponsor (and this Handbook) to assist you in gathering information. Members should contact the housing office to complete forms and obtain housing information.
- ❑ Have pets checked by vet and vaccinations updated. Obtain copy of records. Refer to the **Pets Section** of this Handbook for Hawai`i quarantine rules.
- ❑ Make an inventory of possessions and their value. Photographs or videotapes may be helpful.
- ❑ Let your clubs or organizations you are leaving.
- ❑ Take care of necessary medical, optical, or dental appointments. Obtain copies of records or find out how to have them forwarded later.
- ❑ If you are going TDY in advance of PCS, have a limited power of attorney or letter of authorization drawn up.
- ❑ Go through closets, storage, and drawers to sort clothes and other items to give away or sell.
- ❑ Make sure stickers from previous moves have been removed from furniture.
- ❑ Begin a PCS binder to hold important papers needed while traveling. (See below under important papers.)

8 Weeks Before You Move

- ❑ If planning to vacation enroute, make hotel/motel reservations.
- ❑ Take care of auto maintenance and repairs.
- ❑ Contact your insurance company concerning auto, home, and household goods. Find out about coverage on your possessions in transit, storage, and about high-value items.
- ❑ Close out any local charge accounts.
- ❑ Don't place any more mail order purchases.
- ❑ Check expiration dates on major credit cards.
- ❑ If in a private lease, advise your landlord/agent of your upcoming transfer with projected check-out date.
- ❑ Make an appointment with the **Transportation Office** to get counseled on your overseas shipping entitlements, and arrange for packing and shipping of your HHGs and POV.

4 Weeks Before You Move

- ❑ Finalize arrangements with your Transportation Office to ensure that the packing and pickup dates are confirmed. Remember that you are entitled to store a portion of your household goods in permanent storage on the mainland at Government expense.
- ❑ Notify schools of your move. Arrange to pick up records or ask for the procedure for sending records to the new schools.
- ❑ Ensure all your dependents are properly listed on the Defense Eligibility Enrollment Reporting System (DEERS) and that ID cards will not expire during your move.
- ❑ Make a list of important phone numbers.
- ❑ Decide what goes with you, what to sell, store, or give away. Remember, charitable donations can be claimed as Federal Income Tax deductions. If pets will travel separately from your family, make arrangements.
- ❑ If you have more than one shipment, know weight limits of each, decide contents and begin

separating.
If in Government-owned or leased housing make arrangements with your housing representative for a pre-termination inspection and final move-out inspection.

2 Weeks Before You Move

- ❑ Reconfirm moving dates with Transportation Office.
- ❑ Back up your important files if you own a computer. Place floppy disks in protective cases before packing in cartons.
- ❑ Dispose of flammable liquids.
- ❑ Make a list and begin setting aside items to travel with you. Contact your Personnel Department for direct deposit information.
- ❑ Close out safety deposit box.
- ❑ Set aside cleaning materials to use after packing and loading.
- ❑ Return all library books and other borrowed items.
- ❑ Retrieve all loaned out items.
- ❑ Retrieve any developed film, dry cleaning, or other items.
- ❑ Renew and pick up any necessary prescriptions.
- ❑ Separate professional books, papers, and equipment. These items will be weighed and listed separately on your shipping inventory.
- ❑ Make a list of things to do before the movers arrive. Clear up outstanding accounts.
- ❑ Send change of address cards and leave forwarding addresses with the post office.
- ❑ Begin serious packing of items you won't need over the next two weeks.
- ❑ Arrange disconnect date with local utility companies.

The Final Week

- ❑ Your HHG moving company should have contacted you at least 5 days prior to your packing date for a pre-move survey of your HHGs.
- ❑ Keep household inventory list on hand to carry as part of your personal luggage.
- ❑ Pick up outpatient medical records to hand carry. Confirm childcare arrangements for moving day.
- ❑ Clean and dry refrigerator and freezer. Allow to dry one or two days with the doors open.
- ❑ Remove light bulbs from lamps.

Moving Day

- ❑ Get ready early for the movers.
- ❑ Be available for movers from 0800 to 1700, but they are authorized to work until 2100 (9 p.m.) during the May - September summer transfer season.
- ❑ Make sure cash, jewelry, important documents, and other valuable items are secure. If safe, you may want to lock valuables in your car trunk.
- ❑ Useful items to have on hand: markers, coffee, cold drinks, and snacks for yourself and the movers.
- ❑ Verify that the mover's inventory is detailed, complete, and accurate. Don't accept any "miscellaneous" labels or entries, especially for valuable items.
- ❑ Make sure condition of belongings is accurately noted. If anything is marked “scratched, dented, or soiled,” also note the location.
- ❑ Keep the Transportation Office phone number on hand. If any problems or questions arise, call—don't argue with the carrier or their representative.
- ❑ Confirm arrival date and time with moving company.
- ❑ Make final inspection to be sure nothing is forgotten. Look through closets, attic, Base ment, yard, and garage.
- ❑ Complete necessary cleaning prior to your final inspection. Leave home only after the moving truck is on its way.

Important Papers

Most personnel have documents they cannot afford to lose. We suggest that the following items be put aside with your other valuable items in your car trunk (assuming your car is kept in a safe area)--just do not pack them in your household goods.

Hand-carry to your next unit:

- ❑ Passports, ID cards, & immunization records
- ❑ Official birth, marriage, divorce, adoption, death certificates, wills, and other securities
- ❑ Social security cards
- ❑ Car titles and, where necessary, shipping papers
- ❑ Sales receipts for furniture and other high value items
- ❑ Insurance papers
- ❑ Official orders
- ❑ Medical and dental records
- ❑ School records
- ❑ Employment records and references
- ❑ Pet records
- ❑ Personal articles that can never be replaced
- ❑ Appraisals for jewelry and other high value items
- ❑ This Relocation Handbook

Any items you don't need for actual check-in could also be sent registered mail to a safe location, such as your parents' house**.**

Island Life

Basic Facts about Hawai`i

In your Welcome Aboard Package, you'll find a number of publications with information about the history and other facts about life in Hawai`i. Even more information is available at the library or on-line. Here, we want to highlight just a few, important, basic facts.

Time Difference

The difference between Hawaiian Standard Time and Pacific Standard Time is 2 hours. Hawai`i does not observe Daylight Saving Time, thus when daylight savings is in effect (when most states "spring forward") the time difference to the West Coast is 3 hours; 6 hours to the East Coast. During standard time, it's 2 and 5 hours.

Commuting to Work On Oahu

Honolulu is a MAJOR metropolitan area. Highway H-1 (also called Lunalilo Freeway) is the one and only highway that runs east to Diamond Head and west to Barbers Point. Although Hawai`i has a good bus system, many people drive to work and rush hour traffic (0600-0930; 1500-1900) problems can develop. This is especially noticeable in early September, when nearly 250,000 students return to their classes.

Many commuters spend an hour on the road, if they live in the civilian community outside of Red Hill (aka KKH) CG Housing. Despite this, the traffic is usually moving, drivers are usually courteous, and the view is always great. If you're patient, it's not a bad commute compared to many others.

Oahu highways haven't kept pace with new housing development, population growth, and multi-vehicle families. Although mass-transit rail and ferry systems are being studied, the best way to avoid commute delays is to arrange your schedule to travel during the off-peak times (if possible).

If you carpool, this time may be greatly reduced. See information about carpooling and the Zipper Lane under *Ways to beat the traffic*, below.

Commuters coming from the Windward side have three options to travel westward; the Pali, Likelike, and H3 Highways.

Ways to beat the traffic:

- Live closer to your work site
- Start your commute early, which means being on the normally congested highway areas (0600-0630).
- Bicycle. Honolulu has bike lanes--though not enough--especially in city traffic. Check with someone who bikes to work to get the best route.
- Bike & Bus. Honolulu busses have a bike rack on the front, so you can stow your bike during a bus ride portion of your commute.

- Carpool and Vanpool. There are express lanes on the highways for cars with two or more persons (driver plus one passenger). For morning townbound traffic on the H1, buses, carpools, and vanpools with three or more occupants may use the contraflow *Zipper Lane*. Each weekday morning this lane is available from 0530 to 0900.
- Join city sponsored carpool/ rideshare programs. Call 677-7433 (Central Oahu), 587-7433 (DoT), 848-5555 (City & County -The Bus schedule 596-8267 (Vanpool Hawai`i), 692-7695 (State Rideshare).
- Rideshare: www.lotma.org
- Vanpool: www.vanpoolhawaii.com

Plain Talk About Life and Work in Hawai`i

Tropical Insects

Chances are you've never seen a five-inch centipede running in your kitchen or bedroom in California or North Carolina. The large insect population is a common complaint of people who don't realize that Hawai`i's great climate is great for bugs too! Ants, centipedes, roaches and mosquitoes can be troublesome. Scorpions are also known to Hawai`i residents but, thankfully, are relatively infrequent and are a very small variety not considered to be lethal or as dangerous as those found in the Southwestern US.

One of the important lessons newcomers learn is that food items, even packaged items like unopened crackers or cookies, can't always be stored on a cupboard shelf. Most people either put foodstuffs in the refrigerator, or double seal it in plastic bags or Tupperware containers. Keeping all counters, floors, etc. free of crumbs and leftovers is especially important here. Using some sort of insecticide periodically and keeping things clean should keep things under control.

A helper in insect control in Hawai`i homes is the gecko lizard, who is considered good luck and often chirps at night while on mosquito patrol. For additional information on insect control in Hawai`i, see the *Dealing with Insects* article at the end of this section.

Youth Activities

Fortunately, Hawai`i has many child-oriented activities. School-age children can take advantage of school sports, band, or club programs. In addition, there are many programs sponsored by the military MWR departments:

Coast Guard MWR

CG Base Honolulu 842-2950/52

Aliamanu Military Reservation (AMR) Central Registration Office (also services Ft. Shafter and Tripler) 833-5393

Child Development Care
Preschool
Before- & After-School Care (bus transports students to & from Red Hill Elementary)
Summer Care Program
Football
Soccer
Gymnastics
Ballet
Hula
Karate
Library

Pearl Harbor Boys & Girls Club of Navy Hawai`i
MWR Main Office: 471-8658
Sports Office: 473-3501/2494

Soccer
Base ball
Basketball
Football
Cheerleading
Ballet/dance
Piano
Hula
Sewing
Guitar
Karate
Team Programs – Torch Club

Hickam AFB Youth Center

Various Sports And Youth Activities. 448-2287
Hickam Community Center 449-3354

Girl Scouts Hawai`i Council
http://girlscouts-hawaii.org/
420 Wylie Street
Honolulu, HI 96817
595-8400

Boy Scouts Aloha Council

Boy Scouts of America
42 Puiwa Road
Honolulu, HI 96819
595-6366

Single Activities

If you are young and single**,** chances are that you'll never get bored if you enjoy the outdoors. Besides swimming at wonderful beaches, diving, sailboarding, golfing, sailing, hang gliding, surfing, and boogie boarding, there are many great hiking trails on the island. If you ever wanted to do triathlons, this is the place! There are plenty of nightclub activities too!

On the other hand, owning and insuring a car is a lot more

expensive than in Texas or Virginia, and you can't drive more than an hour in any one direction before you get stopped by the Pacific Ocean.

It's a Long Way Back Home

If you are married and your spouse is afloat, visiting your mom or dad or sister in Massachusetts (home of the World Champion Boston Red Sox) suddenly becomes a $1000 plane ticket. On the other hand, you'll probably find out that your friends and family suddenly don't mind visiting you, now that you are in Hawai`i! Sometimes others cannot afford to come and visit you either. Fortunately there is another option for all military members and dependents in Hawai`i. The Air Force Air Mobility Command (AMC), previously known as "MAC Flights," provide space-available travel on Air Force aircraft bound for various destinations. Family members may travel to the mainland, without their military spouse accompanying them, with a letter from their spouse's command. The best part of the program is it's free. For more information, contact the AMC terminal at Hickam AFB at 449-6833.

Shopping

Oahu residents have access to cheaper groceries by shopping at military commissaries, use of free military health clinics, many military exchanges and numerous shopping malls.

Stores like Costco, Wal-Mart, K-Mart, Target and Sam's Club have discount prices. Even the neighbor islands have warehouse-type stores.

Neighbor Island Life

If you live on the neighbor islands, you won't have many military facilities and will be shopping and getting medical care alongside your local neighbors. But you'll be living in a Hawai`i with a more relaxed, unhurried lifestyle--and be closer to the spirit of *aloha*. It's also the place that local Oahu residents escape to for their short vacations. Each Hawaiian Island is unique and very special in its own way.

Personal Goals

What are your personal goals and needs during your tour in Hawai`i? If you are young and single, they might be very simple: Work in a billet where you can learn new things with support from your supervisor, and have enough time off (and money) to try every recreational sport on the island. Or you might want to attend college at night if your duty schedule allows.

Spouse Goals

Jobs are available for most spouses. As this edition of the Handbook goes to press, Hawai`i has the lowest unemployment rate in the U.S. The **Employment Section** of this Handbook covers jobs and available help finding one. Some spouses work here not just to make ends meet but to enjoy trips to the neighbor islands or visit family on the mainland. Attending college is another option many spouses take advantage of. See the **Schools Section** of this Handbook for listings.

Most People Say It's a Great Place to Live

If some of the things you've read may have alarmed you (e.g., insects, high expenses), rest assured that surveys consistently show that over 75 percent of members and their families are **somewhat** or **very satisfied** with their tour in Hawai`i. Just wait till you meet the wonderful people, the countless rainbows you'll see, whales breaching in plain view, delicious food, luau parties with hula shows, the pure fresh air, military and civilian recreational opportunities, great golf courses, the cooling tradewinds, and many other features. The local people have a saying: "Lucky you live Hawai`i."

Your Duty Station

We haven't commented on probably the most important part of your tour --your actual duty station. Regardless if you are ashore or afloat, the overall working conditions in Hawai`i are probably the best in the Coast Guard. The combination of natural island beauty, the aloha spirit, our civilian and local counterparts, the beautiful year-round weather and our geographic isolation make this assignment a very unique and satisfying experience!

Ethnic Diversity

You may not be used to being surrounded by a majority of ethnic Japanese, Chinese, Filipino, Hawaiian, Portuguese, Korean, and other people (and mixes thereof). During your tour, you'll meet a lot of local people who will smile and help you feel comfortable here. On the other hand, you could also meet some local people who'd rather not socialize outside their own immediate family and never invite you or your children over for a party.

Here are some hints to get acclimated fast and relatively painless:

- Taking the first step to show your *aloha* spirit pays off. If you have an overly abundant avocado or papaya tree in your yard, take a bag over to your neighbor.
- If you host a party, invite your neighbors and make it potluck. Most people love to share their favorite dishes.

- Take your shoes or slippers off before entering a house.
- Don't get upset if you said 5:00 p.m. and they arrive 5:45 p.m. “Hawaiian time” is more relaxed.
- Drivers in Hawai`i don't honk their horn; it's considered rude. And they don't cut drivers off. Allow others to merge and you'll usually get a smile and wave.
- Drivers frequently run through red traffic lights.
- Don't refer to the mainland as “the states" or “the U.S.” Hawai`i has been the 50th state since 1959, and local people may get offended if you imply this isn't part of the USA.
- You may not be able to differentiate between a Samoan, Tongan, or a Hawaiian when you first arrive. Visiting the Polynesian Cultural Center is a great way to get acquainted with Pacific Island cultures.
- Try the local food, especially if you're a guest at someone's house. Although poi (mashed taro root) takes a little getting used to, some food tastes great from the start (like lomi-lomi salmon, kalua pig, chicken long rice, shoyu chicken).
- Get some aloha wear. For men, that means an aloha shirt and for women, a muumuu (a loose, long garment). Every Friday is called Aloha Friday, and businesses all over the islands wear aloha attire instead of business attire or dresses. Casual wear after working hours for many people seems to be slippers, shorts, and t-shirts!

Culture Shock

The previous section mentioned some of the differences that you may experience with a tour in Hawai`i. The following article on *culture shock*, excerpted from Dr. Gregory Trifonovitch's seminar on cross-cultural orientation, will explain some of the disorientation that affects nearly everyone who comes to Hawai`i.

Culture Shock Defined

"Culture shock" is a term used to describe the anxiety that is commonly experienced by virtually everyone who attempts to go about his or her daily affairs in the absence of familiar patterns of communication and social interaction.

This most frequently happens when a person visits another culture for an extended period of time. The visitor's expectations, as shaped by the hidden dimensions of the home culture, clash with the expectations of his or her hosts, as shaped by the hidden dimensions of their culture.

This clash of expectations tends to make the visitor want to "fight or flee" as a way of coping with the confusion, frustration, isolation, and homesickness that characterize most cases of culture shock.

Culture shock does not necessarily occur only following prolonged interpersonal contact with culturally different people. For some people, the absence of familiar food or the need to become accustomed to different sleeping habits can be sufficient to cause culture shock.

Stages of Culture Shock

There are stages to culture shock. After an initial period of energy, you may find yourself with less energy, more interested in watching television than going out for a walk. You may find yourself thinking more about home and making comparisons between home and Hawai`i. You may also feel lonely, away from your family and friends. This is the beginning stage of culture shock.

During the middle phase, you may find you have even less energy, almost none at all. You may want to sleep all the time or eat when you’re not hungry. You may withdraw from people and activities around you. You will begin to glamorize your own home in your thoughts, remembering only the best things about it. You may find yourself getting irritated over minor things, things that never seemed to bother you before. As you think about the comparisons between the two places and their peoples, you might find yourself making value judgments, being critical because Hawaiians do not do things the way you do them, when that way seems obviously better.

You can decide when to end culture shock. When you come to the realization that you are a visitor spending probably a short time of your life in Hawai`i, that you are not a Hawaiian and do not have to act like one, you will be coming to the end of your culture shock.

Symptoms of Culture Shock

Mainland visitors experience culture shock in varying degrees, some hardly notice it at all. Below are some of the common symptoms of culture shock:

- You may feel isolated and frustrated.
- You may become nervous and excessively tired.
- You may sleep a lot, even after you should have recovered from jet lag.
- You may be excessively homesick. It is normal to miss your home, your family and friends, but if you are thinking of nothing else and writing letters all the time, perhaps even crying a lot, you are probably suffering from culture shock.
- You may feel hostile toward Hawai`i as the cause of your

discomfort. Minor irritations may make you inordinately angry.

- You may become very dependent on your fellow countrymen. Of course, these friendships are important and extremely supportive. However, if you make friends exclusively from among your fellow Coast Guard members and families, you will deny yourself one of the main benefits of your assignment -- meeting, interacting with and making new friends from Hawai`i.

Coping with Culture Shock

Almost all visitors must cope with culture shock to some degree. The following suggestions may be helpful:

- Maintain your perspective. Remember that thousands of Coast Guard members and their families have served in Hawai`i and they have survived.
- Evaluate your expectations. Your reactions to Hawai`i will be products both of the way things are and the way you expected them to be. If you feel confused or disappointed about something, ask yourself: What did I expect? Why? Was my expectation reasonable? If you determine that your expectations were not completely reasonable, you can do much to reduce the amount of dissatisfaction and unhappiness that you feel.
- Keep an open mind. People in Hawai`i may do or say things that people in your state would not do or say. Try to understand that people are acting according to their own set of values, and that these values are born of a culture different from yours.
- Do not withdraw. Withdrawing to immerse yourself in your work is not a good solution. You must face things.
- Get involved in activities sponsored by the military and civilian community such as craft fairs, music concerts, sporting events, talent shows, etc.
- Seek help. If you continue to have personal adjustment problems, call your Work-Life staff for a free counseling referral; or, if you prefer, just call EAP at 1-800-222-0364.

Residential Neighborhoods on Oahu

Government Versus On-the-Economy Housing

The biggest concern families is what type of housing they will be able to obtain. As you will read in the **Family Housing Section**, Government-owned housing on Oahu, as of 1 Oct 2004, has been privatized. Army Hawai`i Family Housing now operates, manages and maintains all Red Hill houses.

Housing is **not** available to all accompanied members. Only about 43% of our accompanied members reside at Red Hill; the rest are in DoD-owned and Coast Guard leased housing. And 45% reside within the civilian community.

If Government-owned housing isn't available, and you are directed to obtain housing on the economy, you can obtain a nice rental in a good area. Most members living on the economy like it. You can select where you want to live, and there are desirable locations like Mililani, Aiea Heights, Kailua, Waipio Gentry, Hawai`i Kai, or other areas.

Budgeting your money carefully is important when living on the economy—most members report spending more for rent than they receive in housing allowances.

There are many interesting places to live on Oahu, both on the Leeward side (away from the prevailing winds) and the Windward side (facing the prevailing winds).

The Leeward side tends to be drier, more built up, has more shopping and military installations, and a busier, more cosmopolitan flavor.

The Windward side is over the Ko`olau (mountain range), and is reached via three highway tunnels (or by driving around the East Side of the island). It rains more, the pace is a little slower and the residential areas are less congested. Here's more details:

Leeward Side

Aiea Heights - residential area close to military facilities, Pearlridge Shopping areas & the airport.

Diamond Head - expensive residential area. Close to shopping and beaches, Waikiki and Kapiolani Community College.

Ewa Beach - newer residential community near Air Station Barbers Point. Single family, townhouses, and some apartment rentals.

Foster Village - residential community close to Red Hill and military facilities, single family housing rentals, and near the airport.

Hawai`i Kai - near Hanauma Bay, Koko Marina shopping center, Costco and HPD Sub-Office..

Kapolei - new "second city" development, mostly single family and townhouses, near Air Station, shopping areas, DMV & HPD Sub-Office.

Makakilo - newer residential area above Ewa beach. & UH-West Oahu campus.

Makiki - close to downtown, least expensive apartment rental close to downtown Honolulu, UH-Manoa campus & Chaminade University.

Manoa - expensive residential area by the University of Hawai`i.

Moanalua Valley - established community of older homes, close to

Red Hill housing area & the airport.

Mililani - popular residential planned community, near Schofield Army Barracks off highway H-2. Single family and apartment rentals.

Pearl City - mixed area of residential and rental apartments. Near major shopping center Pearl Ridge, Sam's Club, and Leeward Community College.

Red Hill - the main Coast Guard family housing area. Close to Aliamanu Army housing area, Aloha Stadium, Tripler Hospital, Navy exchange and commissary, Costco, K-Mart. Surrounding communities include Moanalua, Aiea, Salt Lake & the airport.

Salt Lake - near Red Hill and Pearl Harbor area, numerous high rise apartment buildings. Close to shopping and military facilities, Aloha Stadium & the airport. Coast Guard leased housing in this area.

Waikele - newer residential area near Ewa Beach & a new shopping center complex.

Waikiki - center of main tourist section, mainly hotels mixed with some residential high rise apartments. Close to tourist beaches, entertainment, U.S. Army Fort De Russy recreational area including Hale Koa hotel.

Wailupe - Coast Guard housing area. Between Diamond Head & Hawaii Kai area for shopping and beaches.

Waipahu - older residential area of single family houses, townhomes, and apartments.

Windward Side

Kailua community, mostly single family, near great beaches, relaxed atmosphere.

Kaneohe - adjacent to Kailua, also residential community, mostly single family with easy-going atmosphere. Hawaii Pacific University (HPU) main campus. Adjacent to Marine Corps Base Hawai`i.

Shopping, Etc.

Shopping facilities on Oahu are numerous. Besides the fine military facilities, there are numerous malls. The following six are the largest:

1. **Ala Moana Center** – Shoppers enjoy an abundance of choices among the more than 230 stores. Live entertainment and an international food court with more than 20 eateries add to the immense appeal of the beautifully landscaped, open-air center, which welcomes more than two million visitors each month.
   www.alamoana.com

2. **Pearlridge Center** – With more than 170 stores, it is Hawai`i's largest enclosed shopping center. More than 40 food vendors, a miniature golf course, two arcades and a 16-screen movie theater. Oahu's only monorail whisks you between the center's Uptown and Downtown sections, which are separated by a large, historic watercress farm.
   www.pearlridgeonline.com

3. **Windward Mall** - in Kaneohe, large stores include Sears, Macy's, food court, and cinema multiplex.
   www.windwardmallhawaii.com

4. **The Town Center of Mililani** - large stores include Wal-Mart, and a home improvement center.
   www.towncenterofmililani.com

ITEM	SUPERMARKET	COMMISSARY
MILK (GAL)	$6.00	$4.73
GROUND BEEF	$4.69	$4.00
HOT DOGS (16 OZ)	$2.89	$2.00
CEREAL	$5.99	$4.29
FOIL	$2.39	$1.20
ICE CREAM(48 OZ)	$5.00	$4.83
ICEBERG LETTUCE (LB)	$2.36	$2.10
TOMATOES (LB)	$2.41	$1.42
MUSHROOMS (4 OZ CAN)	$0.63	$0.49
BREAD	$3.99	$3.23
BANANA (LB)	$1.39	$0.83
EGGS (DZ)	$2.89	$2.02
TUNA (12 OZ CAN)	$1.87	$1.77
PEANUT BUTTER (28 OZ)	$3.99	$3.19
SPAGHETTI (2 LBS PKG)	$2.49	$1.74
UNLEADED GAS (GAL)	$3.13	$3.03

Notes:

1. **Price survey in Honolulu, HI with identical brand items, where possible.**
2. **All items listed reflect regular prices with Hawaii 4.712% sales tax for civilian supermarkets and 5% surcharge for military commissary.**
3. **Promotional items were not included.**
4. **When shopping in civilian supermarkets using store brand merchandise or guying "on sale" items could reduce item price.**

5. **Waikele Premium Outlets** – A bargain hunter's dream. More than 50 brand-name outlet stores, you'll save every day on big names in fashion and home furnishings. Typical markdown range from 25 to 65 percent off retail prices. www.premiumoutlets.com/waikele
6. **Kahala Mall** - combines some of the biggest names with unique local boutiques – more than 90 shops, plus an eight-screen movie theater and lots of places to eat. The upscale center also hosts a full calendar of year-round entertainment and special events such as holiday celebrations, fashion shows, and performances by local musicians. www.kahalamallcenter.com
7. **Victoria Ward Centers** – Two- block shopping area includes Ward Centre, Ward Warehouse, Ward Village Shops, Ward Gateway Center, Ward Farmers Market and Ward Entertainment Center, with its 16-screen megaplex and a midway of high-tech amusements. www.victoriaward.com

Dealing with Insects

A lot of newcomers have asked for advice on dealing with insects in Hawai`i. Those of you who live in military housing usually have quarterly pest control spraying for the exterior of quarters; bi-monthly for interior of quarters. For those of you living on the economy, the following is excerpted from an October 22, 1995 Honolulu Advertiser article titled: "How to Keep Isle Critters from Driving You Buggy."

How to Keep Island Critters from Driving You Buggy

Bugs are here for the same reason we are: no killing frosts. Yet we rail against them with our Raid and rubber slippers, praying for divine deliverance or at least a better way to keep them at bay.

Lots of local folks still grit their teeth when faced with the advance of the Ant Brigade or that roach the size of a date skittering across the wall. But nothing compares with the shock and revulsion of a newcomer.

"The flying roaches were flying over head and got caught in my hair," said a recent arrival to Hawai`i Kai from Southern California. "They *really* did a number on me."

The following is a digest of information from a book titled *What's Bugging Me*, by local authors JoAnn Tenorio and Gorden Nishida.

For most insect problems, prevention works better than almost any cure and rushing to heavy chemicals also kills some pests' natural enemies.

"The bad guys, they come back first," said Nishida. "If the good guys aren't there in enough numbers to control them, you have a population explosion and then you have a real problem."

There's good news mixed with the bad. "We have more benign bugs than most of the other states do. We

don't have ticks carrying Lyme disease or babesiosis, or disease-carrying mites," Tenorio said. "But what we have, we've got a lot of."

HAWAI`I INSECT IDENTIFICATION AND CONTROL GUIDE

Insect	What It's Like	Keeping Them Away	Control
Cockroach	There are 19 species in Hawai`i. Partly hardened front wings, clear hind wings. Active at night (you should worry if you spot lots in the daytime. Drops feces and egg cases in various places. Will feed on almost anything. Carries disease organisms, but not proven as a disease spreader.	Keep your house very clean. Wipe up crumbs, wash dishes, immediately, store food in sealed containers. Throw out uneaten pet food. Vacuum frequently and dispose of vacuum in sealed plastic bag. Ensure that screens, windows and doors fit properly. Seal areas around plumbing where they may enter.	Dust with boric acid, diatomaceous earth or silica aerogels. Use bait stations containing hydramethylnon (like Combat), as many as you can afford in kitchens and bathrooms for heavy infestations. Place them in corners or close to walls or appliances. Exterminators can help reduce populations, allowing you to begin proper control. Sticky roach traps (motels) can help monitor roach population.
Ant	There are 42 species in Hawai`i. Some varieties bite and./or sting	Keep the kitchen clean. Store food in sealed containers. Remove crumbs from pet dishes. Rinse food from containers before disposal.	Follow ant trail to source. Wipe away ants with soapy sponge, then tape or caulk entry holes. Chemical sprays offer only short-term relief. Instead, line crevices with desiccants like silica aerogels or other dusts like diatomaceous earth, boric acid, or pyrethrin. Use bait traps. (“Terro” works great!) If you know what your ants like, use a toothpick to add some of their favorite food inside the trap.. Treat outdoor nests with soapy or oiling water, insecticide soap, diatomaceous earth or pyrethrin. Professionals can help find the nest.
Hawaiian Carpenter Ant	Up to about half-inch long. Can bite painfully. Some have wings and swarm during summer nights; often confused with termites. Nests in wood (like dead trees or inside hollow-core doors). Sometimes favors paper products and fabric. Feeds at night on insects, most household food - but not wood.	Clear yard of rotting trees, branches, stumps, and debris piles. Make sure trees and bushes don’t touch the house and provide an ant bridge. Eliminate moisture sources that invite wood rot and carpenter ants.	Monitor for "frass,” a saw dust-like byproduct of their chewing. Trace the nest and eliminate or treat. Inside nests: use Resmethrin (Term-out). Desiccant dust like silica or diatomaceous earth works more slowly. Outside nests: Pesticides using Dursban or diazinon (Spectracide). An exterminator can help treat inaccessible nests.
Centipede	Up to nine inches long. Reddish-brown adults, blue orange young. 22 pairs of legs. Eats cockroaches and other bugs. Stings with poison glands on front pair of legs.	Remove hiding places (rocks, trash piles, and ground covers). Get rid of roaches and other potential prey.	If you must stomp, wear shoes! A perimeter of general insecticide may work, but it's slow and may drive them toward the house. Caulk or seal cracks that let them in the house. Re-landscape to minimize hiding and breeding areas.
Termites	As if the dog days of Island summers aren't bad enough, there's Termite Night. After the sun finally sets on some hot, humid, still days between May and July, you'll switch on the lights, and there they'll be. Termites. Lots of them, swarming around lamps attracted by the light. Termites swarm when it's time for them to mate and start a new colony. Within 10 to 30 minutes they'll doff their wings (the next morning, wings will litter the ground) and drop to the ground. Male and female pairs can be seen running off in tandem. If there's wind, the termites won't swarm because they don't fly very well, or very far. They usually stay within a quarter mile radius of their last nest. But it is how they spread to a new area, so if you see them, little alarms should go off in your head. Has this place been inspected for termites recently? Treatment usually means tenting and fumigating the whole house. But for tonight, just switch off the house lights. Tomorrow, call the professionals.		

REPORTING ABOARD

At the Airport

Make sure you keep your sponsor, ombudsman, and your unit advised of your flight itinerary. All personnel arriving at Honolulu International Airport should be met by their sponsor, unless they are continuing to the islands of Hawai`i, Maui, or Kauai. You and your family (if applicable) should be transported to a previously arranged temporary lodging hotel accommodation. If you have any arrival problems or questions, contact your assigned unit.

Unit Check-in

All members must officially check-in on arrival day, because all overseas **allowances** (COLA, BAH, TLA) **become effective the date of PCS check-in**. If you don't check in at your unit and with the Local Housing Officer, you (and any dependents) will not be reimbursed for any TLA expenses. In addition to checking in at your unit, **unaccompanied members** must check in with your unit Local Housing Representative. Call your unit before arriving to confirm check-in procedures.

Family Housing Check-in

Accompanied members **must check-in with the Local Housing Officer no later than the next business day** after arrival on island.

Upon check-in at the housing office, you will be provided your housing in-brief and counseled on available

housing options. All members reporting to units in PACAREA are required to obtain a release from mandatory assignment to government quarters prior to receiving BAH per MLCPACINST 11101.11.

KKH Red Hill Housing located on Oahu, was privatized as of 01 OCT 2004. The private contractor, Army Hawai`i Family Housing (AHFH), maintains and operates this previously CG-owned housing site. CG-owned housing is available on the neighbor islands of Maui, Kauai, and Hawai`i. Senior officer housing is available at Wailupe on Oahu.

Because housing on Oahu is now privatized, advance placement on AHFH's housing waitlists cannot be made until after you arrive and have signed into your gaining command in Hawai`i.

During your housing in brief, you will be asked to complete a housing survey. The survey will assist the housing office to assess housing demand and provide information to help improve the quality of housing. Once the survey is completed, you will receive a DD Form 1747, *Status of Housing Availability*.

DD Form 1747, *Status of Housing Availability*, will not be provided in advance to the member's date of arrival and signing into their gaining command.

It is strongly recommended you arrange for advance reservations at a TLA qualified hotel, if:

- you are interested in renting within the local community
- you are applying for privatized housing with AHFH
- Government-owned housing will not be available upon your arrival on island

Refer to the **Family Housing Section** for detailed guidance about Government, privatized, and civilian housing, including renting apartments or houses within the civilian community.

Unaccompanied Personnel Housing

Refer to the **Unaccompanied Personnel Housing Section** in this Handbook for information about permanent unaccompanied housing options.

TLA PROCESSING / COLLECTION PROCEDURE

- **Member checks in with unit (or Base Honolulu Administration if unit is underway). Orders are endorsed, and a copy of orders and endorsement for the spouse (if applicable) is made.**
- **Member checks in with the Base Honolulu Housing Office.**
  - **Provides a copy of endorsed orders.**
  - **Receives a counseling regarding the availability of housing.**
- **Member checks in with the Base Honolulu Transportation Office to obtain TLA application and receive counseling.**
- **Member and/or spouse can now stay in a TLA hotel (use of Government Travel charge card is recommended). If Government or Privatized Housing was not available or you desire to reside on the economy, member or spouse must do an aggressive search for rental housing until rental quarters are obtained. A great resource is the Housing Service Office for the first 10 days you must look at a minimum of 5 suitable units. Thereafter, you must look at a minimum of 10 units per 10-day period.**
- **After 10 days of lodging charges have accumulated, member or spouse can collect TLA payment via direct deposit. Bring the following to the Base Honolulu Transportation Office to process the TLA payment:**
  - **Paid hotel lodging receipt (itemized)**
  - **Copy of orders with arrival endorsement**
  - **BASE HONO TLA Forms-001A and 001B (from Transportation Office) completed.**
  - **Power-of-attorney (if spouse is collecting)**
  - **Paid hotel lodging receipt (itemized)**
  - **BASE HONO TLA Form-001A and 001B, completed.**
- **Give the completed forms to the Base Honolulu Transportation Office. Payment will be made into your direct deposit account within 5-7 working days of receipt by the Coast Guard Finance Center.**
- **Upon acceptance of quarters, a copy of the lease agreement with final TLA package should be submitted to the Base Honolulu Transportation Office. NOTE: TLA terminates the date before quarters are accepted as noted in Lease Agreement.**

Temporary Housing

Refer to the **Before You Arrive Section** if you are looking for temporary housing.

TLA Reimbursement Procedures for Oahu

Procedures for collecting TLA payments are detailed in this section. Be sure to get a limited power of attorney for your spouse if you expect to deploy soon after arrival.

TLA Reimbursement Procedures for the Neighbor Islands

Neighbor island members must submit the same TLA documentation. To receive payment, you must mail documents to the Base Honolulu Transportation Office. Payment for TLA will usually be made by direct deposit.

Non-Reimbursable TLA Expenses

The following expenses incurred during your TLA period are not reimbursable:

- cost of boarding for pets
- transportation between TLA accommodations & place of duty
- automobile rentals
- "Package deals" or Internet packages are not allowed
- child care/baby-sitting charges
- any entertainment expenses
- bar/alcoholic beverages
- phone calls (official/personal)
- tips to maids or bellboys
- valet services
- public or hotel parking

Medical and Dental Services

For a discussion on medical and dental options for active duty and family members refer to **Appendix K** in this handbook.

ARRIVAL CHECKLIST

PRE-ARRIVAL:

Call your unit before arrival to confirm their check-in requirements

ARRIVAL DAY:

Check-in to your unit personally.

Contact your sponsor or unit about the uniform for reporting aboard.

If UNACCOMPANIED and unit provides berthing:

Check-in to your berthing area. See your unit Local Housing Representative (LHR) if there are any questions.

If UNACCOMPANIED and unit does NOT provide berthing:

Obtain temporary UPH berthing at the required facility for your specific unit.

If UPH berthing is not available, check-in at a TLA qualified hotel.

If ACCOMPANIED and Government housing was desired and unit is available upon your arrival OR

If ACCOMPANIED and you choose to either reside on the economy or you requested Government Housing but NONE were available:

Check into a TLA qualified hotel. Please make sure that you have signed into your gaining command. This will ensure TLA entitlements have started.

Members stationed on the neighbor islands (Maui, Kauai, or Hawai`i) should contact their Local Housing Representative, OinC or Commanding Officer. The Base Honolulu Housing Office can assist you in your search for civilian housing. Call them at (808) 842-2073/2071.

NEXT WORKING DAY:

If ACCOMPANIED or UNACCOMPANIED and you either choose to reside on the economy or you requested Government housing but NONE were available or your unit does not provide permanent UPH/BEQ/BOQ berthing:

Check-in at the Base Honolulu Housing Office to establish the status of housing availability (or the administration office at Air Station Barbers Point for Barbers Point and COMMSTA personnel). The Base Honolulu Housing Office will assist you in your search for civilian housing. Call them at (808) 842-2073/2037/2071.

Complete a Housing Survey and receive a signed DD Form 1747 from the Base Honolulu Housing Office.

Then, Check-in to the Base Honolulu Transportation Office.

Obtain Base Honolulu TLA Form-001A and 001B from your unit or the Base Honolulu Transportation Office.

THE FIRST WEEK:

Call the POV shipment arrival office for your vehicle status (see the POV Section of this handbook).

Arrange Hawai`i no-fault vehicle insurance if you haven't already done so.

Call the JPPSO Office to determine status of your HHG shipment, phone 473-7750/ 7760.

If you encounter problems, call (808) 842-2020/2024/2018/2017 to speak to a Transportation Specialist.

TLA COMPUTATIONS & ALLOWANCES

For up-to-date pay entitlement information on COLA, BAH, etc, check https://secureapp2.hqda.pentagon.mil/perdiem/

2010 OAHU TLA RATES/MAX PER DAY (Base d on latest Per Diem Rate issued 1/1/2010, <u>but subject to change)</u> With no—or inadequate—kitchen facilities			
Number of Dependents	Max. Per Diem Rate	M&IE Rate	LODGING
Single or no dependents 65%	183.95	68.90	115.05
Mbr + Spouse or 2 Depns (Base Rate) 100%	283.00	106.00	177.00
Mbr + Spouse & 1 Depn Under 12 = 125%	353.75	132.50	221.25
Mbr + Spouse & 1 Depn Over 12 = 135%	382.05	143.10	238.95
Mbr + Spouse & 2 Depns Under 12 = 150%	424.50	159.00	265.50
Mbr + Spouse & 2 Depns 1 Under 12/over 12 = 160%	452.80	169.60	283.20
Mbr + Spouse & 2 Depns Over 12 = 170%	481.10	180.20	300.90
Mbr + Spouse & 3 Depns Under 12 =175%	495.25	185.50	309.75
Mbr + Spouse & 2 Depns Under 12/ 1 over 12 = 185%	523.55	196.10	327.45
Mbr + Spouse & 1 Depn under 12 and 2 over 12 = 195%	551.85	206.70	345.15
Mbr + Spouse & 3 Depns Over 12 = 205%	580.15	217.30	362.85
*If adequate kitchen facilities are available in your room, then you will receive only 50% of M&IE amount. (See Appendix of this Handbook). ****TLA CAUTION** <u>On your report-in day, be sure to have your original PCS orders endorsed.</u> TLA reimbursement begins on the date you report to your unit, and ends on ht e date prior to checking into your Quarters. If you have any questions/concerns, please call Base Transportation Office at (808) 842-2017/2018/2020/2024.			
2010 Per Diem Rates for Hawaiian Islands (as of 1/08/10)			
ISLAND	Per Diem	M&IE	LODGING
OAHU	283.00	106.00	177.00
HILO	219.00	104.00	115.00
KONA	288.00	108.00	180.00
KAUAI	313.00	115.00	198.00
MAUI	273.00	104.00	169.00

Calculation additional dependents above Base rate: Each dependent under 12 years old, add 25% to Base rate. Each dependent 12 years and over, add 35% to Base rate.

Lodging costs are "UP TO" reimbursed amounts. If lodging costs less that the Maximum Lodging rate, you will be paid only actual lodging costs. If lodging costs more that the Maximum lodging rate, you will be paid only the Maximum Lodging rate.

Staying with friends or relatives? You're eligible for 100% of the Meals & Incidentals allowance on (No lodging reimbursement).

<u>TLA CAUTION</u>

Although your actual TLA payout will usually consist of your lodging expenses only (up to max allowable) and M&IE, it will not include parking, phone calls, and room service.

BASE Transportation requires itemized Lodging/Hotel receipts. If making room reservations online, ensure you will receive itemized receipts; otherwise, don/t make your reservation online.

Refer to Appendix A to make phone reservations.

Also read the caution in the TLA Rates Table at left!

TLA COMPUTATION WORKSHEET

The TLA Chart on the pervious page provides your maximum, approximate TLA entitlements starting on your reporting day to the unit and terminating on the day prior to the initial rental lease or closing agreement date.

Actual reimbursement may be lower because of the comparison between the member's and/or dependent's Maximum Lodging Rate (depending on Island) with the actual Hotel Lodging Rate.

Members stationed on Oahu, Maui, Kauai, or Hawai'i can use this worksheet to determine their TLA rates.

If there are any questions/concerns, call the Base Transportation Office at (808) 842-2017/2018/2020 or 2024 for assistance. Our website is http://cgweb.d14.uscg.mil/ischon/Web/personnel_transportation.htm

FIRST Calculate Your Max Per Diem
Find out your new unit's Per Diem Rate at:
http://www.dtic.mil/cgi-bin/opdrates.pl

1. List M&IE (Meals & Incidental Expenses): _____

2. List Maximum Lodging Rate: +_____

3. Add together for your Max Per Diem: =_____

SECOND Determine TLA Percentage Rate
Members(s) and/or dependent(s) occupying a hotel room are computed accordingly:

Member or 1 Dependent:	65%
Member with Spouse or 2 Dependents Only:	100%
For Each Additional Dependent(s) Under 12 yrs old, add:	25%
For Each Additional Dependent(s) Over 12 yrs old, add:	35%
Enter your TLA % Rate:	_____

Two Examples:
Member + Spouse + one 13-year old Child + one 10-year old child = TLA is 160%

Mother + Child (without Mbr) = TLA is 100%

THIRD Calculate your M&IE TLA rates(s)
Multiply your M&IE (listed in First Calculation) times your TLA % Rate (listed in Second Calculation: _____

Note: Use only ½ of M&IE Rate if you have an adequate kitchen facility IAW the JFTR U9207.G3.

FOURTH Calculate your Lodging Rate
1. Multiply Max Lodging Rate (listed in First Calculation) times your TLA % Rate (listed in Second Calculation):
_____

2. List the Hotel Daily Lodging Rate (Including all Taxes): _____

3. List the LESSER of these two rates: _____

FIFTH Determine Daily TLA Amount
1. List the LESSER amount from the Fourth Calculation here: _____

2. List M&IE Rate from the Third Calculation: +_____

3. Add these two rates for your Daily TLA: =_____

SIXTH Total Amount of TLA Payable
Multiply the Number of Hotel Occupancy Nights times the Daily TLA Amount (Fifth Calculation: _____

Note: Please allow ample time for deposit to reflect in your bank account.

This is only and EXAMPLE, so please don't use these figures for your own budgeting. If you need any help using the TLA Computation Worksheet, just call 808-842-2020 or 2024 for friendly assistance.

Member, Spouse, and 2 children are looking for TLA Hotel accommodations. TLA starts on the day you report to your unit.

PCS to Honolulu, HI (Isle of Oahu).
Paygrade: E6 (Accompanied with command sponsored dependents).
One child is 10 yrs old. The other child is 6 yrs old.
Hotel room has no adequate kitchen facility (refer to Appendix of this handbook).
Hotel daily lodging rate including taxes per night: $118.00
Hotel occupancy days: 4 nights (remember, the day you check out does not count).

FIRST Calculate Your Max Per Diem

Find out your new unit's Per Diem Rate at:
http://www.dtic.mil/cgi-bin/opdrates.pl

1. List M&IE (Meals & Incidental Expenses):	$106.00
2. List Maximum Lodging Rate:	+ $177.00
3. Add together for your Max Per Diem:	= $283.00

SECOND Determine TLA Percentage Rate

Members(s) and/or dependent(s) occupying a hotel room are computed accordingly:

Member or 1 Dependent:	65%	
Member with Spouse or 2 Dependents Only:	100%	
For Each Additional Dependent(s) Under 12 yrs old, add:	25%	
For Each Additional Dependent(s) Over 12 yrs old, add:	35%	
Enter your TLA % Rate:		150%

THIRD Calculate your M&IE TLA rates(s)

Multiply your M&IE times your TLA % Rate (listed in Second Calculation:	$159.00

FOURTH Calculate your Lodging Rate

1. Multiply Max Lodging Rate (listed in First Calculation) times your TLA % Rate (listed in Second Calculation):	$265.50
2. List the Hotel Daily Lodging Rate (Including all Taxes):	$118.00
3. List the LESSER of these two rates:	$118.00

FIFTH Determine Daily TLA Amount

1. List the LESSER amount from the Fourth Calculation here:	$118.00
2. List M&IE Rate from the Third Calculation:	+ $159.00
3. Add these two rates for your Daily TLA:	= $277.00

SIXTH Total Amount of TLA Payable

Multiply the Number of Hotel Occupancy Nights times the Daily TLA Amount (Fifth Calculation):	$1108.00

TLA CLAIM FORM

BASIC INFORMATION

1) Rank & Name:_____ 2) SSN:_____

3) Unit:_____4) Home#:_____ 5) Work#:_____

6) Are you ☐ Reporting ☐ Departing ☐ Emergency or Renovation; other
Date:_____

TLA claim status

1) Is this your first period of TLA? ☐ Yes ☐ No
2) Will this be your final period TLA ? ☐Yes ☐No

In accordance with the provisions of the JFTR, I request TLA for a period of _____ days, in conjunction with Reporting PCS, Departing PCS, or Emergency/Renovation. The total number of days I have been on _____

3) This period of TLA Dates: From _____To_____

During this period, I was:
☐ Staying with my dependent(s)
☐ NOT staying with my dependent(s) Date: From _____To_____

Name of Power-of-Attorney to sign TLA: _____Relation:_____
☐ On Leave Dates: From_____ To_____
☐ On TAD orders Date: From _____To_____

Dependent(s) Information

1) Are you ☐ Single or Unaccompanied Sponsor/Dependent ☐ Married
☐ Member-married to-Member; Name & Rank of spouse:_____

Dependent(s) Name	Relation	Age	Lodged w/you?	Dependent(s) on Orders?

Occupancy information

1) I'm/we're currently staying:
☐ Hotel name: _____
Room#(s):_____ Phone#:_____
Adequate *cooking facilities* available in my hotel room. Yes ☐ No ☐
☐ With family/friend's home Family/Friend phone# (opt):_____

TLA is authorized for up to 30 days. A period in addition to 30 days may be authorized under extenuating circumstances by the Commanding Officer/Transportation Officer._____

ISC Honolulu Form TLA-001B (Rev: 10/04)

(continue on reverse or next page)

Rank & Name:_____ **2) SSN:**_____

Record of Housing Search

To maintain continued eligibility for TLA, every effort MUST be made to obtain permanent housing. If it becomes necessary to request an extension of TLA the completeness and accuracy of this form will support your claim.

Helpful sources: www.dodreferral.com, realtors, www.rentalsillustrated.com,Relocation and Referral Services Office.

You are required to aggressively search and record your housing search progress in the spaces provided below. If you're reporting PCS, this form has to be with each and every application for TLA payment.

I am anticipating ☐ **Delivery/pickup of HHG/Aloha Kit** ☐ **Close Sale** (purchase home) ☐ **Rent/lease (economy)**

☐ **To vacate premises** ☐ **To reside on the boat or BEQ/barracks or GOV'T Housing**

DATE:_____

Date	Address	Contact number	Monthly cost	Number of rooms	Comments of suitability?

_____ (initial) I understand TLA claims are to be submitted every **10 days**.

_____ (initial) I understand that inbound TLA will terminate under any of the following conditions:

a. At 2400 on the day prior to residing in permanent residence.
b. At 2400 on the day prior to delivery of Household Goods or the *Aloha Kit* availability.
c. At 2400 on the day prior to the date Government owned or leased quarters were available for occupancy.
d. At any time the TLA authorizing official determines that a member is not making a bona fide effort to aggressively locate permanent housing.

_____ (initial) I understand if I reside in temporary quarters with friends and/or family, I am not entitled to the lodgingof TLA. I may submit a claim for the messing portion of TLA only.

Check list

☐ Copy of Orders (and Amendments, if any)

☐ Original receipt(s) from Hotel

☐ Rental/Lease Agreement (GOVT or Economy)

☐ Power of Attorney document (for dependent only)

☐ DROA/Closing sale documents (purchasing home)

I certify that the information given above is true and correct to the best of my knowledge. I am aware of the penalties for presenting a false statement in connection with this claim. Fraudulent claims will result in a fine of not more than ***$10,000 or imprisonment for not more than five years, or both***. (USC 237-1001)

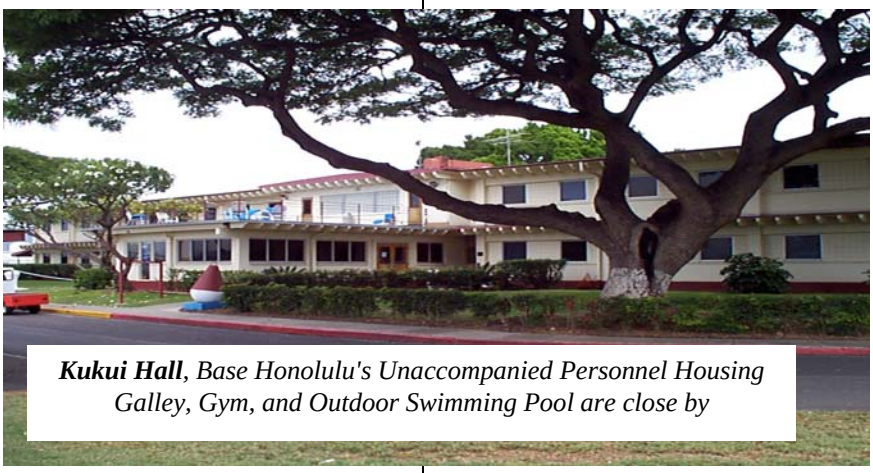
Signature:_____ Date:_____

UNACCOMPANIED PERSONNEL HOUSING (UPH)

This Section addresses **berthing options** for unaccompanied members. Assignment to Government-owned UPH for single enlisted personnel E4 and below is mandatory. Those eligible to seek release from mandatory assignment and receive Basic Allowance for Housing (BAH) (Afloat E4 and Ashore E4 and below) are required to receive approval via their chain of command and from the Personnel Department Honolulu Local Housing Officer (LHO). Members reporting to units in PACAREA are required to obtain a release from mandatory assignment to government quarters prior to receiving BAH per MLCPACINST 11101.11. Members are required to complete a Request for Housing Determination (MLCPACHSG-003) and an Application for Assignment to Military Housing (CG-5267). Submit these forms to the LHO by e-mail Dale.B.Waldron@uscg.mil or Andrew.M.Noell@uscg.mil or fax (808) 842-2074. Below forms can be accessed at: http://cgweb.d14.uscg.mil/ischon/Web/housing/new_arrive.htm

1. Request for Housing Assignment Determination (MLCPHSG-003)
2. Application for Assignment to Military Housing (CG 5267)
3. Copy of your executed orders

All members currently stationed in Hawaii and transferring to another unit in Hawaii are still required to complete these forms. All members are highly encouraged to seek assistance from the Base Housing Office upon arrival or by the next duty day after arrival for housing in brief and required paperwork



***Kukui Hall**, Base Honolulu's Unaccompanied Personnel Housing Galley, Gym, and Outdoor Swimming Pool are close by*

Personnel Assigned to Ashore Units

Ashore E4 and below personnel are assigned to the Kukui Hall UPH aboard Base Honolulu ONLY if UPH occupancy rates fall below 95%. The UPH is primarily used to house Afloat E-3 and below personnel. Ashore E4 and below who desire to use their BAH entitlement and secure quarters on the local economy will be required to request a release via their chain of command from the LHO, at the Base Honolulu Housing Office.

Releases granted only if the UPH occupancy rate is 95% or greater.

Currently there exists no UPH-type quarters (CG-owned or leased) available for commissioned officers and unaccompanied E-5 and above. Leased housing typically is not available because BAH entitlements exceed average one-bedroom rental costs. Please see the **Unaccompanied Personnel Leased Housing Section** for possible exceptions.

Personnel Assigned to Afloat Units

All unaccompanied personnel, E-1 through E-4, reporting for duty to any CG **Afloat Unit** on Oahu will be assigned berthing aboard ship upon initial check-in. Afloat E-3 and below are not entitled to BAH, but may elect to seek UPH berthing at Base Honolulu's Kukui Hall barracks. Afloat E-4s are eligible to receive BAH to reside on the economy but may be assigned to unaccompanied berthing if occupancy rate is less than 95%. Afloat E-4s who desire BAH and secure quarters on the economy must request release from mandatory assignment to UPH via their chain of command from the LHO (Base Honolulu Housing) prior to receiving their BAH entitlement.

Please contact the Base Honolulu Housing Office at (808) 842-2022/2073, and/or your unit Local Housing Representative (LHR) for further information.

All unaccompanied E-5 and above Enlisted Personnel and Officers assigned to floating units may either live aboard ship or draw BAH and live on the economy.

Personnel desiring to obtain Government-owned UPH berthing ashore must submit a written request via the ship's LHR. Your command can impose an Afloat berthing break-in period for new crewmembers. The LHR must release crewmembers to obtain Government housing ashore and forward the member's completed housing application with an approved chit to the LHO for assignment to UPH berthing.

Kukui Hall

Kukui Hall, Base Honolulu's Unaccompanied Personnel Housing, on Sand Island, has 44 rooms. Sizes vary from 171 to 192 sq. ft. There are eight, double occupancy Temporary Assigned Duty (TAD) rooms available. Each room has a refrigerator, microwave, and furniture. Adjoining rooms share a bathroom. UPH has centralized air conditioning, a storage room, laundry facilities, small library, sundeck, and a lounge with a big screen TV. The UPH Barracks Manager is responsible for berthing assignments to Kukui Hall and can be reached at (808) 842-2975/2970 for further assistance. All check-in and check-out procedures will be coordinated through the Barracks Manager.

Unaccompanied Personnel Leased Housing (UPLH)

Unaccompanied Afloat E-4 and below may be eligible for UPLH only when no UPH rooms are available (i.e., 100% occupancy). Assignments are managed by the LHO at the Base Honolulu Housing Office. Policy Exceptions are given on a case-by-case basis.

Ashore E-4s and below with less than 4 years of service, may be eligible for living on the economy if the 95% occupancy rate is met at the Kukui Hall Barracks.. Contact the Base Honolulu Housing Office for assistance and required forms at 808-842-2022 or 2073.

Bachelor Enlisted Quarters (BEQ)/UPH or Government-leased quarters are not available to **voluntary geographic bachelors.**

COMMSTA Honolulu

All unaccompanied E-1 thru E-6 assigned to COMMSTA Honolulu, will initially be assigned permanent quarters in NCTAMS BEQ if available. Unit LHR has details.

If BEQ is unavailable, COMMSTA personnel may obtain private rental on the economy and receive BAH. E4 and below are required to seek release from mandatory assignment to UPH berthing via their command from the Base Honolulu LHO prior to receiving BAH entitlement. Please contact the Base Honolulu Housing Office for further assistance with your rental search and how to receive a release, at (808) 842-2022/2073.

Air Station Barbers Point

All unaccompanied E-1 thru E-6 receive BAH to obtain an on-the-economy rental. All E4 and below are required to seek release from mandatory assignment to UPH berthing via their command from the Base Honolulu LHO prior to receiving BAH entitlement. Please contact the Base Honolulu Housing Office for further assistance with your rental search and release from UPH at (808) 842-2022/2073.

Looking for Civilian Rentals?

In addition to the newspaper classified ads, members looking for on-the-economy rentals should use the Housing Service Office (HSO) (see the HSO information box below). HSO is a military agency with many civilian rental listings. They will help you obtain a satisfactory rental with the right contract terms. Contact the Base Honolulu Housing Office for further assistance at (808) 842-2022/2073

Army Housing Service Office (HSO) Main Office

Location: Fort Shafter Family Housing Office, 111 7th St., Ft Shafter, HI 96858

Hours: M-F, 0800-1700

Phone:
808-438-1522/1609/6198
Fax: 808-438-2977

DoD Referral websites:
http://hawaii.dodreferral.com
www.ahrn.com

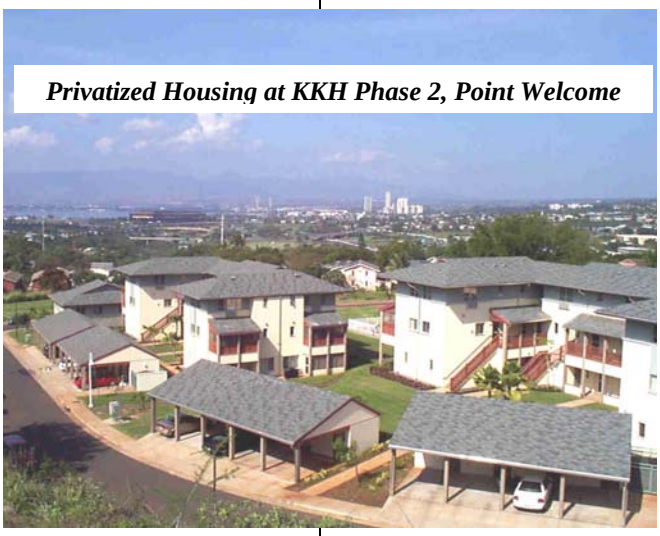
Temporary Lodging Allowance (TLA) Status

Remember that if you are in a TLA status looking for on-the-economy rentals, you must follow the Oahu Temporary TLA UPH/BEQ/BOQ Requirements listed in the **Before You Arrive Section** of this handbook.

Neighbor Island Units

(Maui, Hawai`i, and Kauai) have a mixture of leased and owned Government berthing for most unaccompanied members. Housing on-the-economy is only an option if Government quarters are unavailable. Afloat E4 and Ashore E4 and below (are required to seek release from mandatory UPH assignment via their command from the Base Honolulu LHO prior to receiving BAH entitlement. Please contact the Base Honolulu Housing Office at (808) 842-2022/2073 and/or your Unit LHR for further assistance.

FAMILY HOUSING



Coast Guard Housing Organization

Area Housing Authority (AHA)

The AHA is responsible for the overall Coast Guard's housing program throughout the Fourteenth District Area of Responsibility (AOR). Commanding Officer, Base Honolulu is the designated AHA for all CG housing, owned and leased.

Area Housing Officer (AHO)

Is responsible to the AHA for administration of the Coast Guard's Housing Program throughout District Fourteen's area of responsibility**.**

Oahu Local Housing Officer (LHO)

The LHO is responsible to the AHO for the execution of guidelines and policies governing housing on Oahu, where the majority of Coast Guard personnel assigned to the State of Hawai`i reside. The LHO is the primary point of contact for assignments, complaints, suggestions, information and other housing matters.

Local Housing Representative (LHR)

Each unit has a designated, collateral-duty LHR who can assist unit members in dealing with housing issues. Ask your sponsor for the name of your LHR.

Housing Types on Oahu

Privatized Housing
Army Hawai`i Family Housing (AHFH)

Effective 1 October 2004, the Coast Guard privatized their 318 quarters at Kia'i Kai Hale (KKH) located in the Red Hill area of Oahu. You will often hear this housing site referred to as either "KKH" or "Red Hill."

Operation, management, and maintenance have been turned over to a private contractor, Army Hawai`i Family Housing. Residents who accept and reside in this privatized housing will be required to sign a lease and start an allotment equal to the amount of their BAH to AHFH to serve as their rental payment. For further information regarding privatized housing, please contact the Base Honolulu Housing Office at (808) 842-2022/2073. You may also visit the AHFH website at

www.armyhawaiifamilyhousing.com

Civilian Housing Located Within the Community

Members reside "on-the-economy" when:

1. Member elects to reside within the civilian community; or
2. There's no vacancies in Government-owned housing

and member is not eligible for Government-leased housing; or

3. Member is Government-lease eligible but lease funds are unavailable.

Leased Housing

The AHA manages very few Government-leased quarters throughout the AOR. This is because BAH or existing Government-owned housing provides most members/families with adequate quarters.

When a member is eligible for Government-leased quarters, the Coast Guard pays for all lease costs including basic utilities (electricity, gas, and water).

Most CG leased housing units are three-bedroom apartments or townhouses, located in the civilian community within an hour commute of your duty station. Each CG leased housing unit has been inspected by the Coast Guard for adequate size, facilities, safety, and surrounding community.

Leases can be obtained for members and their family only when no Government-owned or AHFH privatized housing is available and they meet all the eligibility criteria.

Criteria for assignment eligibility to Coast Guard leased quarters are Base d on:

- Pay Grade
- Bedroom Entitlement
- Local Basic Allowance for Housing Rate
- Local Market Rental Rates

Headquarters/Base Honolulu's leased policy is subject to annual change. Call the Housing Office at (808) 842-2022/2073 to check on current eligibility and availability.

All active duty personnel are required to check into the Base Honolulu Housing Office by the next business day upon signing into the gaining command. Please contact the Housing Office for further assistance at (808) 842-2022/2073.

CG-Owned Housing

All members reporting to units in PACAREA are required to obtain a release from mandatory assignment to government quarters prior to receiving BAH per MLCPACINST 11101.11. The Coast Guard owns seven housing units in two different areas of Wailupe and Diamond Head on the island of Oahu and eleven housing units on the neighbor islands of Kauai, and Hawai`i (aka The Big Island).

The LHO makes assignments to CG-leased and owned housing when available. The Housing Office cannot predict housing availability or guarantee assignment. Members should also be aware that pets are not allowed in Coast Guard leased housing.

Wailupe Quarters

Six houses are located in the Aina Haina section on the Wailupe Peninsula, between Diamond Head and Koko Head craters. These housing units are designated for only CG Captain (O6) assignment. They are all duplexes with the exception of Quarters A and Quarters D/E, which are single family units.

Diamond Head Quarters

One of Hawai`i's oldest landmarks is located at the Base of Diamond Head crater and serves as the residence of the Fourteenth Coast Guard District Commander, as a Representational Facility. For further information refer to the Base Honolulu Housing website at www.uscg.mil/mlcpac/ischon/housing/index.htm or contact the housing office for further questions at 808-842-2022 or 2073.

Army Hawai`i Family Housing (AHFH)

Army Hawai`i Family Housing manages the Coast Guard's previously owned 318 housing units located at Red Hill and the Army's previously owned housing located in Schofield Barracks, Wheeler Army Air Field, Aliamanu Military Reservation (AMR), Tripler and Fort Shafter.

AHFH Aliamanu Military Reservations Rim Community

This housing area is situated six miles from downtown Honolulu and three miles from Pearlridge Shopping Center and is divided by Moanalua Freeway (Highway 78) into Red Hill Mauka (formerly known as KKH Phase One) and Red Hill Makai (formerly known as KKH Phase Two). Red Hill Mauka is currently under deconstruction and is anticipated to be available late summer of 2008; Red Hill Makai was built in 1974 and is presently referred to as the AMR Rim Community. Kia'i Kai Hale was commonly referred to as "KKH" or "Red Hill" and is now included as part of

AHFH's Aliamanu Military Reservations (AMR) community.

Officer housing located with AMR Rim community, Red Hill Makai ,consists of three-and four-bedroom, single-family units and duplexes and two- bedroom townhouse units. Enlisted personnel housing encompasses two, three, and four-bedroom multi-family townhouse units.

AHFH will offer housing within close proximity of member's assigned commands. Members who are stationed on Oahu (except Air Station Barbers Point and COMMSTA Honolulu),will be considered part of the South Division Area and may be offered quarters located at AMR, Ft. Shafter, or Tripler Army Medical Center. Members assigned to Air Station Barbers Point and COMMSTA Honolulu are considered part of the North Division Area and may be offered quarters at Schofield Barracks, Helemano Military Reservations, Wheeler Army Air Field, Mendonca Park. Anyone accepting quarters in either the South or North Divisions will be required to sign a lease. Additionally, they will need to pay a prorated amount for your first months' rent by money order or cashier's check at the time of their housing assignment until their BAH allotment commences. It is recommended that the members bring with them at least the amount equivalent to one month's Hawai`i BAH rate. For further information see the AHFH website: www.armyhawaiifamilyhousing.com.

Housing Features

Typical features of Red Hill Makai/AMR Rim Community housing:

- Tile or Linoleum Flooring (no carpets)
- Dishwasher in Kitchen
- Ceiling Fans in Most Rooms
- Refrigerator/Stove
- Screened Porch (called "lanai")
- Washer and Dryer (Base d upon Rank. Please contact AHFH for additional information)

Not provided:

- Garbage Cans
- Air Conditioners (But Note: A/C can be purchased and installed by member if desired. Please contact AHFH for further detailing information.).

Housing in other AHFH communities have different amenities or may lack some included with KKH/ AMR Rim Community (Phase 2) housing. Most yard maintenance tools (mowers, weed whackers, etc.) can be borrowed from the AHFH housing office.

OTHER HOUSING OPTIONS

Most all of the former military family housing on Oahu has been privatized. As a military member with dependents assigned to Oahu, you may have the option of pursing one of the other services privatized housing besides the housing provided by Army Hawaii Family Housing. It is important to remember your ability to request housing will be different for each of the services; the priority for Coast Guard member's is different at each location. These different housing sites are required to primarily provide housing for their on Base personnel and can only offer housing to other services if they have excess housing. With the Army Hawaii Family Housing, you and your family will be given parity placement with Army personnel on AHFH's waiting lists. If you choose to inquire into the availability of housing with one of the other services privatized housing you may contact them at the following numbers:

- **Navy Community Housing (Forrest City) - 808-474-1820**
- **Air Force (Hickam Community Housing) - 808-423-2300**
- **Marine Corps (Kaneohe) – 808-257-3472**

All Coast Guard members are required to check in with the Coast Guard Housing office at Sand Island upon arrival and to receive a brief of policy and procedures prior to signing any leasing commitments, either through privatized housing or on the economy.

CG Housing Assignment Policy

MLCPAC has established mandatory housing assignment to government owned housing in order to attain the 95% occupancy rate per MLCPACINST 11101.11**.** All members are required to complete a Request for Housing Determination (MLCPACHSG-003) and an Application for Assignment to Military Housing (CG-5267). You can submit these forms to the Local Housing Officer by e-mail to Dale.B.Waldron@uscg.mil or Andrew.M.Noell@uscg.mil fax (808) 842-2074. Below forms can be accessed via Base Honolulu Housing weblink - http://cgweb.d14.uscg.mil/ischon/Web/housing/new_arrive.htm

1. Request For Housing Assignment Determination (MLCPHSG-003)
2. Application For Assignment To Military Housing (CG 5267)
3. A copy of your executed orders

All members currently stationed in Hawaii and transferring to another unit in Hawaii are still required to complete these forms. The Base Honolulu Commanding Officer (AHA), by general policy, makes housing assignments for Senior Officers being considered

for assignment to Wailupe Quarters. Accompanied officer and enlisted personnel and their dependents must seek a release from mandatory assignment to government owned housing prior to receiving their BAH entitlement and reside on the economy.

All accompanied personnel should visit the Base Honolulu Housing Office by the next business day after arriving on island to receive a thorough housing In-brief. The housing office is located within the ESU/NESU building on Sand Island, on the 2nd floor. Please call (808) 842-2022/2073 for further assistance.

Assignment To Government / Privatized Quarters

Government quarters are defined as *owned* or *leased*. Separate waiting lists shall be maintained and administered as prescribed in accordance with the CG Housing Manual.

Assignment priority is Base d on:

- Control Date; and
- Bedroom Entitlement

The Control Date is defined as the actual reporting date, or date of the housing application, whichever is later.

The Bedroom Entitlement is defined as the number of bedrooms you are eligible for, which depends on the age and gender of your dependent children. Refer to the Minimum Bedroom Requirement Table in this Section.

The waiting lists for Coast Guard-owned housing are maintained at the Housing Office. Housing assignment information (such as address) cannot be provided until the actual housing assignment is made.

Privatized housing applicants are placed on the waiting list once signed into the gaining command with an eligibility date Base d upon the date signed out of their losing command. Placement on appropriate housing waitlists will be Base d upon applicant's rank and number of command sponsored dependents (one-bedroom per child).

A note for pet owners: AHFH strictly prohibits **Pit Bulls** and/or any Pit Bull breed combination type dogs to reside within privatized housing.

AHFH Application and Waiting List

The AHFH application process starts when you sign in to your PDS and report to either the South or North Division Offices to apply for housing. Advance applications will be accepted as a planning tool.

Please contact Base Honolulu Housing for further information regarding AHFH privatized housing at (808) 842-2022/2073.

Applying for Housing on Kauai, or Hawai`i (*The Big Island*)

All housing sites for neighbor island commands are managed by the Base Honolulu Area Housing Officer. Due to established mandatory housing assignments to government owned housing per MLCPACINST 11101.11, all PSCing in personnel must seek a release from mandatory assignment prior to receiving their BAH entitlement and residing with the civilian community. Please contact the Base Honolulu Housing Office for further assistance at (808) 842-2071/2073.

The following Coast Guard-owned housing communities are located on the neighbor islands:

CGC KISKA : Five detached, three-bedroom units
Station Kauai : Six detached, three-bedroom units.

Leased housing may also be available as unaccompanied and family housing to qualified members when no Government-owned quarters are available.

ALL PSCing personnel shall submit the below listed documents directly to the Base Honolulu Local Housing Officer for consideration of Government-owned housing. Keep in mind that Housing is mandatory for assignment to government owned quarters if available per MLCPACINST 11101.11

Fax or PDF the following documents:

- CG-5267 *Application for Government Quarters*
- Copy of the Determination Form MLCPHSG-003

E-mail: Andrew.M.Noell@uscg.mil

Fax: (808) 842-2074

The above two required documents are available on

http://www.uscg.mil/MLCPAC/ISCHON/housing/index.htm
Click on "New Arriving Members"

Applying For Army Hawai`i Family Housing (privatized housing)

Privatized housing is viewed as community Base d housing. The only difference is that while the land is still Government-owned, the houses now belong to a private contractor. Members may send copies of executed orders as advance applications, but will not compete for housing on AHFH waitlist until they have signed into the gaining command.

All active duty members' shall check into the Base Honolulu Housing Office to receive their initial housing brief prior to being referred to AHFH to seek privatized housing. The Housing Office will provide you with all of your available housing options to help you make a more informed housing decision for you and your family.

For further information and assistance, please contact the Base Honolulu Housing Office at (808) 842-2022/2073.

Arranging Delivery of Household Goods (HHG)

When you're ready to take possession of your household goods, you must call JPPSO Pearl Harbor at (808) 473-4497 or 473-1489 for HHG status and to arrange delivery.

Contact the Coast Guard Transportation Officer at (808) 842-2019/2020 for assistance if any problems with JPPSO Pearl Harbor can't be resolved.

Appendix B has detailed information on household good deliveries and damage claim procedures.

Guidelines on Obtaining Housing in the Community

If you have been advised by the LHO that Government quarters will not be available within 30 days of your arrival on island and have received a release from mandatory assignment to government owned housing, you will need to initiate a search for on-the-economy permanent accommodations. An "adequate search for housing" is detailed in the **Your Housing Search Section**.

Contact the Base Honolulu Housing Office at (808) 842-2022/2073 to receive further counseling before searching for civilian housing**.**

The following are **additional resources** to search for civilian rental listings accessible on the Internet:

http://the.honoluluadvertiser.com/current/homes/classifieds
http://starbulletin.com/classifieds/index.html
http://www.rentalsillustrated.com/
http://www.ahrn.com

Housing Service Office (HSO)

In addition to the classified ads in the newspapers and websites, members searching for rentals on the economy may also use the Housing Service Office (HSO), formerly known as the Community Homefinding Relocation Referral Services (CHRRS). HSO is a free service provided by the Army with access to a large dataBase of rental listings. This is available at www.ahrn.com. This will help you obtain a satisfactory rental with the right contract terms. The HSO can be reached at (808) 438-1522/1609/6198.

All members are **strongly encouraged** to use the services of the Base Honolulu Housing Office and HSO to expeditiously find civilian housing and to:

- Advise you of the overall rental situation on the island
- Review the rental lease with you to make sure it contains the necessary clauses for your protection.

Before using HSO's services, members must check into the gaining command and complete their housing brief with Base Honolulu Housing, to include receiving their TLA entitlement counseling from the Transportation Office. Base Honolulu Transportation Office will provide the proper TLA package in which you will record the rental units you viewed. Please see **Your Housing Search** in this section for further TLA information.

Rental Housing Costs

Honolulu area rental housing costs are well above the national average. Most one-bedroom units are in low- or high-rise apartments, but a few townhouses are available. Two- and three-bedroom units are found in high-rise apartments or townhouses. Three-bedroom units are mostly single family houses. Most four- and five-bedroom units are single family homes and may be difficult to locate.

Because nearly all rentals require first month's rent plus a security deposit (equal to one month's rent), expenditures could total from $2000 to $3000. Members can request advance BAH to help pay for these upfront costs. A request to your unit Servicing Personnel Office (SPO) for an advance payment of up to three months of BAH is available. CG Mutual Assistance loans are also granted (for security deposits only). Contact the Base Honolulu Personnel Department at (808) 842-2053 for further assistance.

Buying Real Estate

A small percentage of active duty Coast Guard members purchase their own home on Oahu. The 2009 median price for a three-bedroom, detached house was $656,000. Two- and three-bedroom townhouses are available starting at $364,000.

Your Housing Search

An **adequate search** for housing consists of the following (while in a TLA status):

- During the first 10-day TLA period, at least 5 units must be looked at. Each housing unit must be available for rental (not already rented).
- In each successive 10-day period, the member or family must look at at least 10 suitable and available housing units.
- Each of the units is within the limits of the member's BAH
- Each unit meets the member's minimum bedroom requirements.

- Each unit meets the member or family's unique requirements. For example, units those allow pets if the family has a pet; appropriate facility outfitting if a family member is physically challenged and a member of the CG's Special Needs Program.
- Each unit is within reasonable commuting time.

Lack of personal POV and non-arrival of HHG are not valid reasons for failure to look for suitable housing or for signing a lease. Navy Fleet and Family Services provides Basic Kit items like kitchenware, microwave, etc and the Armed Services YMCA also has linen, towel kits for a nominal fee. Please see **Supplemental Basic Kits** in this Section).

An "Adequate" Rental Unit

Coast Guard definition of an adequate rental unit is:

- A complete dwelling unit with private entrance, bath, and kitchen for the sole use of the occupants, and so arranged that both kitchen and bedrooms can be entered without passing through bedrooms.
- Well constructed, in a good state of repair, with kitchen equipment provided or available on a rental basis.
- Unit must be located in a residential area which meets acceptable standards for health sanitation and which is not subject to offensive fumes, industrial noises, and other environmental factors hazardous to the health of the occupants.
- Within a one-hour commute of work.
- A member may choose to rent a unit that does not conform to the above definition

Because HSO lists only housing units that meet the above adequacy criteria and whose landlords have signed a statement of nondiscrimination, it benefits you to look at units listed on the HSO's DoD Referral website at **www.hawaii.dodreferral.com**.

Caution on Rental Refusals

If in a TLA status and searching for an on-the-economy rental, you must be careful what reasons you provide for not accepting a rental on the Record of Housing Search. You can be denied TLA payment if you refuse rentals for invalid reasons. Call the Base Honolulu Transportation Officer at (808) 842-2019/2017 if you have questions.

Valid Reasons for Rental Rejection

The following conditions can justify refusal to accept a rental unit (while in a TLA status).

- Combined rental fee and cost of utilities (except telephone) are beyond the member's means. The Coast Guard considers the unit to be too expensive.
- Distance to school seems excessive or there is a lack of public transportation.
- Rental unit is located in a "high-crime" neighborhood.

The member must provide detailed substantiation of either or both of these factors to justify not renting.

Invalid Reasons for Rental Rejection

The following are some examples of invalid reasons to reject a rental unit (while in a TLA status)

- Lack of enclosed garages
- Lack of exterior storage
- Lack of fenced yards
- Commute times up to one hour

Commuting Distances

Most community residences are considered to be within reasonable commuting time of any duty station on Oahu (one hour commute by a privately owned vehicle, one way, during rush hours and no further than 30 miles from the installation).

Renter's Military Clause

A member should not enter into a lease unless the landlord has included a military clause that releases the member from the lease in event of PCS orders. **In Hawai`i, 28 days written notice must be provided** to the landlord. All landlords listed with HSO include the primary military clause in the lease. This clause requires the landlord to release the member from the lease when the member has been issued PCS orders to another geographic location.

Many landlords will incorporate a **second military clause** in a lease. This additional clause releases the member from the lease if the member is subsequently assigned to Government-owned housing. Signing this clause is voluntary on the part of the landlord. Even so, 28 days notice must still be provided to the landlord. Rental unit listings provided by the HSO indicate which landlords offer the second military clause (all HSO listings have the first military clause). The majority of landlords offer the second military clause but even those who do not may be willing to negotiate inclusion of the second military clause. We strongly recommend that you consult with the Base Honolulu Housing Office prior to signing any lease with a landlord. Such consultation will ensure you fully understand your obligations under the lease terms and conditions. Also,

housing referral specialists are able to assist you in negotiating with the landlord.

Purchase of a Home

To purchase a home, members must seek release from mandatory assignment to government owned housing. Please contact Base Honolulu Housing at (808) 842-2022/2073 for further assistance. If approved, they will be allowed to remain in an arrival TLA status not to exceed 30 days, commencing on the date the member arrived in Hawai`i.

This authorization is contingent on the member:

- Actively seeking temporary quarters prior to closing
- Notifying the AHO, as soon after reporting as possible, of the intention to purchase a home and receiving release from mandatory assignment to CG owned housing Providing Record of Housing Search forms that indicate an aggressive, diligent search
- Promptly providing Base Honolulu Transportation Office with a copy of each DROA (Deposit, Receipt, Offer, and Acceptance document) executed (offer to a seller)
- Providing final DROA accepted by a seller to the Base Honolulu Transportation Office and Base Housing Office.

Once a member receives release from mandatory assignment to CG owned housing from the AHO, he/she is not required to look at a minimum number of homes for sale in any 10-day period. Delay in completing the purchase of a home is not sufficient reason to justify an extension of arrival TLA, however. Call the Base Honolulu Transportation Office for additional clarification at (808) 842-2019/2017.

NOTE: There are **many financial risks** associated with purchasing a home; therefore, it is a personal decision. The Coast Guard does not officially endorse home purchases. As with all other major financial decisions, members should seek appropriate advice from real estate, financial, and legal experts.

Supplemental Basic Kit

The Navy Fleet & Family Service Center, Loan Closet 530 Peltier Ave, BLDG 1925 assists Coast Guard members with orders, both accompanied and unaccompanied access to supplemental basic items include basic kitchen items less furniture. It is recommended that you call 471-8658 for assistance

Members who accept privatized housing from AHFH are eligible for loaner furniture from AHFH. Additionally AHFH residents PCSing in or out may seek Basic Kits from Navy Fleet and Family Service Center. Kits are available on a first-come, first-served basis. Call the Navy Fleet & Family Service Center, Loan Closet at (808) 471-8658 for further information and assistance.

Additional Hospitality Kit Resources

Armed Forces YMCA, 682-0504, Bldg. 89, Navy Pearl Harbor. A kit with kitchen and linen items rents for $20 per 30 days. TVs and microwaves can be added for an additional fee of $5.00. Items and hours may vary, so call first. Please call 473-3398 for further information.

Self Help Items

Wailupe Residents: can borrow a number of CG-provided lawn mowers and other lawn care items.

AHFH Residents: have use of AHFH-provided equipment to help with lawn / yard maintenance. Residents will receive further clarifying information during their housing assignment in brief with AHFH.

Utilities

Depending on where you live, you need to arrange phone, cable, electricity, water, etc.

Hawai`i TelCom

www.hawaiiantel.com
(808) 643-3456
Activation fee $45.50. There is no deposit required.

Oceanic Cable

http://www.oceanic.com
(808) 643-2100
Cost to install is $40.00 for the first jack; $24.00 for each additional jack. Call Oceanic for a list of services and prices.

Hawaiian Electric Company (HECO)

http://www.heco.com.CDA/frontDoor
(808) 548-7311
Basic electric rates

Monthly Electric Rates*

Size	Occupancy	Cost
1 bedroom	1	$60-$110
1 bedroom	2	$75-$130
2 bedroom	3	$120-$180
3 bedroom	4	$155-$230
4 bedroom	5/6	$185-$275

*Source: HECO Feb 2009 (no A/C)

Hawai`i Board of Water Supply

(808) 748-5000
http://www.boardofwatersupply.com/cssweb/

Minimum Net Floor Area for Apartments, Condos, and Townhouses (for Adequacy)

Number of Bedrooms	Net Sq Feet
1	550
2	750
3	1,000
4	1,200

Minimum Bedroom Requirements for Owned and Leased Housing (for Adequacy)

Number of Dependents (Excluding Spouse)	Minimum Number of Bedrooms
NONE	1
ONE	2
TWO, except as follows:	2
One 10 years or older	3
One 6 years or older and the other Opposite sex	3
THREE, except as follows:	3
Two, 10 years or older	4
One 10 years or older and the other two opposite sex with one 6 years or older	4
FOUR, except as follows:	3
One 10 years or older	4
One 6 years or older and all of the other three opposite sex of the one	4
Two 6 years or older of opposite sex and two same sex	4
Two 10 years or older and other two opposite sex with one 6 years or older	4
Three 10 years or older	4
FIVE	4*

(*NOTE: Four bedroom apartments / houses are the largest authorized by COMDT)

Privately Owned Vehicle (POV)

Shipping Your POV
Refer to pages 5 and 6 of the **Before You Arrive Section** for information on shipping your vehicle.

Pickup Locations

Oahu
Your vehicle will be located at the Matson Terminal, on Sand Island Parkway by CG Base Honolulu.

Reach Hawai`i VPC at (808) 848-8383 or www.whereismypov.com for pick-up information.

Maui
Your vehicle will be located in Kahului, by Matson Pier 1
(808) 877-5027

Kauai
Your vehicle will be located in Nawiliwili, by Matson Pier 2
(808) 246-9138

Hawai`i
Your vehicle will be located at:
Hilo Harbor, by Matson Pier 1
(808) 935-5781

Insurance

You must carry a Hawai`i no-fault insurance card in your vehicle at all times. Failure to show proof of insurance is an **automatic $1000 fine!**

Obtaining economical insurance coverage can be difficult, especially if you are under 25 years of age.

As mentioned in the **Before You Arrive Section**, you should switch to an insurance company that will insure you in Hawai`i before you leave the mainland, if possible.

Pickup and Acceptance

1. Arrange for your Hawai`i no-fault insurance **before** pickup date. You must have the following with you when you pick up your vehicle.

- Military Identification
- Current Registration
- Valid Driver's License
- Your copy of the DD-788 *Private Vehicle Shipping Document*

2. Allow plenty of time to thoroughly inspect your vehicle for damage, and carefully note all damage on DD-788.

3. Do not let the inspector rush you. It is **your** responsibility to note specific damage on DD-788. This form is the **critical document** for shipped vehicle claims. You have to note all the damage at the port that is readily observable. Besides the obvious scratches and dents you should:

- Check your oil and other fluids, and
- Start your vehicle to ensure that it runs properly. If you can, drive the car on the lot to identify drivetrain problems.

4. If there are any problems whatsoever, note them. If you don't write down damage that should have been noted at the port, you may not be able to establish that the carrier caused the damage and won't be able to recover for it.

5. Sign and date the back of DD-788. The shipping agent will also give you a shipping receipt that you'll need to register the vehicle with the Hawai`i Department of Motor Vehicles and Licensing (DMVL)

6. If you discover any **hidden damage** after driving away, report it to your local unit damage claim Investigation Officer (IO) as soon as possible. Do not delay, since you may not be able to collect on even hidden damage that is not reported at time of pickup.

Registration

You have 30 calendar days after pickup to get a vehicle **safety inspection** and get it registered with the DMVL. You should get your POV inspected and registered with DMVL and DoD registered as soon as possible because:

- To get on Oahu's military Base s without a DoD decal, you must go to security, show your ID, registration, and insurance every day you enter the Base .
- If you have any vehicle problems, you have time to get them fixed before entering.
- It's easier to get time off to take care of these things the first week you report aboard.

POVs With Joint Ownership Titles and/or Registrations

Each registered POV owner must provide identification card information including SSN, birth date, and completed Joint Ownership Authorization Letter--or contractor will not accept the POV for shipment.

For members with a joint registrant such as mother, father, etc, the joint ownership letter must be completed with the SSN and birth date provided. We recommend letters be notarized to smooth the document flow through appropriate agencies.

Safety Inspection (Within 30 days of POV pickup)

A Hawai`i State Vehicle Safety Inspection is required annually for all motor vehicles, including motorcycles and mopeds. The inspection can be done at any service station, auto repair shop, and at dealers displaying the "Official Vehicle Safety Inspection Station" sign.

Vehicle Safety Inspection fees are generally around $15 for motor vehicles and $10 for motorcycles, trailers, and mopeds. All the major military Base s have inspection stations; but, without a DoD registration sticker, you have to get a day pass from security.

You must show the inspector your Hawai`i no-fault insurance card and the car's current out-of-state registration.

If the inspector finds safety defects in your vehicle, you have 10 days to correct them (anywhere you want); then **return to the same station** for reinspection at no additional charge.

You will get two copies of the inspection certificate. The yellow copy is for the POV, and the pink copy is to keep in your car.

POV Registration (Within 30 days of POV pickup)

You can register your POV with the Hawai`i Department of Motor Vehicles and Licensing (DMVL) one of two ways:

Keeping Out-of-State Plates

(With a Hawai`i out-of-state vehicle permit)

To keep your current license plates, registration, and title, you need:

- Current Registration
- Shipping Receipt
- Hawai`i State Vehicle Safety Inspection Certificate (yellow copy)
- Hawai`i No-Fault Insurance Card
- A completed Application for Out of State Vehicle Permit DF-L-27, signed by the registered owner.

You will receive an **out-of-state vehicle permit** sticker for your vehicle's rear bumper. It is valid for 12 months or until the expiration of your current out-of-state registration, whichever occurs first. It costs $5. When your out-of-state vehicle permit expires, you can either:

- Renew your out-of-state registration and renew your Hawai`i Out-of-State Vehicles Permit; or
- Register your vehicle permanently with Hawai`i plates.

If you obtain a permanent Hawai`i registration, all the below requirements apply except DMVL will already have your shipping receipt and the yellow Safety Inspection copy.

Obtaining Hawai`i Plates

To get Hawai`i license plates, registration, and title, you need:

- A DF-L-50 (**Non-Resident Certificate**) to exempt you from Hawai`i's expensive motor vehicle weight tax. The form, and has to be filled out in part by, your unit administration. To be able to use this form, the active duty member must be a registered owner or co-owner. If not, the member must be given at least co-ownership with a separate Bill of Sale or Title transfer.
- Current Registration
- Shipping Receipt
- Hawai`i State Vehicle Safety Inspection Certificate (yellow copy)
- Certificate of Ownership (title) unless held by lien holder
- Hawai`i No-Fault Insurance Card
- Completed and signed Application for Registration Form
- Military ID Card

You will receive Hawai`i plates and a temporary registration (permanent will be mailed). The cost is $25.50

Most Coast Guard members elect to get Hawai`i registration and plates because annual renewal fees are cheaper than their previous state ($20.50 per year).

Satellite City Halls:

Satellite City Halls provide many Government services and handle transactions for the general public.

Satellite City Halls offer the following services:

- Vehicle Registration And Renewals
- City Job Information
- Picnic And Camp Permits
- TheBus Passes, Sales, and Information
- Collection Of Water Bill And Property Tax
- Licenses For Dogs, Mopeds, and Bicycles
- Voter Registration, Certification, and Information
- Parking permits for the disabled

Some are open on weekends.

For information, call (808) 527-6695 or go to their website at: http://www.co.honolulu.hi.us/csd/satellite/.

Oahu Offices

For information about **Driver's Licenses or Vehicle Registration** on Oahu, call (808) 532-7730 or visit: www.co.honolulu.hi.us/csd/vehicle/mvinformation.htm

Ala Moana Center
1450 Ala Moana Blvd, #1286
Honolulu, HI 96814
(808) 973-2600

Fort Street Mall
1000 Fort St Mall
Honolulu, HI 96813
(808) 532-2500

Hawai`i Kai
6600 Kalanianaole Hwy, Suite 101
Honolulu, HI 96825
(808) 527-6695

Kailua
Keolu Shopping Center
1090 Keolu Dr.
Kailua, HI 96734
(808) 261-8575

Kalihi/Kapalama
Kapalama City Square
1199 Dillingham Blvd
Honolulu, HI 96819
(808) 842-0653
Note: this is the Satellite City Hall / DMV closest to Sand Island. If leaving Sand Island, turn right on Nimitz Hwy (toward Waikiki), turn left on Waiakamilo, left on Dillingham Blvd. Kapalama City Square is on the right.

Kaneohe
Windward Mall Shopping Center
46-056 Kamehameha Hwy.
Kaneohe, HI 96744
(808) 235-4571

Kapolei
Kapolei Hale
1000 Uluohia St
Kapolei, HI 96707

Pearlridge Phase II

Uptown Pearlridge Shopping Center

98-1005 Moanalua Rd, 244B

Aiea, HI 96701

(808) 483-3405

Wahiawa
330 North Cane St.
Wahiawa, HI 96786
(808) 621-0791

Neighbor Island Offices

County of Hawai`i
101 Pauahi, Ste. 5
Hilo, HI 96720
(808) 961-8351

County of Maui
70 East Kaahumanu Ave, Ste. A17
Kahului, HI 96732-2176
(808) 243-7840

County of Kauai
4444 Rice St., Bldg A-480
Lihue, Kauai
(808) 245-6925

DoD POV Registration

To obtain easy access to DoD installations, Coast Guard members need to obtain DoD decals by registering their vehicle. The following offices issue DoD vehicle decals for all Coast Guard units on Oahu:

AIRSTA Barber's Point Admin Office (808) 682-2656
For Air Station Personnel

NCTAMS EASTPAC Security Office (808) 653-5520
For COMMSTA Personnel
Located by the BEQ swimming pool (Bldg. 5).
MON, TUE, THR, FRI: 0700-1500
WED: 0700-1100

BASE Honolulu Pass and ID Office (808) 842-2062/2063
For All CG Personnel
Located Base Honolulu Admin Bldg
MON through FRI, 0730-1530

To obtain a DoD registered decal, bring these to the issuing office:

- Current Registration
- Copy of Your Orders (To Verify New PCS Tour)
- Hawai`i State Vehicle Safety Inspection Certificate (Pink Copy)
- Hawai`i No-Fault Insurance Card
- Driver's License
- ID Card
- Motorcycle and Moped Owners must complete a Motorcycle Foundation Safety Course and provide a Completion Certificate

Hawai`i Driver's License

Active duty member's home of rec-

ord state driver's license remains valid until they are released from active duty, so you usually do not need to get a Hawai`i driver's license. Family members can use an out-of-state license until it expires. To convert to a Hawai`i license, you must apply to take the written test before your license expires. Otherwise, you will also have to take the road test exam. The cost to transfer your license and take the written test is $20.00 if you are 18 years of age or older. If you are under 18 years of age you cannot transfer your out-of-state driver's license.

Driver's tests are given at the following facilities.

For online information, go to: http://www.onlinedmv.com/HI_Hawaii_dmv_department_of_motor_vehicles.htm

City and County of Honolulu

Main Locations
Written and Road Tests

Closed SAT, SUN, and Holidays

Kalihi/Kapalama
Kapalama City Square
1199 Dillingham Blvd
Honolulu, HI 96819
General Info: 808-532-7730
Road Test Info: 808-832-4117
MON thru FRI, 0745-1600

Pearl City
1100 Waimano Home Road
Info: 808-453-2400
MON thru FRI, 0745-1600

Wahiawa
330 North Cane Street
Wahiawa, HI 96786
Info: 808-621-7255
MON thru FRI, 0745-1600

Waianae
85-670 Farrington Highway
Waianae, HI
Info: 808-696-6648
Only MON & WED, 0745-1600

DMVL Satellite City Halls Renewals and Duplicates Only (no Road Tests)

Fort Street Mall
1000 Fort Street Mall
Honolulu, HI 96813
Info: 808-532-2503
MON thru FRI, 0800-1600

Kaneohe
Windward Mall Shopping Center
46-056 Kamehameha Hwy.
Kaneohe, HI 96744
Info: 808-235-2303
MON thru FRI, 0900-1700
SAT, 0800-1600

County of Hawai`i
Hilo Police Station
349 Kapiolani Street, Hilo
961-2222
Old Kailua Airport
Kailua-Kona
329-8821
Laupahoehoe Police Station
962-6211
Keaau Police Station
966-9388
Kau Police Station
Naalehu
929-7331
Waimea Police Station
885-7334
Kohala Police Station
Kapaau
889-6225
Hamakua Police Station
Honokaa
775-7228

County of Maui
Wailuku
War Memorial Gym Complex
244-7766
Lahaina Police Station
667-9354
Hana Police Station
248-8254

County of Kauai
Kauai Department of Finance
4280-A Rice St.
Lihue
245-1644

Reconstruction Vehicle
All reconstruction vehicles must be inspected and issued a reconstruction permit or be subject to citation. The reconstruction station is located at 1112 Kapahulu Ave (under H1 Freeway). Inspection hours: l:00- 3:15 pm. Phone: 733-2542

Motorcycle Safety Course Providers

To complete one of the free motorcycle safety courses offered by the military facilities listed below, you must have a motorcycle and a motorcycle drivers license. For more information, contact the:

Navy - At Ford Island, (808) 472-7569. Free for active duty and dependents.
Air Force - At Hickam AFB, (808) 449-2811. Free for active duty.
Marines - At Marine Corps Base Hawai`i, (808) 257-3408. Free for active duty.
Army - At Wheeler Army Air Field, (808) 656-4530. Free for active duty.

If you do not have a motorcycle, plan to buy one and would like to learn how to safely operate and drive one first, you can take a course offered by the University of Hawai`i **at Base Honolulu**. The course lasts for three days and the cost is $87.50. They will provide the helmet and motorcycle. (808) 455-0479

COMDTINST M5100.47 (series) requires all Coast Guard personnel riding on Government property to satisfactorily complete a Motorcycle Foundation Safety course.

Bicycles

All bicycles must be licensed. You

must show a bill of sale or fill out an affidavit. If the owner is under 18, parents or guardians must apply for the license (cost is $8). Riders are subject to the same laws as motor vehicles. Military Base s require **bicycle helmets.**

Buying A Vehicle

Privately Owned Used Cars

Several military Base s on Oahu have designated parking lots where POVs are displayed for sale. The largest one is located on Hickam AFB near the main gas station--it's worth taking a look. Bulletin boards at all exchanges also list cars for sale.

Buyer Beware

You want the car. The dealer wants to sell it. The dealer wants you to sign a paper that states, "I understand that I cannot remove the car from Hawai`i without the consent of the lender or his assignees," or words to that effect. What will you do?

First, try to avoid the problem by joining a credit union or a bank that will let you take the car off the island. Talk to the people at the credit union or bank about a loan before you shop for a car.

Second, if you plan to finance a car with a commercial lender, follow these steps:

1. Clearly tell the dealer that you will not under any circumstances sign a paper that gives the lender the unqualified right to prevent you from removing the car from Hawai`i.
2. Tell the dealer that Hawai`i law authorizes you to refuse to sign the agreement, and also authorizes you to attach written conditions to any agreement you sign.
3. Walk away if you do not want to be obligated to keep the car on the island under any circumstances.

If you want the car badly enough to agree to "keep the car in Hawai`i under certain conditions," then clearly tell the dealer that you will determine what those conditions will be. At a minimum, insist that wording like the following be written on the agreement before you sign:

Buyer will be granted permission to remove the vehicle that is collateral for the loan from the state if:

- You are determined to be credit worthy when you apply for the loan,
- You are ordered by competent military authority to depart the state for reasons other than temporary duty,
- You provide your forwarding address, and
- You are not in default on your loan payments.

If you are denied permission to remove the vehicle from the state, you will be provided a statement of reasons for such a determination.

Insist on obtaining a clear copy of any agreement that you sign. If the dealer will not agree to your conditions, tell him *aloha, adios,* and GOOD-BYE!

If you have any doubt about how to protect yourself, contact the Coast Guard Legal Office at (808) 535-3240 or Navy Legal Services (808) 474-3127 before signing anything.

If you think any dealer is engaging in an unfair, deceptive, or illegal business practice (e.g., trying to coerce you into signing an agreement), contact a Legal Assistance Officer as soon as possible.

For reference, retain this article and put it in your wallet whenever you shop for a car. If a car dealer doesn't understand your message, let him read this article. If he wants to argue about it, tell him to call your Legal Assistance Officer. If he still doesn't get the word, ask to talk to his boss. If that gets you nowhere, walk away because you don't want anything to do with such a dealership.

Buying Used Vehicles

Used vehicles are often sold "as is" which means there are no warranties on the car, truck, or motorcycle--absolutely none. That means there is not even a promise that the car will run. To protect yourself, get the dealer's permission and have the car checked by an independent mechanic before you sign the contract. (A reputable dealer will have no objection to this.) You may also want to consider buying warranty coverage for the car.

If the dealer makes any promises regarding the condition of the car, or assumes any obligation for future repairs, get it in writing.

For further information or other legal assistance call the Coast Guard Legal Office at (808) 541-2108 or Navy Legal Services (808) 474-3127.

Auto Hobby Shops

Oahu has numerous military auto shops where you can do your own oil changes and, even, major overhauls.

Ft. Shafter Auto Hobby Shop
(808) 438-9402

NCTAMS EASTPAC Auto Hobby Shop
(808) 653-5593

Hickam AFB Auto Craft Center Auto Shop
(808) 449-2554

EDUCATION IN HAWAI`I

Introduction

Hawai`i is the only state in the nation where public education is administered on a statewide basis. Hawai`i's public schools enrolled 182,798 students in grades K-12 for the 2003-04 school year, and nearly 100,000 adult learners. More than 27,000 grade school children participate in Hawai`i's unique A+ afterschool program. Hawai`i's private schools enrolled approximately 35,000 students for 2003-04. Student/teacher ratio for Kindergarten, lst and 2nd grade is 21-1. If ratio exceeds 21, additional personnel are hired. Grades 3-6 ratio is 27-1.

Seven School Districts

Oahu School Districts

Honolulu	(808) 733-4950
Central	(808) 627-7478
Windward	(808) 233-5700
Leeward	(808) 692-8000

Neighbor Island School Districts

Maui District	(808) 984-8000
Kauai District	(808) 274-3502
Hawai`i District	(808) 974-6600

Registration

Parents with school-age children arriving during the summer months should contact the school or district office serving their area as soon as permanent housing has been secured. Early registration is helpful

to both the school and the pupil.

Students who live with someone other than their legal parent or guardian must bring a **guardianship document**.

Medical Requirements

Hawai`i law requires each student to present a report of a physical examination, a certificate of tuberculosis examination, and a record of immunizations before first attending school. A student who has not completed the physical exam or all required immunizations may attend school on a provisional basis *only with* written documents showing appointments have been made to complete the missing requirements.

A **Certificate of TB Examination** must be presented prior to the date of first attendance at school in Hawai`i. A student over age 13 months without a valid TB certificate may not attend school. A tuberculin skin test (also known as a "Mantoux" or "PPD" test) must have been given within 12 months before attending school in Hawai`i. TB test readings must be reported in millimeters, with date given, date read, and physician's signature.

Physical Examination. Each student must have a physical examination within 12 months before first attending school in Hawai`i. The exam does not need to be repeated for transfer into another school. The exam must be performed and signed by a U.S. licensed Medical Doctor (MD), Doctor of Osteopathy (DO), Advanced Practice Registered Nurse (APRN), or Physician Assistant (PA). A copy of the examination report must be kept in the student's health record at school.

Immunization. A record of immunizations received since birth, signed or stamped by an MD, DO, APRN, or PA must be presented for school attendance. This record must include complete dates (month/day/year) for each immunization. An immunization with only the month and year may be accepted if it can be determined that the immunization met the minimum age and interval requirements.

Student Health Record. Welcome Aboard packets DoE (and the *Health School Requirements* Brochure) states, "Form 14 is not required—families can use other medical documents—as long as the receiving school gets all the required information." The brochure outlines the required information, but parents or their physicians are encouraged to check with the receiving school to ensure they're including exactly what's required. The Health Administrator at Red Hill Elementary says that paper copies are acceptable, in lieu of the card stock versions. Parents or physicians either fill out Form 14 or provide substitute forms. To obtain a copy online, go to: http://www.doe.k12.hi.us/forms/form14_StudentHealthRecord.pdf

For further clarification, the **child's doctor should contact** the school or the Hawai`i Dept of Health Immunization Program at (808) 586-8332.

School Community Base d Management (SCBM)

Students enrolling in all Hawai`i public or private schools are embracing the concept of SCBM, which involves shared decision-making that encourages participation, provides administrative flexibility, and empowers school communities. Education is everybody's business. Hawai`i is the only state with a single unified school system.

School Year

Most schools use two semesters, approximately 183 days of classroom instruction, and begin the first week in August. Some schools have a modified schedule. Several elementary schools have a year-round schedule. Contact the appropriate school district office for additional information. For an up-to-date school calendar go to: www.doe.k12.hi.us/calendars0304/standard0304.pdf

Communication With Parents

Principals and staffs in Hawai`i public schools will be glad to provide necessary information about their schools to parents and will welcome parental interest and involvement with the schools.

Parent-Community Networking Centers, each with a facilitator, now operate in the majority of schools to address parent concerns and help parents and the public become part of the school community.

Parents can expect to be called or to receive written notices from the school regarding unexplained absences, disciplinary problems, or unsatisfactory academic progress by students. In turn, parents should call the school principal about problems they encounter. If problems cannot be resolved satisfactorily at the school level, they may then be referred to the appropriate district superintendent. The Superintendent's Office has a 24-hour hotline at (808) 586-3587 to provide rapid follow-up by a specialist.

Additional information about public schools may be obtained by calling the Hawai`i State Department of Education's Communications Branch at (808)586-3230.

School Bus Transportation

Inquiries concerning student transportation should be directed to the State of Hawai`i School Bus Transportation Services Office at (808) 586-0170. Information on schedules and routes is available at the vice principal's office. For further clarification, call Ground Transport Inc. at (808) 833-4222 or Roberts Hawai`i at (808) 831-1133.

A Subsidy Policy, under State Law-Hawai`i Revised Statutes Chapters 27 and 28, permits children from low-income families to ride at a reduced rate on school buses. The Federal Poverty Guideline for student transportation is used to determine eligibility to ride free.

Criteria for student bus service:

- Reside one mile or more from school.
- Residential area is not serviced by TheBus (see below)

Note: Students residing outside of the Aliamanu School District will be responsible for providing their own transportation.

School bus fare is thirty-five cents ($.75) each way. Students must have the exact change. A student is required to display a current and authorized bus pass when riding the school bus in accordance with school bus pass procedures.
"TheBus" is the name of the general public-transportation bus company. TheBus fare for youth is $1.00 one way—and riders must have exact change. TheBus also offers a Youth Monthly Pass for $20.00.

Except for a small, state-owned school bus operation in Kona, all other school bus services throughout the state are contracted from private bus companies. Individual schools or the Central District Office can provide the name of the appropriate company for transportation and for lost bus passes.

Children who reside on Phase II will ride on the Army bus. Please contact the Housing Office for further information at (808) 842-2073.

After-School Plus (A+) Program

The A+ Program brings affordable after-school services to children in public elementary schools whose parents work, attend school, or are in job-training programs, to reduce the high incidence of latchkey children. The program provides a safe, secure, and nurturing environment for children after school and offers a rich variety of activities. The program starts immediately after the close of the school day until 5:30 p.m. The program will not operate when school is closed, including school vacation periods, holidays, and Teacher Institute Day. A+ Programs will also be closed on days when school is open only half a day. There is a monthly charge. Fees are averaged for the school year and will be paid on or postmarked before the first school day of each month. Transportation to the A+ Program will not be provided as children are enrolled at their own school. Transportation home from the A+ Program is the parents' responsibility.

Special Education Needs

The State of Hawai`i serves children with special learning conditions or challenges in the public school system. Some examples are:

- mild, moderate, severe, and profound mental retardation
- specific learning disabilities
- blindness or partial sight
- deafness or hearing impairments
- other health impairments, including autism
- speech impairments
- deafness and blindness
- learning impairments (generally refers to preschoolers)
- orthopedic handicaps

The Special Education Program is designed to enable challenged students to achieve their full potential. The Special Services Section of the Central Oahu District Superintendent's Office must certify all students in the program. An Individualized Education Plan (IEP) is developed for each student who enters the program. All regulations pertaining to Public Law 94-142 are adhered to. Work-Life's Mary Mansfield, an IEP advocate, can be reached at (808) 842-2089.

Placing Your Special Needs Child

Although you cannot complete school paperwork until you have been assigned quarters, you should call the office of the home school (home school is the school assigned to your probable residence) and make an appointment to see either the counselor or the principal.

If your child has been certified as legally handicapped, gather all papers, reports, IEP copies, and other pertinent information about your child and take them to the home school. This will speed placement.

If your child has not been certified, but you suspect your child has a condition, ask the principal to help you get a diagnosis. If you arrive during the summer, many principals and permanent office staff will be on vacation. In this case, fill out a **Request for Assistance** form and give it to the clerk. It will be sent to the district office to start the process. Keep copies of all paperwork.

Be patient and try to be as cooperative as possible. Families whose children have problems may be worried and anxious to get help as soon as possible. The schools want to help, but the legal requirements take time. You should know, however, that there are limits on the time the process is allowed to take.

For parents of special needs or exceptional children, information is available from the Work-Life Family Resource Specialist, (808) 842-2089, regarding special education in Hawai`i and the steps involved in securing special services.

Junior ROTC (Reserve Officer Training Corps)

JROTC is a four-year elective program of instruction emphasizing leadership development, citizenship, self-discipline, character development, and basic military subjects. It provides an orientation to the military as a career option and an opportunity for practical career and vocational education experiences.

Completion of JROTC may qualify students for a higher paygrade when enlisting in the armed forces or can lead to advanced placement in the senior division ROTC at the college level. The JROTC Program introduces students to all branches of the military without obligation to enlist.

Radford and Campbell High Schools offer the Navy JROTC. Leilehua High School offers the Army JROTC. Aiea and Moanalua High Schools offer the Air Force JROTC Programs.

Homeschooling In Hawai`i

Hawai`i Board of Education DoE regulations include Compulsory Attendance Exceptions recognizing homeschooling as a viable and legitimate alternative for child education. This regulation allows parents to homeschool their children merely by informing the Dept of Education with a notice of intent using a Dept of Education Form 4140 or a letter containing:

- child's name
- address
- phone number
- birth date
- grade level
- signature of parents

This notice of intent does not imply approval to homeschool is needed from the State Superintendent. It acknowledges, as a matter of record, the parent's intent to homeschool and allows DoE to assist parents in their educational efforts.

Basic homeschooling requirements include:

- narrative progress report and report card
- testing for students in grades 3, 5, 8, and 10. Homeschooled children may participate in the statewide testing program at the local public school, or parents may arrange for private testing at their own expense.

Parents without a college degree are permitted to instruct their own children at home.

A student who wants a high school diploma can obtain one by achieving a satisfactory GED test score, which is administered by

various community schools. The diploma reflects high school equivalency through adult education.

Families are required to notify the principal if the homeschooling program is terminated or if another educational program is initiated.

For more information, contact the principal at the local school where you live (once you're here in Hawai`i), the Department of Education Communications Branch at (808)586-3232/3230, or go to http://www.doe.k12.hi.us/myschool/homeschool.htm

Homeschool Associations:

Oahu

Hawai`i Homeschool Association 944-3339

www.hawaiihomeschoolassociation.org

Military Home Educators Network (MHEN), a home-school support group. Contact Heather Jackson: devenpie@yahoo.com or 808-206-8428.

Christian Homeschoolers 689-6398 www.christianhomeschoolersofhawaii.org

Maui

Homeschool Adventure: Program for Parents & Youngsters 242-8225

Christian Home Educators of Maui 879-0033

Hawai`i

Hawai`i Island Christian Home Educators 959-3397

Learning at Home 328-9669

Kauai

Association of Home Educators of Hawai`i 822-0957

GED Test and Diploma

General Education Development diplomas that satisfy high school completion requirements for older students who dropped out of high school can be obtained by taking a GED exam through the Hawai`i Adult Education school program. The basic requirements are:

- 17 years or older
- not attending high school

If you have never completed a high school semester in Hawai`i, you must take at least one adult education class before being eligible for the GED exam. Classes are conducted fall, spring, and summer, and costs are minimal ($20-$30).

Adult Community Schools:

Oahu

McKinley C.S. 594-0540
Farrington C.S..... 832-3595
Kaimuki C.S 733-8460
Moanalua/Aiea..... 837-8466
Kapolei..... 692-8210
Wahiawa C.S 622-1634
Waipahu C.S. 675-0254
Windward School for..... 254-7955
Adults

Neighbor Islands

Hilo C.S. 974-4100
Kona C.S..... 327-4692
Maui C.S. 873-3082
Kauai C.S. 274-3390

In addition to the GED program, Adult Community Schools offer many classes including computers, automotive, basic budgeting, naturalization training, etc. Call them!

Any questions/problems call the Community Education Section, Department of Education, 594-0170.

Geographic Exceptions

Under Hawai`i law, all children are required to attend school in the district they reside. However, attendance in another school district may be granted at the discretion of the Dept of Education, with the welfare of the student as a major consideration. Students who wish to attend school outside their home district may file a "Request for Geographic Exception" either at their home school or the school they wish to attend. Approval is Base d on space availability and any of the following four considerations:

- student resides with a responsible adult living in the receiving school's area
- student wants to attend a program of study not available in the home school
- student has parents who are staff members of the receiving school
- student has siblings already enrolled in the receiving school

Schools with too many applicants use a chance selection process to approve or disapprove applications. Appeals of denial are made within 10 school days after denial. Appeals are reviewed by the receiving school's district superintendent, who renders a final, written decision within another 10 school days.

Once accepted at a school on a geographic exception, students may continue at the school through their final year. The student must inform the school if he or she intends to leave the school. A geographic exception may be revoked if application information is found to be false.

School Assignment

At the Hawai`i DoE website, http://165.248.6.166/data/schoollist.asp , click on individual schools to view information.

Oahu

Red Hill Makai (Phase II) Housing is part of the Central District. Assigned schools are:

Elementary
Red Hill Elementary
1265 Ala Kula Place
Honolulu, HI 96819
(808) 831-7866

Intermediate
Moanalua Intermediate School
1289 Mahiole St.
Honolulu, HI 96818
(808) 831-7850

High
Moanalua High School
2828 Ala Ilima St.
Honolulu, HI 96818
(808) 837-8455

Barbers Point Air Station is part of the Leeward District. Assigned schools are:

Elementary (Iroquois Point only)

Iroquois Point Elementary School
5553 Cormorant Ave.
Ewa Beach, HI 96706
(808) 499-6501

Elementary (Barbers Point only)

Barbers Point Elementary School
3001 Boxer Rd., NAS
Kapolei, HI 96707
(808) 673-7400

Intermediate

Ilima Intermediate School
91-884 Fort Weaver Rd.
Ewa Beach, HI 96706
(808) 689-1250

High
Campbell High School
91-980 North Rd.
Ewa Beach, HI 96706
(808) 689-1200

COMMSTA uses NCTAMS housing units in addition to Barbers Pt & Red Hill. Navy NCTAMS housing has the following assigned schools:

Elementary
Helemano Elementary School
1001 Ihi Ihi Ave.
Wahiawa, HI 96786
(808) 622-6336

Intermediate
Wahiawa Intermediate School
275 Rose St.
Wahiawa, HI 96786
(808) 622-6500

High
Leilehua High School
1515 California Ave.
Wahiawa, HI 96786
(808) 622-6550

Wailupe Quarters are located in the Farrington-Kalani complex area. Assigned schools are:

Elementary
Wailupe Valley Elementary
939 Hind Iuka Drive
Honolulu, HI 96821
(808) 377-2414

Intermediate
Niu Valley Middle (7-8)
310 Halemaumau St.
Honolulu, HI 96821
(808) 377-2440

High
Kalani High School
4680 Kalanianaole Hwy
Honolulu, HI 96821
(808) 377-7744

Kauai

Elementary
Koloa Elementary
3223 Poipu Rd
Koloa, Kauai 96756
(808) 742-8460
Kalaheo Elementary
P.O. Box 427
Kalaheo, Kauai 96741
(808) 332-6801

Intermediate and High
Kauai Inter. and High School
3577 Lala Rd.
Lihue, Kauai 96766
(808) 274-3160

Maui

Elementary
Kahului Elementary School
410 South Hinia Ave.
Kahului, Maui 96732
(808) 873-3055

Intermediate
Maui Waena Intermediate
795 Onehee St.
Kahului, Maui 96732
(808) 873-3070

High
Maui High School
660 South Lono Ave.
Kahului, Maui 96732
(808) 873-3000

Hawai`i (Hilo)

Elementary
Kaumana Elementary School
1710 Kaumana Dr.
Hilo, HI 96720
(808) 974-4190

Intermediate
Hilo Intermediate
587 Wainuenue Ave.
Hilo, HI 96720
(808) 974-4955

High
Hilo High School
556 Wainuenue Ave.
Hilo, HI 96720
(808) 974-4021

School Performance

DoE thinks Hawai`i public schools compare favorably with mainland public schools. For example, Radford High School in the Central Oahu District was recently named one of 271 outstanding secondary schools in the United States. In Hawai`i, all public high schools and intermediate schools are accredited by the Accrediting Commission for Secondary Schools of the Western Association of Schools and Colleges (WASC). Accreditation by this prestigious body requires schools undergo regularly recurring assessments, followed by recommendations for improvements as warranted. A 2003 Joint Venture Education Forum survey of military parents, however, cited textbook shortages, a lack of challenging curricula, and inadequate access to technology as problems. See: http://www.pacom.mil/jvef/about.shtml. *Pamphlet, Education in Hawaii for the Transitioning Military Family* is included in Welcome Aboard package.

Quality of Graduates

Approximately 65% of Hawai`i's public school graduates pursue additional schooling either in colleges, universities, vocational, or technical schools. Students in Hawai`i's public schools have consistently gained a fair share of national recognition for their scholastic achievements, winning National Merit Scholarships, military academy appointments, college ROTC scholarships, Century III scholarships, Presidential scholarships, and other awards in electronics, mathematics, science, writing, and art.

Private Schools

Many good, private schools are available in Hawai`i. Private schools are licensed by the Department of Education. No state funds are expended on their operation.

About 15% of Coast Guard parents use private schools. Tuition for most quality private schools starts at about $3000/year. Most require uniforms, fundraising activities, and active parental involvement. Parents cite higher academic demands, fewer student behavioral problems, religious education, and safety as reasons for choosing private schools.

There are two kinds of entrance requirements. The student will have to take the Secondary School Admission Test or present a prior report card and undergo an interview. Most private schools have a religious affiliation or relationship. For more information, call the Hawai`i Association of Independent Schools (HAIS) at (808)973-1540. The Catholic Diocese of Hawai`i has information about Catholic schools on all islands at (808)263-8844 or e-mail at info@hais.org.

Listings for private schools (including Catholic) may be found in **Appendix C** of this handbook.

Pre-Schools and Child-Development Centers,

affiliated with the U.S. Armed Forces, are located on federal property on Oahu. For more information, consult the following numbers for childcare services:

- Coast Guard Family Resource Specialist 842-2089
- Army Central Registration 655-5314/833-5393
- Air Force Child Development Center 449-9880
- Navy KIDS Line 471-5437
- Marine Corps 257-5525

Referrals for civilian preschools and child development centers are available through PATCH (People Attentive to Children) Child Care Referral Agency (808) 839-1988.

A **list of all Oahu preschools** is listed in **Appendix D** of this handbook.

Coast Guard members most often use the following preschools:

- Aliamanu Child Development Center
- Navy Hale Keiki School
- Moanalua Cosmopolitan Pre-School

Colleges and Universities

Hawai`i has colleges, universities, institutions, and out-of-state extension classes available for higher education degrees. Military family members attending state colleges and universities are eligible for state tuition rates while their spouse or parent is stationed in Hawai`i on military orders. Request a school catalog for academic requirements, deadlines, and information. Community colleges offer a wide range of associate and certificate degree programs.

The D-14 Learning Center located on Sand Island is a great place to get started. The learning center is a central source for services and valuable information about military discounts, Online courses, and how to request tuition assistance. The learning center offers testing services at no-cost to the Service Member or his or her spouse. Contact Information:

Donna Duellberg, ESO 842-2056
donna.j.duellberg@uscg.mil

Bill Lowe, ESS, 842-2027
William.H.Lowe@uscg.mil

CPO Chris Bearden, CDA 842-2043
Christopher.S.Bearden@uscg.mil

Community Colleges

Oahu

Honolulu Community College
874 Dillingham Blvd
Honolulu, HI 96817
(808) 845-9129
www.honolulu.hawaii.edu

Kapiolani Community College
4303 Diamond Head Rd
Honolulu, HI 96819
(808) 734-9555
www.kcc.hawaii.edu

Leeward Community College
96-045 Ala Iki
Pearl City, HI 96782
(808) 455-0642
www.lcc.hawaii.edu

Windward Community College
45-720 Keaahala Rd
Kaneohe, HI 96744
(808) 235-7400
www.wcc.hawaii.edu

Hawai`i Community College
200 West Kawili Street
Hilo, HI 96720-4091
(808) 974-7611
www.hawcc.hawaii.edu

Kauai Community College
3-1901 Kaumualii Hwy
Lihue, HI 96766
(808) 245-8220
www.kauaicc.hawaii.edu

Maui Community College
310 Kaahumanu
Kahului, HI 96732
(808) 984-3500
www.mauicc.hawaii.educ

State Universities

University of Hawai`i at Manoa
Admissions and Records Student Services Center, Rm 001
Honolulu, HI 96822
(808) 956-8111. Many undergraduate and graduate degree programs. Out-State Tuition / Credit Hr: $606, Out-State Tuition: $14,544.

University of Hawai`i West Oahu
Student Services
96-043 Ala Ike
Pearl City, HI 96782
(808) 456-5921
www.uhm.hawaii.edu

University of Hawai`i at Hilo
200 W. Kawili Street
Hilo, HI 96720
(808) 974-7444
rtseng@hawaii.edu

Hawai`i Association of Charter Schools

A non-profit organization created in 1999, the Hawai`i Association of Charter Schools (HACS) represents and nurtures Hawai`i's 25 New Century Charter Schools. Providing support for these independent, small, public schools, HACS works with funding sources, provides technical support and professional development, creates community partnerships, and conducts research.

Reach them at:
http://www.k12.hi.us/bwoerner/hacs
Phone/fax: (808) 947-1058
2515 Manoa Road
Honolulu, HI 96822

Private Colleges and Universities offering on ground classes

Argosy University
400 ASB Tower, 1001 Bishop St
Honolulu, HI 96813
(808) 536-5555
www.argosy.edu

Brigham Young University
Box 1973, Laie, HI 96762
(808) 293-3738
www.byuh.edu

Central Michigan University
Hickam Education Center
900 Hangar Ave
Hickam AFB, HI 96853
(808) 422-6118
www.cel.cmich.edu

University of Oklahoma
Hanger 2, Room 18A
Hickam AFB, HI 96853
(808) 422-5509
www.occe.ou.edu

Heald Business College
1500 Kapiolani Blvd.
Honolulu, HI 96816
(808) 955-1500
www.heald.edu

Chaminade University of Hawai`i
Admissions
3140 Waialae Ave.
Honolulu, HI 96816-1578
(808) 735-4711; 1-800-735-3733
www.chaminade.edu

Embry-Riddle Aeronautical Univ.
Hawai`i Resident Center
PO Box 31252
Honolulu, HI 96820
(808) 422-0835
www.ec.erau.edu

Hawai`i Pacific University
1164 Bishop St.
Honolulu, HI 96813
(808) 687-7081/543-8052
www.hpu.edu

Wayland Baptist University
99-080 Kauhale St, Ste. D14
Honolulu, HI 96817
(808) 235-7400
www.wbu.edu

University of Phoenix
827 Fort Street
Honolulu, HI
www.phoenix.edu
(808)-536-2686

Spouse (and Child) Employment

Introduction: High Cost of Living

The beauty of paradise can be distracting when looking for a job. Who wouldn't rather spend time on a beautiful beach or hike through a tropical rainforest. But there's a high cost of living here.

The latest (2005) data from the State of Hawai`i's Dept of Business, Economic Development, and Tourism reports**:**

$34,468: Per Capita Personal Income

$79,240: Median Annual Income for Families

Sixth Highest Cost of Living among all 50 states and DC

25%: Estimated Percentage Higher than the National Average Cost of Living for a Family of Four.

Here's a useful website about Hawai`i's high cost of living: www.alternativehawaii.com/overpop.htm

The good news is our BAH and COLA have been much better equalizers in recent years. More good news is that military families qualify for "Kama Aina Rates" a discount given to State residents for some goods and services (rather than pay "tourist prices"). Other establishments, like movie theaters, have "military discounts."

Most families need two incomes to achieve the type of lifestyle they're accustomed to, to advance their net worth, to enjoy life, and to afford

travel and phone bills. After all, most members and families stationed in Hawai`i are thousands of miles from home. Expect to need extra funds to mail holiday packages, entertain relatives and friends when they choose your home for their vacation, and pay for the highest gasoline rates in the country.

I'm not trying to scare you; just want to help your relocation plans be realistic—and that includes finding a job, maybe starting a career.

Helping spouses and other family members find employment is a good business practice for an ***employer of choice*** like the Coast Guard. It's also the right thing to do. Spouses and other family members are part of the Coast Guard team; after all…you're part of our Coast Guard Family, or ***Ohana***, as we say out here.

Coast Guard leaders care about you. Besides, your homelife can have an impact on mission readiness. The responsibility to help you find a job is also mandated by Congress. For all of these reasons, I and others will try to help you.

Hawai`i has the lowest employment rate in the country. So, a greater percentage of people work here than anywhere else. Some people work more than one job; others work multiple part-time jobs or have a part-time job on top of a fulltime job. The challenges for most of us newcomers, though, are: 1) Finding a job in a place we have no connections (family, friends, classmates, etc); 2) Finding a job that pays enough (because wages are generally lower here) or is fulfilling; and 3) Finding an employer who will hire you although he/she knows you have no roots here and will be leaving in a few years.

Sounds like the deck is stacked against you, but TAKE HEART: Most CG spouses looking for work are successful.

Job Hunting Websites:

The Coast Guard does not officially endorse any of the following sites, but some are Federal and State Government sites which can be very helpful. Other sites are listed only because they have either been helpful in the past or they have been touted by employment experts in publications supporting the military community.

So, Caveat Emptor, but this list could reduce your search time.

www.JEMSjobs.com

New in Hawaii for CG Spouses

Military Spouse Information:
www.MILSpouse.Org
www.MILSpouse.Com

Military Spouse Career Center:
www.Military.Com/spouse

Navy League:
www.NavyLeague.Info/CG

Landmark Destiny Group:
http://www.destinygrp.com/

Corporate Gray:
www.CorporateGray.Com

Hire Net Hawai`i:
https://www.HireNetHawaii.Com

NAF: Navy, Coast Guard, Army, & Air Force:
http://nafjobs.com/

NAF: Marine Corps:
http://www.mccshawaii.com/jobs_listings.asp

AAFES (Army & Air Force Exchange Service):
http://www.aafes.com/

Commissary Jobs:
http://www.commissaries.com/inside_deca/HR/index.cfm

U. S. Postal Service:
http://www.usps.com/employment/
USPS Employment Information Recording: 808-423-3690

Federal Job Assistance:
http://www.resume-place.com/newsletter

Simply Hired:
http://www.SimplyHired.Com

Professional Networking:
www.LinkedIn.Com
www.Ryze.Com
www.Konnects.Com

Hawai`i Labor Market:
http://www.hiwi.org/

Hawai`i Jobs:
www.HawaiiJobsOnDemand.Com
www.flipdog.com/
www.CareerBuilder.Com

Best Places to Work:
www.BestPlacesToWork.Org

Veterans Employment Program:
www.VA.Gov/Nvep

Veteran's Job Sites:
http://www.CivilianJobs.Com
http://www.VetJobs.Com
http://www.TAOnline.Com
http://www.HireAHero.Com
http://www.MilitaryStars.Com
www.GIJobs.Net
www.HireVetsFirst.Dol.Gov
www.ArmedForcesConnection.Com

RESUMES: Most employment sites have their own resume examples or building utilities. You can also use a Search Engine to find examples of resumes. There are commercial sites, of course. www.MilitaryResumeBuilder.Com looks good but charges a fee. There are others. www.Resumania.Com is a fun site that gives examples of what NOT to write. Tell me if you've used a great site, and I may list it

Once again—no Coast Guard endorsement—but, below are some local Executive Search Firms. These types of firms often charge fees (in the thousand$), usually paid by the prospective employer--but not always. Always ask if there's any expense to you. Read contracts carefully before signing. Call CG legal assistance at 808-535-3240 if you need advice on contract specifics.

Adecco Personnel Services/Adecco Technical Services
1001 Bishop St., Pacific Tower #2370, Honolulu, HI 96813-3480
(808) 533-8889
www.adecco-hawaii.com

Dunhill Professional Search of Hawai`i
1164 Bishop St., Suite 124
Honolulu, HI 96813-2816
(808) 524-2550
www.DunhillHawaii.com

Employers Option
111 Hana Highway, Suite 111
Kahului (Maui), Hawaii 96732
(808) 877-6555
www.employersoptions.com

Inkinen & Associates, Inc.
1001 Bishop St., Pauahi Tower, #477, Honolulu, HI 96813-6413
(808) 521-2331
www.inkinen.com

LAM Associates Physician Search
1860 Ala Moana Blvd, Suite 1900
Honolulu, HI 96815-1639
(808) 947-9815
www.MDOpenings.Com

Sales Consultants & Management Recruiters of Honolulu
1001 Bishop St., Pacific Towers
Suite 720, Honolulu, HI 96813-3429
(808) 533-3282
www.mrihonolulu.com

State of Hawai`i, City & County of Honolulu

Many jobs with the state and city require Hawai`i residency. To become a resident, you must:

- have a local address
- register to vote
- obtain a Hawai`i driver's license (not necessary but it helps)

The State of Hawai`i and City & County of Honolulu can offer you:

- Job training in your career
- Career advancement to help you reach your goals
- Challenge in service and professional careers
- Personal satisfaction through accomplishment and serving others

Note: All new state and city and county jobs are advertised one time in the Sunday Honolulu Advertiser, Honolulu Star Bulletin and Mid-Week employment sections. You can also check at: www.EHawaii.Gov; click on "Employment"

Employment Offices

State of Hawai`i
State Recruiting Office

Department of Labor & Industrial Relations

235 S. Beretania St., Room 1100
Honolulu, HI 96813
JOBLINK: (808) 587-0977, 24/7
www.EHawaii.Gov; click on "Employment"

Other sites: www.localjobsHI.com
www.hirenetHawaii.com

City & County of Honolulu
Department of Human Resources
715 South King St, 10th Floor
Honolulu, HI. 96813

Information (808) 523-4301

www.co.honolulu.hi.us/hr

Hawai`i State Employment Service Offices

www.dlir.state.hi.us/wdd

The Workforce Development Division, organized under the State of Hawai`i Department of Labor and Industrial Relations, is part of a nationwide system of public employment offices providing services at no cost to job seekers and employers.

Job Seeker Services

For employment or the training needed to qualify for higher-paying jobs, **Oahu WorkLinks** provides the following services at no cost:

Job Search Assistance

- Resume writing
- Building interview skills
- Internet access to job leads – searchable by specific skills, personal interests, career goals or by company and industry.

Personal Career Planning Services

- Self-service computerized assessments to identify skills and training needs
- Plan development for career success.

Training Opportunities

- Computer Training
- Job Skills Training for occupations in demand

Complimentary Office Services

- Telephones and message center
- Email, faxes, copy machines
- Use of personal computer – online labor market and career planning research, cover letter and resume writing, internet job search using local and national job banks and additional job search engines

Library Resource Center

- Daily and Sunday newspapers
- Books, magazines, brochures and job search/training tips
- Reference material and educational resource information

WorkLinks Locations

Oahu:
Honolulu Office
830 Punchbowl St., Room 112
Honolulu, HI 96813
(808) 586-8700

Dillingham Shopping Plaza
1505 Dillingham Blvd., Room 110
Honolulu, HI 96817
(808) 843-0733

Kaneohe Office
Kaneohe Atrium Building
46-005 Kawa Street, Suite 205
Kaneohe, Hawaii 96744
(808) 233-3700

Waipahu Civic Center
94-275 Mokuola St., Room 300
Waipahu, HI 96797
(808) 675-0010

Kapolei Resource Center
601 Kamokila Blvd. #588
Kapolei, HI 96707
(808) 692-7630

Kauai **One-Stop Career Resource Ctr**

3100 Kuhio Hwy, Room C9
Lihue, HI 96766-1153
(808) 274-3056

Maui **One-Stop Career Resource Ctr**

2064 Wells St., Suite 108
Wailuku, HI 96793-2251
(808) 984-2091

Big Island **Workplace Connection**

180 Kinoole Street, Room 205
Hilo, HI 96720
(808) 981-2860

Big Island Workplace Connection
74-5565 Luhia St., Bldg C, Bay 4
Kailua-Kona, HI 96740
(808) 327-4770

Hawai`i State Department of Education

Dept of Education employs about 13,000 teachers, librarians, and counselors. The greatest demand for new teachers occurs on the neighbor islands and in Oahu's more rural areas.

Hawai`i students represent a variety of multiethnic backgrounds. Professional staff must be sensitive to the enriching contributions made to the total teaching /learning environment by island students.

Qualification Requirements

The Hawai`i Department of Education requires candidates to meet these entry-level requirements:

- Complete a State-approved teacher education program from an accredited institution.
- Pass the PRAXIS tests at the State-validated levels
- Complete a structured interview with an authorized professional staff interviewer

After four semesters of demonstrated competence under supervision, teachers are eligible for tenure if all employment conditions have been met. Sometimes a teacher is permitted to begin employment without fully meeting standards. In these cases, employment is temporary to a maximum of four school years and these teachers do not have an opportunity to earn tenure.

Teacher Licensing Requirements

No person may serve in a Hawai`i Public School as a teacher or other employee covered under the provisions of collective bargaining unit 05 without a license or credential issued by the Dept of Education. This requirement is established in law by Act 240, Session Laws of Hawai`i 1995 (Section 302A-801 through 302A-809, HRS). By law, fees for licenses and credentials are set by the Hawai`i Teacher Standards Board.

The teacher licensing requirements ensure education professionals possess appropriate training, preparation, and competencies for teaching. A teacher license is issued for a five-year period and may be extended subject to renewal requirements.

Credentials are issued to persons who do not meet the standards established by the Hawai`i Teacher Standards Board. Credentials are issued for no more than one year, but may be extended for a maximum of three years.

Certificated Positions

Certificated positions are full- or half-time, contracted positions as a teacher, school counselor, or school librarian. For information, contact:

Department of Education
Office of Personnel Services
1390 Miller St., Room 310
Honolulu, HI 96813

Teacher Recruitment
P. O. Box 2360
Honolulu, HI 96804
(808) 586-3420

Part-time Temporary Teachers

Part-time teachers work less than 17 hrs/wk. Network with the school you're interested in working for, and contact your district office for application procedures and information. Volunteering at the school can help to obtain a part-time position. Call for information and an application.

Substitute Teachers

Substitute teachers are on-call on a daily basis. Network with the school you are interested in working for and contact your district office for application procedures and information.

Classified Positions

For teachers' aides, clerical staff, cafeteria positions, and security attendants. Apply at:

State Recruiting Office,
235 South Beretania St, 11th Floor
Honolulu, HI 96813
(808) 587-1111
www.hawaii.gov/hrd/main/esd

A+ Positions

A+ positions provide after-school care and activities for over 27,000 students, grades K—6, at public elementary schools. The program operates every school day from about 2:00 to 5:30 p.m. Submit applications directly to the school or district office.

District Offices

Honolulu District Office
4967 Kilauea Ave.
Honolulu, HI 96816
(808) 733-4870

Central District Office
Mililani Technology Park
Leilehua Building, Suite 50
300 Kahelu Ave
Mililani, HI 96789
(808) 627-7475

Leeward District Office
601 Kamokila Blvd, Room 418
Kapolei, HI 96707
(808) 692-8007

Windward District Office
46-169 Kamehameha Hwy.
Kaneohe, HI 96744
(808) 233-5703

Maui District Office
(808) 984-8000 x241

Kauai District Office
(808) 274-3506

Hawai`i (Hilo) District Office
(808) 974-6607

Private School Employment

Oahu has numerous private schools that hire teachers, aides, and support staff. A Hawai`i Dept of Ed license is not required for teaching in a private school. Refer to Appendix C for a list of private schools.

Identifying Your Job Skills

Many employers say that most interviewees can't adequately define the skills they have to support their ability to do the job. They may have the necessary skills—but they can't communicate them.

Because technology is continuously redefining jobs and careers, the ability to recognize your skills, add skills, and transfer your skills to a new job is important.
Knowing your adaptive and transferable skills will make future job and career changes easier.

Job skills can be categorized in three ways: Job-Related, Adaptive, and Transferable

Job-Related Skills…

are the skills most people typically think of when asked, "What can you do?" These skills are related to a particular type of job. For example, today's secretary is often skilled in operating word processing equipment, spreadsheet and database operations, typing, operating fax machines, copiers, answering telephones, filing and purchasing.

Good job-related skills will get you that interview, but communicating your adaptive and transferable skills will get you the job!

Adaptive Skills…

are skills you use every day to survive and get along. They allow you to adapt to a variety of situations. Some of them are also part of your basic personality. Examples of adaptive skills valued by employers are:

- Punctuality
- Honesty
- Enthusiasm
- Hard-working
- Good attendance
- Meeting deadlines
- Following instructions
- Getting along
- Ambition
- Patience
- Flexibility
- Maturity
- Accepting responsibility
- Willing to learn
- Self-motivation
- Solving problems
- Results oriented
- Creativity
- Leadership
- Physical strength
- Friendliness
- Sense of humor
- Persistency
- Intelligence
- Completing assignments
- Sincerity

Transferable Skills…

are general skills useful in a variety of jobs—easily transferred from one job to the next. Transferable skills valued by employers are:

- Analysis of facts
- Classifying data
- Arranging functions
- Motivating people
- Conducting research
- Logical
- Confronting others
- Counseling people
- Controlling budgets
- Efficiency concepts
- Correspondence
- Articulate
- Good with hands
- Inspecting things
- Instructing others
- Managing projects
- Interviewing others
- Active Listening
- Inventiveness
- Ingenuity
- Investigative
- Keeping sound financial records
- Meeting the public
- Planning
- Patience
- Sensitivity
- Public speaking
- Supervising others
- Remembering information
- Diplomacy
- Running meetings
- Negotiating agreements
- Tolerance
- Toughness
- Trustworthiness
- Operating vehicles

Unemployment Compensation Benefits

If you quit your last job because of your spouse's PCS transfer orders, you may be entitled to unemployment benefits while looking for a new job. Call your state's unemployment compensation department to determine if the state you are leaving considers military PCS transfer orders eligible for unemployment compensation (many don't).

Hawai`i, for instance, pays unemployment compensation benefits if you quit your job because of PCS orders back to the mainland (certain other requirements must be met). You must continue working up to a week or two before your departure, otherwise your claim can be denied.

Initiate unemployment claims in your current state or after you move here. The paying state is always the state where you last worked.

Employment Resource Centers (ERC)

An ERC can assist you with your job search, helping you with:

- Workshops on Career Planning, Conducting a Job Search, Resume Writing, Interviewing, Completing an Application, etc.
- The ERC has computers, printers, copiers, faxes, a library, and other helpful resources.

MARINE CORPS

MCCS Marine and Family Services
MCB Hawai`i
P.O. Box 63073
Kaneohe Bay, HI 96863-3073
808-257-7790

NAVY

Family Employment Readiness Pgm
Fleet and Family Support Center
Moanalua Navy Services Center
4827 Bougainville Drive
Honolulu, HI 96818
808-474-1999 (press 0)

Federal Civil Service Employment

USAJOBS provides worldwide job vacancy information, employment fact sheets, job applications, and forms. It has online resume development and electronic transmission capabilities. Apply for positions at www.USAJOBS.Com which uses a variety of formats to help customers with differing physical and technological capabilities, 24/7.

There are different pay systems. The General Schedule (GS) and National Security Personnel System (NSPS) systems, e.g., cover most professional jobs and protective occupations, such as police officers. The grade level you qualify for depends on the relevancy of your education and experience to the job for which you are applying.

Veterans Preference

To be eligible, you must:

- have served on active duty for at least one day prior to October 15, 1976, for at least 180 consecutive days; OR
- have earned a campaign medal, AND
- your separation from active duty must have been under honorable conditions.

Individuals retired at the rank of O-4 or above are ineligible for veterans preference unless they are disabled.

Filing Applications After Examinations Have Closed

A 10-point preference eligible job applicant may file an application at any time for any position for which a non-temporary appointment has been made from a competitive list of eligibles within the past three years.

In addition, a person who is unable to file for an open competitive examination because of military service may file after the closing date.

In either of the above situations, the veteran should contact the agency that announced the position for further information.

Veterans Recruitment Appointment (VRA)

Under Public Law 107-288, the following veterans are eligible for a noncompetitive VRA appointment:

- Disabled veterans
- Veterans who served on active duty during war or who earned a campaign badge;
- Veterans who, while serving on active duty, earned an Armed Forces Service Medal;
- Veterans separated from active duty within the past three years.

The law permits such appointments to be made without time limit and without regard to any limit relating to the veteran's last discharge date.

The maximum grade level at which appointments may be made is GS-11 or equivalent.

Veterans must be "qualified"; i.e., able to perform the essential functions of the position with or without reasonable accommodation for a person with a disability.

Veterans who have completed less than 15 years education must receive training or education.

After two years of successful employment, the appointment must be converted to career conditional.

Military Spouse Preference

Section 806 of Public Law 99-145, "Department of Defense (DoD) Authorization Act of 1986, "directed DoD to increase employment opportunities for spouses of active duty Armed Services personnel. The spouse preference program derived from this law applies to military spouses who relocate to accompany their sponsor on a permanent change of station (PCS) move to an active duty location. By giving these spouses priority in the employment selection process, Congress hoped to reduce the impact of frequent relocations on spouses' careers.

This program adds extra points to your job application to help you compete against applicants who are not military spouses. Coast Guard spouses are eligible for this program, but this entitlement applies to only DoD agency positions—so only civil service jobs with the Army, Navy, Air Force, or Marine Corps. Each of those agencies has their own hiring procedures, so you must discuss the "Military Spouse's Preference" with the hiring person, command, or agency. When applying for a DoD agency position, there should be a way to claim Military Spouse's Preference on the application.

Complete details can be found at:

http://www.defenselink.mil/mapsite/spousepref.html, but this article has been edited with the Hawai`i-bound military spouse in mind.

The Military Spouse Preference Program is also known as "Program S," because it's Program S under the Department of Defense's Priority Placement Program.

Military spouses can exercise their statutory employment preference through the DoD Military Spouse Preference Program (Program S), an automated registration and referral system, at DoD installations in the U.S.

Spouses must meet several requirements before registering for the Military Spouse Preference Program. They must be married to their military spouse prior to the reporting date of the sponsor's new assignment and can apply at any human resources (personnel) office within the commuting area of the sponsor's new permanent duty location.

In addition, the spouse may register only if she or he accompanies a military spouse who is:

- assigned by a PCS move from overseas to the U.S. or to a different commuting area within the U. S.;
- relocating to a new permanent duty station after completing basic and advanced training;
- assigned by PCS to a service school regardless of the duration of the training; or
- a former military member who re-enlists and is placed directly in a permanent assignment.

In addition, if the spouse's military sponsor is ordered to an unaccompanied tour with orders specifying his or her follow-on assignment, the spouse may register for positions in the commuting area of the follow-on assignment at any time during the sponsor's unaccompanied tour.

Spouses are not eligible for employment preference when their military sponsor relocates in connection with retirement or separation.

Registration Assistance

Local DoD Human Resource Offices serve as registration points for the Military Spouse Preference Program. Spouses may apply for the Military Spouse Preference Program 30 days prior to the sponsor's reporting date to the new duty station. Spouses traveling overseas cannot receive preference until they actually arrive, but Hawai`i is not considered "overseas" by DoD.

A spouse remains eligible for preference throughout the sponsor's tour until the spouse accepts or declines a job offer that is considered valid under DoD policy.

Spouses applying for Program S must indicate whether they are interested in temporary positions. They should also bring the following documents when they register for preference:

- Application (SF 171 or OF 612) or resume
- Copy of an SF-50 documenting current or previous federal employment (if applicable)
- Copy of last performance appraisal (if the spouse currently works for the Federal Government)
- Executive Order 12721 paperwork (if registering for Program S after returning from an overseas area)
- DD 214, Member 4 copy
- SF 15 claiming 10-point preference and letter from the Veterans Administration dated within last year showing percentage of disability (if applicable)
- Any required transcripts (This is especially important if the spouse seeks a position as a healthcare provider)
- Applicable licenses or certifications
- PCS orders documenting spouse's assignment

These forms are available through a number of sources, but the hiring agency's human resources office or on-line site should help an applicant with forms they cannot otherwise obtain.

Claim It!

The Navy recommends spouses use the Other, Miscellaneous, Etc Section of their job application to Claim Military Spouse Preference and state the relocation date and new duty station.

CHILD EMPLOYMENT INFORMATION

Child Labor Certificates

Under the Hawai`i Child Labor Law, a child labor certificate or "work permit" is required for working minors until they reach 18 years of age.

There is no charge for the certificate.

There are two types of certificates:

- Certificate of Employment (for 14- and 15-year olds).
- Certificate of Age (for 16- and 17-year olds).

Certificate of Employment

When a 14-or 15-year old is hired, the employer is required to obtain a Certificate of Employment before the minor starts working. Either the employer or the minor and parent may assist in completing the following steps to obtain a certificate.

1. Obtain application CL-1 from the Child Labor Office or any satellite city hall (see POV section for a listing of satellite city halls). This application must be completed and signed by both the employer and a parent or guardian of the minor.
2. Return the completed application and an acceptable proof of age document either in person or by mail to the main Child Labor Office (not satellite city hall) before the child starts working. If the application is submitted in person, a temporary authorization slip will be issued.
3. Proof-of-age documentation: Social security number, home address, and phone number.

If the work is allowable under the law, a Certificate of Employment will be mailed to the employer. The minor may start working upon receipt of either a temporary authorization slip or the regular certificate. If the minor works for a new employer, this same procedure must be followed again.

Certificate of Age

This certificate is issued to 16-or 17-year old minors who plan to work before age 18. The minor needs no promise of a job and may obtain this certificate in advance by presenting an acceptable proof of age document to the Child Labor Office. There is no application form to complete. The minor will be issued a wallet-size Certificate of Age, which the minor keeps. When a minor is hired, the employer is required to record and keep on file the Certificate of Age number.

Work Restrictions

The following work restrictions apply to minors up to 15 years old:

- Work hours can be from only 7:00 a.m. to 7:00 p.m.
- No more than 8 work hours per day.
- No more than 10 hours per day combined work and school hours.
- No more than 40 hours per week.
- No more than 6 straight work hours without a rest break.

Acceptable Proof of Age

- Birth Certificate
- State of Hawai`i ID
- Military ID Card
- Immigration Record (Passport, Alien Card, Visa)
- Hawai`i Driver's License
- Baptismal Certificate
- School Record
- Court Record
- Adoption Record

Child Labor Office Locations

Oahu
Child Labor Office
830 Punchbowl St., Rm. 340
Honolulu, HI 96813
(808) 586-8777 (recording)
(808) 586-8782 (information)
(808) 586-8766 (fax)

Hawai`i
Child Labor Office
75 Aupuni St.
Hilo, HI 96720
(808) 974-6464
or (808) 586-8777 (recording)

Kauai
Child Labor Office
3060 Eiwa St.
Lihue, HI 96766
(808) 274-3351

Maui
Child Labor Office
2264 Aupuni St.
Wailuku, HI 96793
(808) 243-5322

Pets

This is a Very Important Section for personnel transporting pets to Hawai`i!
To ensure you have the most up-to-date information and required forms, please refer to the State of Hawai`i, Department of Agriculture's website at:
http://hawaii.gov/hdoa/ai/aqs

ANIMAL QUARANTINE STATION

If you are bringing a pet to Hawai`i, contact the Animal Quarantine Station and request an information package. It is vitally important to contact the Hawaii Department of Agriculture Animal Quarantine Station to get the most current, up-to-date information. The most current information is available online at:

http://hawaii.gov/hdoa/ai/aqs/info

or you can contact them at:

Hawaii Department of Agriculture Animal Quarantine Station
99-951 Halawa Valley Street
Aiea, HI 96701-5602
Phone: (808) 483-7151
FAX: (808) 483-7161
Email: RabiesFree@Hawaii.Gov

Hawai`i is a rabies-free state. The quarantine law protects residents and pets from potentially serious health problems associated with the presence and spread of rabies. Success of the quarantine program is dependent on maintaining isolation of your pet from other animals for the required quarantine period.

The animal quarantine program began in 1912 with a quarantine period of 120 days. In 2003, the state approved a five-day-or-less program. Therefore, members have three options at different costs and with different requirements: 120 Days, 5 or fewer days, and Direct Release from Airport.

If you are interested in the Direct Release or 5-day or less programs, it is important you visit the Hawai'i Department of Agriculture Animal Quarantine website as soon as possible given it typically takes four months or longer to complete the strict procedures associated with these programs.

IT'S THE LAW

Importation of dogs, cats, and other carnivores into Hawai`i is governed by Chapter 4-29 of the State of Hawai`i Dept of Agriculture Administrative Rules. This law says that these animals are subject to up to a 120-day confinement in the State Animal Quarantine Station and Honolulu is the only port of entry.

RE-ENTRY FEE REQUIREMENTS

For pets re-entering Hawai`i after completing a Hawai`i animal quarantine program, go to the following link for requirements to qualify for the reduced re-entry fee for Direct Airport Release or 5-day or-less quarantine.

http://hawaii.gov/hdoa/ai/aqs/re-entry

PET QUARANTINE FEE REIMBURSEMENT

Pet quarantine fee reimbursement incurred in connection with the mandatory quarantine is $550 per PCS transfer.

To apply for reimbursement, you must, first, incur the cost and then request reimbursement on your PCS travel claim. Your quarantine receipt must accompany the travel claim to get reimbursed. If you do not receive your receipt in time to complete the travel claim, a supplemental travel claim can be submitted, after the fact.

FEES PER PET

The following identifies the most current pet fees

- Direct Release from Airport: $165
- 5 Days or Less: $224
- 120 Days: $l,080

Visit the Hawaii Department of Agriculture Animal Quarantine Station website and study the requirements

for each program carefully! Any deviation from the stated requirements will result in a longer quarantine period.

PROHIBITED ANIMALS

Reptiles and animals that are classified as rodents are not allowed into the State. Information on plants and animals that are prohibited or restricted in Hawai`i can be found online at:

http://hawaii.gov/hdoa/ai/pi/pq/animal

CONTRACT HANDLERS

List of registered private individuals or organizations which may be contracted for fee as intermediate handlers to assist in the interstate and inter-island shipping of pets can be found at

http://hawaii.gov/hdoa/ai/aqs/aqs-interhandlers.pdf/view?searchterm=interhandlers

Hawaiian Humane Society website has a variety of pet information. To review this information, go to their website located at:

http://www.hawaiianhumane.org/

This website contains valuable information related to Animal Adoptions, Dog Hikes, Dog License, Education, Events, Feral Cat Sterilization, Laws, Lost and Found Pets, Neuter Now, Parks, and Volunteering.

NEIGHBOR ISLAND INFORMATION:

There are "Satellite" (privately owned and operated) quarantine facilities located on the islands of Hawai`i and Kauai. If you wish to quarantine your pet at those facilities, you must make prior arrangements with Bar-King Dog Kennel (BDK) or Kauai Humane Society (KHS).

Your pet must first come in to the State Animal Quarantine Station in Honolulu for positive identification, program determination, and examination. State fees must be paid in full before the animals are transported to private facilities. Your animal will not be transported until the AQS has received payment and the required original health record documents either in person or by mail. Payment by mail must be in the form of a cashier's check or a money order.

Bar-King Dog Kennel (BDK), P. O. Box 1184, Keaau, HI 96749, phone (808) 966-8733.

Kauai Humane Society (KHS), P. O. Box 3330, Lihue, HI 96766, phone (808) 632-0610.

Fees are subject to the privately owned facilities fee structures.

State fees that must be paid prior to release to other facilities include the 5-day-or-less or 120-day quarantine fees.

CLOSING THOUGHTS

Animals are very important and transporting a dog or cat can become a trying experience if the rules are not fully understood. For this reason, it is imperative that you take the time and review all the information available on the Hawaii Department of Agriculture Animal Quarantine Station website. If you have questions, contact them personally to ensure you fully understand all the stringent rules and regulations associated with the State's quarantine rules. It is better to be safe than sorry and one phone call can save you hundreds of dollars and reduce the quarantine time from 120-days to less than five.

MILITARY ORGANIZATIONS

Get Involved! Share Your Ideas and Talents!

To become a member, contact one of these worthwhile organizations

http://www.uscgcpoa.org

Chief Petty Officers' Association

The Chief Petty Officers' Association (CPOA) is an organization for active duty and retired Chief Petty Officers. The Hawaiian Islands Chapter general membership meetings are held on the third Thursday of each month at BSU Honolulu CPO Lounge above the Clinic in Kukui Hall. Meetings start at 1000 and last about one hour.

Special Events and
Chapter Information at:
www.hawaiianislandscpoa.org

Hawaiian Island Chapter CPOA
c/o Base Honolulu
400 Sand Island Parkway
Honolulu, HI. 96819

President
CPO Dan Perkins
(808) 682-2673

Vice President
CPO Don Lewanski
(808) 842-2896

Officers' Association

An organization for active duty and retired Officers and Civilian Employees serving in grade GS-9 and above.

Periodic meetings are held at Club 14 on Sand Island and other locations.

Current board members:

President
CAPT Anthony Vogt
(808) 682-2711

Vice President
LCDR Tyson Weinert
(808) 682-2713

Secretary
LTJG Daniel Lee
(808) 843-3803

Treasurer
LT Mimi Moon(808) 522-8564 x297

Also, see:

http://www.cwoauscg.org/

http://www.roa.org/military_section/coast_guard_news.asp

Coast Guard Spouses Association

A non-profit club where friendships can be established, nurtured, and renewed; promotes morale and well-being of personnel and their families; promotes and supports "the Coast Guard Family"; and engages in charitable and social activities that contribute to the community. See more information at: www.cgsaoahu@yahoo.com

Email: cgsaoahu@yahoo.com

Honorary President
Mrs. Donna Ray
President
Lisa Golightly

Vice President
Angie Darrah

Recording Secretary
Sasha Greene

Corresponding Secretary
Vanessa Rodgers

Treasurer
Camai Houk

http://www.coastguardfoundation.org/

Coast Guard Foundation

A public, non-profit organization that raises funds to benefit Coast Guard men and women with projects and programs that enhance Coast Guard members' lives and well-being.

Hawai`i Trustee

CAPT John Mihlbauer,USCG(Ret)
(808)261-7610
JPMihlbauer@Hawaii.RR.Com

www.fra.org

Fleet Reserve Association

A national organization that lobbies Congress to preserve the rights of U.S. service men and women. Members are Navy, Marine Corps, and Coast Guard active duty and retired personnel who are or were enlisted. Honolulu branch is 6th largest with close to 2000 members.

FRA Hawaii Info:
Jackie Craig or Fred Ballard,
(808)422-2121

Navy League

A nonprofit organization that educates the public on the importance of maritime service for our national defense; to support health, welfare, and morale programs for sea-service members and their families; and to assist the sea services in achieving readiness. The Navy League offers medical, auto insurance, and other benefits to members.

Executive Director

Bob McDermott
(808)422-9404
www.navyleague@hawaiibiz.rr.com

www.ncoausa.org

Non-Commissioned Officers' Association

A national organization, with several chapters at Oahu DoD installations, of volunteers who organize and sponsor community activities and provide informal networking between NCOs. No NCOA chapter is specifically affiliated with the Coast Guard, but chapters are open to Coast Guard members.

International Headquarters
1-800-662-2620

www.uso.org

USO Hawai`i

The USO is chartered by the U. S. Congress as a non-profit, charitable corporation. It is not a part of the U. S. Government. It is endorsed by the President and the Department of Defense. Each President has been the Honorary Chairman of the USO since its inception.

The USO mission is to provide morale, welfare, and recreation-type services to uniformed military Personnel. The original intent of Congress—and enduring style of USO delivery—is to represent the American people by extending a "Touch of Home" to their military members. Thus, although some USO programs/services are similar to those provided by other agencies, the hallmark of the USO has been and will continue to be HOW--as much as WHAT--services are provided.

USO Hawai`i provides respite services and transition information at Hickam AFB as well as Honolulu International Airport. USO Hawai`i also brings other services, as needed, such as helping with troop deployments.

Honolulu
International Airport
(808)836-3351

TLA QUALIFIED HOTEL LISTINGS
Appendix A

TLA Hotels

Adapted from the Housing Service Office (HSO) listing of TLA qualified hotels for the islands of Oahu, Hawai`i, Kauai, and Maui.

All listed units have been inspected by HSO and qualified for TLA occupancy by incoming PCS members and their families. Call HSO at (808) 438-1518/6198/1609 if you have any questions.

In addition to approving TLA hotel accommodations, HSO also assists all active duty members with obtaining on-the-economy rental apartments, town homes, and houses. HSO is located in the Fort Shafter Family Housing Office, Bldg 344, Fort Shafter. Assistance is provided on a walk-in basis Monday-Friday, 0800-1700. Website: http://hawaii.dodreferral.com.

Selecting a Hotel

There are many listings for TLA qualified hotels. The best way to finalize your TLA hotel selection is by direct communication with your sponsor and new unit.

All members are encouraged to use accommodations with adequate kitchen facilities. Kitchen adequacy is defined as containing the essentials for preparing and consuming meals therein; i.e., work area (counter or table, sink, water, etc.), kitchenware, tableware, refrigerator, and a range with at least three burners. A two-burner range or hot plate with an oven or microwave oven can be considered adequate within this definition. Remember that an adequate kitchen facility reduces your Meals & Incidental portion of your TLA entitlement by 50%.

Parking fees are not a reimbursable expense on TLA. You may want to select a hotel with low or no parking fees.

TLA APPROVED HOTELS OAHU
Feb-2010

Note: Some of the facilities listed are part condominium and part hotel. Only hotel rooms are approved for TLA.

HOTEL	PHONE	KITCHEN	ROOMS	PETS
Ala Moana Hotel 410 Atkinson Dr. Honolulu, HI 96814	1-800-279-0126 808-921-6888	NO	(S) (1) (2)	NO
Ambassador Hotel of Waikiki 2040 Kuhio Ave. Honolulu, HI 96815	1-800-923-2620 808-941-7777	YES	(S) (1) (2)	NO
Aqua Aloha Surf & Spa 444 Kanekapolei St. Honolulu, HI 96813	1-866-406-2782 808-923-0222	NO	(S)	NO

Aqua Bamboo and Spa 2425 Kuhio Ave. Honolulu, HI 96815	1-866-406-2782 808-922-7777	YES/NO	(S) (1)	NO
(Aqua) Best Western Waikiki 450 Lewers St. Honolulu, HI 96815	1-866-406-2782 808-923-8828	NO	(S)	NO
Aqua Continental 2426 Kuhio Ave. Honolulu, HI 96815	1-866-406-2782 808-922-2232	NO	(S)	YES Limit 2 NTE 25 lbs.
(Aqua) Equus, The 1696 Ala Moana Blvd. Honolulu, HI 96815	1-866-406-2782 808-949-0061	NO	(S) (1) (2)	NO
(Aqua) Ilikai Hotels & Suites 1777 Ala Mona Blvd. Honolulu, HI 96815	1-800-228-9280 808-949-3811	YES/NO	(S) (1) (2)	NO
Aqua Island Colony 445 Seaside Ave Honolulu, HI 96815	1-866-406-2782 808-947-7256	YES	(S) (1)	NO
(Aqua) Maile Sky Court 2058 Kuhio Ave. Honolulu, HI 96815	1-800-367-5004 808-947-2828	NO	(S)	NO
Aqua Palms and Spa 1850 Ala Moana Blvd. Honolulu, HI 96815	1-866-406-2782 808-947-7256	NO	(S)/suites	NO
(Aqua) Park Shore Waikiki 2586 Kalakaua Ave. Honolulu, HI 96815	1-866-282-4773 808-923-0411	NO	(S) (1)	NO
Aqua Waikiki Beachside 2452 Kalakaua Ave. Honolulu, HI 96815	1-877-997-6667 808-931-2100	NO	(S)	NO
Aqua Waikiki Marina 1700 Ala Wai Blvd. Honolulu, HI 96815	1-866-406-2782 808-942-7722	YES	(S)	NO

Aqua Waikiki Pearl 415 Nahua St. Honolulu, HI 96815	1-866-406-2782 808-922-1616	YES/NO	(S) (1) (2)	YES Limit 2 NTE 25 lbs.
Aqua Waikiki Wave 2299 Kuhio Ave. Honolulu, HI 96815	1-800-367-6025 808-955-1511	NO	(S) (1)	YES Limit 2 NTE 25 lbs.
Aston at the Executive Centre Hotel 1088 Bishop St. Honolulu, HI 96813	1-877-997-6667 808-539-3000	YES/NO	(S) (1) (2)	NO
Aston at the Waikiki Banyan 201 Ohua Ave. Honolulu, HI 96815	1-877-997-6667 808-922-0555	YES	(S) (1) (2)	NO
Aston Pacific Monarch 2427 Kuhio Ave. Honolulu, HI 96815	1-877-997-6667 808-923-9805	NO	(S) (1)	NO
Aston Waikiki Beach Hotel 2570 Kalakaua Ave. Honolulu, HI 96815	1-877-997-6667 808-922-2511	NO	(S) (1)	NO
Aston Waikiki Beach Tower 2470 Kalakaua Ave. Honolulu, HI 96815	1-877-997-6667 808-926-6400	YES	(1) (2)	NO
Aston Waikiki Circle Hotel 2464 Kalakaua Ave. Honolulu, HI 96815	1-877-997-6667 808-923-1571	NO	(S)	NO
Aston Waikiki Joy Hotel 320 Lewers St. Honolulu, HI 96815	1-877-997-6667 808-923-2300	NO	(S)	NO
Aston Waikiki Sunset 229 Paoakalani Ave. Honolulu, HI 96815	1-877-997-6667 808-922-0511	YES	(1) (2)	NO
Best Western Plaza, The 3253 N. Nimitz Hwy. Honolulu, HI 96819	808-372-0587	NO	(S)	YES

Breakers at Waikiki, The 250 Beachwalk Honolulu, HI 96815	1-800-688-7444 808-923-3181	NO	(S)	NO
Courtyard by Marriott 400 Royal Hawaiian Ave. Honolulu, HI 96815	1-800-279-0126 808-921-6888	NO	(S) (1)	NO
Doubletree Alana Hotel-Waikiki 1956 Ala Moana Blvd. Honolulu, HI 96815	1-877-9952638 808-941-7275	NO	(S) (1)	YES Limit 2 NTE 75 lbs.
Embassy Suites - Waikiki Beach Walk 201 Beachwalk Honolulu, HI 96815	1-800-279-0126 808-921-6888	NO	Suites	NO
Hale Koa Hotel 2055 Kalia Rd. Honolulu, HI 96815	1-800-367-6027 808-955-0555	NO	(S)	NO
Harbor Arms Apt. Hotel 98-130 Lipoa Pl. Aiea, HI 96701	1-800-360-5556 808-488-5556	YES/NO	(1) (2)	NO
Harbor Shores Apt. Hotel 98-145 Lipoa Pl. Aiea, HI 96701	1-800-227-8796 808-488-5742	YES/NO	(2)	YES
Hawaii Prince Hotel Waikiki 100 Holomoana St. Honolulu, HI 96815	1-888-977-4623 808-956-1111	NO	(S)	NO
Hawaiian King Condo Hotel 417 Nohonani St. Honoulu, HI 968151	808-922-3894	YES	(S)	NO
Hilton Hawaiian Village Beach Resort and Spa 2005 Kalia Rd. Honolulu, HI 96815	1-800-445-8667 808-949-4321	NO	(S)	NO
Hilton Waikiki/Prince Kuhio 2500 Kuhio Ave. Honolulu, HI 96815	1-800-333-3333 808-922-0811	NO	(S)	YES Limit 2 NTE 60 lbs.

Hokele Suites Waikiki 412 Lewers St. Honolulu, HI 96815	1-800-367-5004 808-923-8882	YES	(S) (1) (2)	NO
Hotel Renew 129 Paokalani Ave. Honolulu, HI 96815	866-406-2782 808-687-7700	NO	(S)	YES Limit 2 NTE 20 lbs.
Ilima Hotel 445 Nohonani St. Honolulu, HI 96815	1-800-801-9366 808-923-1877	YES	(S) (1) (2)	NO
Inn at Schofield Barracks 563 Kolekole Ave. Wahiawa, HI 96786	1-800-490-9638 808-624-9650	NO	(S)	NO
JW Marriot Ihilani Resort and Spa 92-1001 Olani St. Kapolei, HI 96707	1-800-367-5370 808-679-0079	NO	(S)Suites	NO
Laie Inn 55-109 Laniloa St. Laie, HI 96762	1-800-526-4562 808-293-9282	NO	(S)	NO
Lodge at Kaneohe Bay, The Building 3038 Kaneohe Marine Base Hawaii	N/A 808-254-2806	NO	(S)	NO
Makaha Resort and Golf Club 84-626 Makaha Valley Rd. Waianae, HI 96792	1-866-576-6447 808-695-9544	NO	(S) (1)	NO
Marc Diamond Head Beach Hotel 2947 Kalakaua Ave. Honolulu, HI 96815-4697	1-800-535-0085 808-921-7470	YES	(S) (1) (2)	NO
Marc Hawaiian Monarch Hotel 444 Niu St. Honolulu, HI 96815	1-800-535-0085 808-921-3210	NO	(S)	NO
Marc Waikiki Grand Hotel 134 Kapahulu Ave. Honolulu, HI 96740	1-800-535-0085 808-923-1814	NO	(S)	NO

Miramar at Waikiki, The 2345 Kuhio Ave. Honolulu, HI 96815	1-800-367-2303 808-922-2077	NO	(S)	NO
Moana Surfrider 2365 Kalakaua Ave. Honolulu, HI 96815	1-800-325-3535 808-922-3111	NO	(S)	NO
Navy Lodge Hawaii Ford Island Pearl Harbor, HI 96818	1-800-628-9466 808-440-2290	NO	(S) (1)	YES Limit 2 NTE 60 lbs.
New Otani Kaimana Beach, The 2863 Kalakaua Ave. Honolulu, HI 96815	1-800-356-8264 808-923-1555	NO	(S) (1) (2)	NO
Ocean Resort Hotel Waikiki 175 Paoakalani Ave. Honolulu, HI 96815	1-800-367-5004 808-922-3861	NO	(S)	NO
Ohana East 150 Kaiulani Ave. Honolulu, HI 96815	1-800-279-0126 808-921-6888	NO	(S) (1) (2)	NO
Ohana Honolulu Airport Hotel 3401 N. Nimitz Hwy. Honolulu, HI 96819	808-372-0587	NO	(S)	YES
Ohana Waikiki Beachcomber 2300 Kalakaua Ave. Honolulu, HI 96815	1-800-688-7444 808-921-6888	NO	(S)	NO
Ohana Waikiki Malia 2211 Kuhio Ave. Honolulu, HI 96815	1-800-688-7444 808-921-6888	NO	(S) (1)	NO
Ohana Waikiki West 2330 Kuhio Ave. Honolulu, HI 96815	1-800-688-7444 808-921-6888	NO	(S) (1)	NO
Outrigger Luana Waikiki 2045 Kalakaua Ave. Honolulu, HI 96815	1-800-688-7444 808-955-6000	NO	(S) (1) (2)	NO

Outrigger Reef on the Beach 2169 Kalia Rd. Honolulu, HI 96815	1-800-688-7444 808-921-6888	NO	(S) (1)	NO
Outrigger Regency on Beackwalk 255 Beachwalk Honolulu, HI 96815	1-800-688-7444 808-922-3871	NO	(S) (1)	NO
Outrigger Waikiki Shore 2161 Kalia Rd. Honolulu, HI 96815	1-800-688-7444 808-952-4500	YES	(S) (1) (2)	NO
Pacific Beach Hotel 2490 Kalakaua Ave. Honolulu, HI 96815	1-800-367-6060 808-922-1233	NO	(S)	NO
Pacific Marina Inn Airport 2628 Waiwai Lp. Honolulu, HI 96819	1-800-367-5004 808-836-1131	NO	(S)	NO
Pagoda Hotel 1525 Rycroft St. Honolulu, HI 96814	1-800-472-4632 808-941-6611	YES/NO	(S) (1) (2)	NO
Queen Kapiolani Hotel 150 Kapahulu Ave. Honolulu, HI 96815	1-800-367-5004 808-922-1941	NO	(S) (1)	NO
Ramada Plaza Waikiki 1830 Ala Moana Blvd. Honolulu, HI 96815	1-800-465-4329 808-955-1111	NO	(S)	NO
Royal Alakai Inn Bldg. 1153 Hickam AFB, HI 96853	1-888-235-6343 808-448-5400	NO	(S) (1) (2)	YES Limit 2 NTE 20 lbs.
Royal Hawaiian, The 2259 Kalakaua Ave. Honolulu, HI 96815	1-800-325-3535 808-923-7311	NO	(S)	NO
Schrader's Windward Marine Resort 47-039 Lihikai Dr. Kaneohe, HI 96744	1-800-735-5071 808-239-5711	YES/NO	(S) (1)	NO

Sheraton Princess Kaiulani 120 Kaiulani Ave. Honolulu, HI 96815	1-800-782-9488 808-922-5811	NO	(S)	NO
Sheraton Waikiki Hotel 2255 Kalakaua Ave. Honolulu, HI 96815	1-800-325-3535 808-922-4422	NO	(S)	NO
Tripler IHG Bldg. 228B TAMC, HI 96859	(808) 839-2336	NO	(S)	YES Limit 2 NTE 70 lbs.
Turtle Bay Resort 57-091 Kamehameha Hwy. Kahuku, HI 96731	1-800-293-6000 808-293-8811	NO	(S)	NO
W Honolulu-Diamond Head 2885 Kalakaua Ave. Honolulu, HI 96815	1-888-627-7816 808-922-1700	NO	(1) (2)	NO
Waikiki Beach Marriott Resort and Spa 2552 Kalakaua Ave. Honolulu, HI 96815	1-800-367-5370 808-922-6611	NO	(S)	NO
Waikiki Gateway Hotel 2070 Kalakaua Ave. Honolulu, HI 96815	1-800-247-1903 808-955-3741	NO	(S)	NO
Waikiki Resort Hotel 130 Liliuokalani Ave. Honolulu, HI 96815	1-800-367-5116 808-922-4911	NO	(S)	NO
Waikiki Sand Villa Hotel 2375 Ala Wai Blvd. Honolulu, HI 96815	1-800-247-1903 808-922-4744	NO	(S)	NO

TLA HOTELS ON HAWAI`I (*The Big Island*)

Hilo Hawaiian Hotel	935-9361	71 Banyan Dr, Hilo	800-367-5004	No
Hilo Seaside	935-0821	126 Banyan Way, Hilo	800-560-5557	Y/N
Uncle Billy's Hilo Bay	935-0861	87 Banyan Dr, Hilo		Yes

There are other official TLA locations on the island of Hawai`i; however, they are not within a realistic commute distance to Hilo where CGC KISKA is homeported. For further TLA information, please contact your Sponsor.

TLA HOTELS ON KAUAI

Hilton Kauai Beach	245-1955	4331 Kauai Beach Dr., Lihue	888-805-3843	No
Lac Nani Resort	921-6888	410 Papaloa Rd., Kapaa		Yes
Marc Pono Kai Resort	535-0085	1250 Kuhio Hwy, Kapaa	800-535-0085	Yes
Outrigger Lac Nani	822-4938	410 Papaloa Rd., Lihue	800-688-7444	Yes
Plantation Hale	822-4941	484 Kuhio Hwy, Kapaa	800-775-4253	Yes
Pali Ke Kua/Princeville	826-9066	5300 Ka Haku Rd., Princeville	800-535-0085	Yes

TLA HOTELS ON MAUI

Aston Maui Banyan	875-0004	2575 S. Kihei Rd, Kihei	800-321-2558	Y/N
Aston Kaanapali Shores	667-2211	3445 Honoapiilani Hwy, Lahaina	800-321-2558	Yes
Aston at Papakea	669-4848	3543 L. Honoapiilani Rd., Lahaina	800-321-2558	Yes
Aston Kahana Reef	669-6491	4471 L. Honoapiilani Hwy, Lahaina	800-321-2558	Yes
Aston Mahana Resort	661-8751	110 Kaanapali Shores Pt, Lahaina	800-321-2558	Yes
Aston Maui Islander	667-9766	660 Wainee St., Lahaina	800-367-5226	Yes
Aston Maui Lu Resort	879-5881	575 S. Kihei Rd, Kihei	800-321-2558	Yes
Kamaole Sands	874-8700	2695 S. Kihei Rd., Kihei	800-367-5004	Yes
Mana Kai Maui	879-1561	2960 S. Kihei Rd., Kihei	800-367-5242	Yes

GUIDE FOR HOUSEHOLD GOODS
Appendix B

Before You Move 70
Packing and Pickup Day 71
Delivery Day and Notice after Delivery 72
Preparing Your Claim 73
After Your Claim Is Filed 75
Smooth Move Handout #1: The Inventory & Things to Watch For 76
Smooth Move Handout #2: DD Forms 1840 & 1840R 77
Smooth Move Handout #3: Dates to Remember 78
Smooth Move Handout #4: High-Value Items 79
Special Power of Attorney for Household Goods 80

BEFORE YOU MOVE

1. Contact your "T O" (Transportation Officer) soon after you receive your PCS orders.

2. Get a copy of It's Your Move, COMDTPUB P4050.5 on-line at, http://www.fincen.uscg.mil/HHG_files/ItsYourMove.pdf**.**

Full Replacement Value. What is Full Replacement Value and why is it important to Service Members? Full Replacement Value (FRV) is an important new benefit to Service Members and DOD Civilians who have to move or store their personal property as part of a DOD sponsored move.

Congress enacted the Full Replacement Value Act of 2003 on November 26, 2003 and amended it with the Defense Authorizations Act for FY 2007. The original law allowed the Government to include FRV in contracts with Transportation Service Providers (TSP) for household goods. The amendment made it mandatory that the DOD include FRV coverage in all contracts for shipment of household goods not later than March 1st of 2008. The cost of FRV is included in contracts with movers.

Under the FRV program, the TSP can be liable for up to $5,000 per shipment or $4.00 times the net weight of the shipment (gross weight for unaccompanied baggage) up to $50,000, which ever is greater.

3. Review Your Insurance Needs. The claims process is not a substitute for insurance. If you don't feel that the Military Personnel and Civilian Employees Claims Act will suffice for your potential losses, you may want to buy additional insurance.

Check your homeowners / renters insurance policy to see if it covers loss or damage to household goods during your move. Most homeowner policies will cover thefts and unforeseeable natural disasters (also known as acts of God). Few will pay for nicks, gouges, and other similar moving damages.

Prepare A High-Value Inventory. List firearms and any item valued at over $200 which will not otherwise be listed separately (or be fully described) on the shipping inventory. The purpose of the High-Value Inventory is to make sure these items get inventoried with exact descriptions. For example: Hummels, Lladros, etc. will be packed with other items; china, including brand, pattern, and number of place settings; and with tools, be very specific.

High value items are considered to be jewelry, furs, antiques, etc. Some examples of the maximum allowable loss or damage payments are: Antiques: $1,500 per item, $5,000 per claim; furs $1,500 per item, $3,000 per claim; Outdoor Structures: $500 per claim; Plasma/LCD television sets: $2,500 per item, etc. A complete listing can be obtained in the back of the *It's Your Move* pamphlet.

Give a copy of your High-Value Inventory to your TO, attach a copy to the inventory prepared by the TSP on packing day, and keep a copy that won't be shipped. Keep it with your other proof-of-ownership documents: receipts, owners' manuals, appraisals, etc.

The second part of the process is to make a **Separate List.** This is highly recommended! List the above items and your major electronics, art objects, cameras, etc. Include purchase dates, purchase prices, serial numbers, and model numbers. This will help

document your ownership, and it will provide an exact description of your property should it be lost during the move. Try to get the moving company to sign this list on packing day.

On packing day, annotate your copy of your high-value inventory or personal list with the inventory number of the box each item is packed in. This will help you ensure that each item is packed. On delivery day, this will help you to find your valued property and to promptly report any loss.

4. Document What You Own. One of the best ways to document ownership of an item or to show its pre-move condition is through photographs. Consider renting or borrowing a video camera and making a videotape of each room of your home, showing your furniture, wall hangings, etc. Open closet doors and photograph closet interiors; do the same for bureau drawers. If you make a video, be sure to show all your appliances in their operating condition. (This is very important for electronic equipment that doesn't work when you unpack but shows no visible damage). Do these before you disassemble or disconnect your appliances. (Note: If you submit your videotape to the Claims Officer in support of your claim, you'll need to provide the tape numbers for each item you want us to look at.)

5. Identify What You Don't Want Shipped. Don't wait until packing day to do this.

Separate items you will be taking with you. Place them where the TSP won't accidentally pack them: in a spare bathroom or in your locked car.

Plan to take items, which would be difficult or impossible to replace with you in your personal baggage. This would include: jewelry, wills, financial records (including recent tax returns), photograph albums, small items of sentimental value, your personal inventory, and other shipping documents, etc.

6. Identify What You Need To Protect. For the most part, theft isn't a problem, but if you leave your jewelry, money, or classic Mickey Mouse watch lying around, it may turn up missing on delivery day. Separate these items from the rest of your property.

If you intend to ship such items, place them in one corner of the living room or on the kitchen table. This will make it easier to make sure that they aren't taken and that they are packed. Annotate your personal inventory with the box number of the box where these items are packed.

As a general rule, if you don't protect your property, we can't pay you for the loss. Making a thorough High-Value Inventory and separating your valuable property on packing day are good first steps.

7. Get Appraisals. If you don't have a recent purchase receipt, obtain appraisals of valuable items which, if lost or damaged, would be difficult to properly value; e.g.,: Jewelry, antiques, heirlooms, expensive gifts with unknown purchase price, etc.

8. Get A Copy Of Your GBL. Make sure to get a copy of the Government Bill of Lading (GBL), the SF-1203, from your TO before you depart.

If you bought added insurance, note it in block 26. If it isn't, you don't have it, and you should see your TO.

Keep your GBL with other important papers that won't be shipped.

PACKING AND PICKUP DAY

1. Be Prepared Before the Packers Arrive. Typically the TSP will have several people pack your household goods the day before the scheduled pick-up date.

Depending upon the size of your household, the packers may be difficult to supervise. Some hints:

Have one or more friends help monitor the packers to make sure they are doing a proper job.

Get someone to watch your kids and pets. Important: know where your pets are! Keep them out of the way, for their safety, and make sure they're not packed in a box! This is no joke! Sadly, it's happened.

Separate items you need to protect or don't want shipped before the packers arrive. Do not leave small valuables such as wallets, purses, jewelry, or watches unattended while the packers are in your house.

2. The Shipper or Designated Agent Should Be Present. The Shipper is the PCS Member whose name appears on the GBL. However, the shipper's spouse or designated agent can sign all shipping documents if they are listed as a pickup consignee or has a Power of Attorney. (A sample Power of Attorney is enclosed at the end of this section.)

3. TSP's / Agents Hours are 0800-1700, under our agreement with the TSP industry. You may mutually agree with the TSP to continue working after 1700.

4. The Household Goods Descriptive Inventory. This document provides a written description of each large item being shipped and lists it by inventory number. The descriptive inventory also shows the condition of each item prior to shipment.

Ensure that all boxes/cartons are properly labeled and that the contents of each box/carton are properly identified on the inventory; i.e., the size of the carton and the correct description of what were packed inside

5. TSP Will Prepare the Inventory prior to loading your household goods in the truck and will ask you to sign it. Before signing, look at each item, especially wood furniture, and compare the actual condition of the item with the description the TSP made on the inventory.

6. If you disagree With the TPS's assessment of any item's condition, note your disagreement on the bottom of the inventory form, under "REMARKS / EXCEPTIONS." If you need more space, use the space to the left of each line item.

If you disagree with the exceptions and were denied the opportunity to compare the exceptions, explain why; e.g., "I was not allowed to compare the exceptions because the property had already been loaded on the truck before the driver showed me the inventory."

If the driver exaggerated the exceptions, explain why you disagree; e.g., "I disagree with the exceptions to numbers 100 - 110. These were new items and were not scratched, soiled, etc. as indicated."

7. Make Sure Inventory Lists All Property. It's your responsibility to ensure the inventory lists all of your property. Don't let the TSP take anything without having it tagged and inventoried. (This often arises late in the day when the driver may tell you that he'll complete the inventory at the warehouse.)

8. Before Driver Leaves, check all spaces in your home to ensure the TSP has picked up everything you intended to ship. Check your closets, storage areas, Base ment, garage, etc.

9. Once You Are Satisfied with the inventory, sign it. You should not withhold your signature. Make sure the TSP gives you a legible copy of the inventory after he/she signs and dates it.

DELIVERY DAY AND NOTICE AFTER DELIVERY

1. Contact the DOD JPPSO Office at the Navy Supply Center at Pearl Harbor to arrange or confirm HHG delivery. Call (808) 473-7750. You can still call the Coast Guard Transportation Office if you have any problems at 808-842-2017 / 2018 / 2020 or 2024.

Under the agreement between the TSP industry and the Government, the TSP is usually required to deliver household goods within five days after notification by the TO.

2. Again, Be Prepared. At least two adults should be available at delivery. One person should be at the truck or at the front door to check off items on the inventory and to note obvious damage, as the items are unloaded. Have cameras in hand.

Obvious damage includes: wet, crushed, or holed cartons; dented appliances; ripped upholstery; repackaged boxes (look at the tape; is it the original?); and items which fell off the truck or were dropped.

Open cartons showing signs of obvious damage before the movers leave and inspect the contents for internal damage.

Use your camera to document obvious problems at delivery. The costs of film and processing used to substantiate damage at delivery can be submitted with your claim as a separate item.

The second person should be in the house to tell movers where to place items and to look for damage. It is important that these persons be free from other distractions (such as caring for children or pets).

Consider asking an impartial member from your new command to be present to assist with observing the unloading process and noting obvious damage. A statement from this individual will be very useful when you file a damage claim.

3. Assembly and Unpacking. The TSP is responsible for reassembling items the TSP disassembled. In addition, the TSP is responsible for unpacking all cartons. You may waive this—many people do—but then you may be responsible for disposing of the remaining packing materials.

4. Internal Damage. It is usually difficult to prove that internal damage to electronics (VCRs, CD players, etc.) or mechanical equipment (clocks, etc.) occurred during the move. If possible, before the TSP departs, turn on each appliance (washer, dryer, stereo, VCR, clock, etc.) to see if it still works. If there is a problem, be sure to look for any external damage to the item or the carton it was packed in. Note the damage on the DD1840.

5. Notice at Delivery. DD1840, the *Joint Statement of Loss or Damage at Delivery*, is the pink-form which the TSP will give you on delivery day. The reverse side of the form is the DD1840R, the Notice of Loss or Damage. You use the DD1840 to record all the damage you identify before the TSP leaves.

Complete Section B of the DD1840. For missing and damaged items, list:

- the inventory number
- a complete description of the item (e.g., Seiko anniversary clock; Simmons, queen-size, hide-a-bed sofa; etc)
- a specific description of all move-related damage

Don't omit an inventory number if you

can in any way determine what number it should have been. If you don't know the inventory number of an item, use your best guess. If you absolutely can't identify the number, explain why not. For example:

- Item delivered without inventory number attached
- Several boxes delivered without numbers because of water damage.

List any carton showing signs of rough handling on the DD1840 even if nothing inside appear to have been damaged, e.g., "carton number 147 was crushed." Later, you may discover that an item packed in this box was broken internally. Noting the crushed box will help prove the internal damage was caused by shipment.

List every separate item that has apparent damage.

Complete Block 14, the member's acknowledgment. The dollar amount in Block 14c is an estimate only; it is not binding. The TSP's agent will complete Block 15. Make sure the agent signs the form and you are given three copies. You will need the reverse side to give additional notice.

If you have more damage than can be noted on the DD1840, use a continuation sheet. If you use a continuation sheet, make sure you get a copy before the TSP leaves.

6. Notice after Delivery. The DD1840R (reverse side of the DD1840) is used to notify the TSP of damages or losses discovered AFTER the delivery date.

TIME LIMIT: Failure to dispatch the DD1840R within 75 days of delivery may result in partial or complete denial of your claim. Don't miss this deadline!

SECTION A: Provide the requested information, listing all items in numerical order. Complete Block 2 of the DD1840R in the same manner as described above for Block 13 of the DD1840. Note: flip the carbons over to make three copies of the form. Attach additional sheets if necessary.

SECTION B: You can complete this section and mail the form to the TSP or you can give it to your unit's IO within 70 days of delivery:

- Block 3a: use the same address listed in block 9 on the DD1840.
- Block 3b: insert the date on which you (or your local unit IO) mail the DD1840R to the TSP. Use Certified Mail, Return-Receipt Requested. We will want that receipt to establish the date of dispatch.
- Block 4a: insert your unit address:
- Block 4b, c, and d: your local unit IO will complete these blocks.

Note: Don't date this form and then hold it for mailing. Don't backdate this form either. Mail it on the date you put in block 3b. Also, the dates in blocks 3b and 4c should be the same. If they are not, all or part of your claim may be denied for improper notice.

7. Responsibility for Giving Notice. The DD1840R must be delivered or mailed Certified, Return-Receipt Requested within 70 days of delivery. It is your responsibility to mail this form, or to get it to the Transportation Service Provider (TSP) within 70 days of delivery. Remember that you remain responsible. Get someone at the post office to date stamp your Certified Mail receipt to prove the date of dispatch.

PREPARING YOUR CLAIM

The Member must file the claim within nine months of delivery. In the past, most Members filed their claims through the Military Claims Office (MCO), but that is no longer the case under Full Replacement Value (FRV). What does not change is that the Member must complete the DD1840 or 1840R Forms to report loss and damage he or she finds at or after delivery. The member MUST submit these forms to the TSP within 70 days. That means that the forms must be Postmarked within 70 days. If a Service Member still chooses to submit the form through his or her local MCO, the Member may; but he or she must bring it to the claims office within 70 days, so that the MCO has time to dispatch it to the TSP in his or her behalf. The TSP then has the right to come out and inspect the damage.

If the Member misses the nine month filing deadline he or she will not be eligible for FRV, but will still be eligible for depreciated value, as in the current Military claims program, for up to two years from delivery. After 2 years, except in specific circumstances, the Member is not entitled to any payment from either the Transportation Service Provider (TSP) or the Military Claims Office. Meeting these deadlines and filing the claim is in the Members' hands.

1. You Need Two Forms, CG-4111 and CG-4112. Contact your unit's personnel office to get these forms and to get the name of your IO. You may also use forms DD 1842 and 1844 (instead of CG-4111 and CG 4112.)

Instructions for completing the Personal Property Claim, CG-4112, are in enclosure (2) and in the CG Claims Manual. You need to complete the front side of the form. Your IO will complete the reverse side, CG-4112A, the Claims Investigating Officer's Report of Personal Property Claim.

Instructions for completing the Demand on TSP, CG-4111, including a line-by-line explanation, are in enclosure (1) and in the CG Claims Manual. The reverse side of the form, Block23 is used to detail all of your lost and damaged items. It should go without explanation that you notified the TSP (via DD1840 or DDI840R) of everything you claim on the CG-4111. If CG-4111 contains extra items, be sure to explain why you did not notify the TSP of the loss or damage.

In the rare case when the TSP did not give you a DD1840/1840R, the CG-4111 may also be used to notify the TSP of your damages. If you use CG-4111 to give notice, the 70-day time limit still applies. See the instructions in enclosure (1) for more information.

2. Signatures. Complete and sign the front side of the CG-4112. You must personally sign the form or provide a Power of Attorney with the claim form authorizing someone else to sign on your behalf. A sample Power of Attorney is provided at the end of this section.

3. Documentation. You need to establish the value of the loss or damage to your household goods. You can do this by providing purchase receipts or by obtaining estimates, appraisals, or catalog excerpts. Obtaining these before you meet with the investigating officer will expedite resolution of your claim. Keep receipts for all purchased furniture, appliances, electronics, antiques, etc.

4. Number of Estimates. The documents you need depend upon the amount claimed for each item as follows:

- $50.00 and under. No document is required if you and the Claims Settlement Officer considers the amount reasonable.
- $50 to $200. Obtain at least one estimate or price quote from a repair facility or retailer in the business of repairing or selling the damaged item.
- $200 and over. Obtain at least two estimates or price quotes. Occasionally, you may find it difficult or unnecessary to obtain estimates, due to your remote duty location or to excessive estimate costs. In such cases, you should ask your IO to request a waiver of one or both estimates from the Claims Officer. We will also consider waivers where you and the IO can agree on a reasonable settlement (such as when you intend to do the repair yourself and a repair estimate will not add any useful information).

5. Catalog Excerpts. If the item is to be replaced or you need to establish value, submit catalog excerpts.

Include a copy of the catalog cover to identify the retailer. Use your local Exchange or the Military Exchange Mail Order Catalog before going outside to obtain prices.

6. Estimate Requirements. Your estimates need to provide certain information, as applicable:

The price of materials and labor should be listed separately. However, if the cost of materials does not exceed 10% of the repair cost, the repair shop may indicate a single cost and include the statement that "10% or less of the cost of repair is attributable to materials."

The estimate must distinguish between the cost of repairing new and pre-existing damage.

The estimate must separately list each item and the cost to repair that item.

Pickup and delivery charges must be separately listed also. These charges are only reimbursable if actually incurred.

If an estimate/appraisal fee has been charged, the estimate should indicate whether it is not refundable or if it can be deducted from the cost of repair or replacement. Only non-refundable estimate/appraisal fees are reimbursable.

7. Immediate Repairs. You may repair items which are essential to the functioning of your household without first obtaining a repair estimate.

Such items include washers, dryers, and refrigerators. However, the repair cost must be reasonable—it cannot exceed the item's depreciated replacement cost. In such cases, submit a copy of the repair invoice with your claim. If you have a question on whether an item is essential or if the repair expense is unreasonable, contact your TO.

8. Antiques. Because there is often a wide divergence of opinion as to the value of antiques (furniture, etc. over 100 years of age), you must show, by credible evidence, that an item claimed to be an antique has value regardless of its purchase price. This will generally require a certified appraiser's estimate of value. You should also include a listing of the appraiser's professional qualifications.

9. Internal Damage. If there is internal damage to an electrical appliance such as a television, stereo, VCR, or kitchen appliance, and there is no indication of external damage, the repair estimate should identify the most likely cause of the damage. To substantiate your claim, it is important to prove the damage was due to rough handling in transit. Damage to the carton in which an item was packed can also serve to demonstrate rough handling. See the enclosed Smooth Move Handouts on electronic damage on the next page.

10. Loss of Value. Non-repairable damage to or loss of part of a set (e.g., dining room table chair) does not generally justify replacement of the entire set. However, the Claims Officer will generally allow reimbursement for the diminished value of the set caused by the loss or damage of the piece.

11. Proof of Tender. If you claim items as missing from a carton and the loss was not itemized on the DD1840 at delivery, you must provide a statement, which substantiates ownership, and tender it to the TSP. If you can't prove that you shipped it, we can't pay you for its loss. Recall the importance of a complete inventory for your high-value items.

12. Only One Shipment Per Claim

It's possible to have several inventories for one PCS move: residence, non-temp storage, extra pickup from a second location, and POV. Be sure to pair each inventory with the controlling GBL, and only include those items associated with one GBL on each claim. Remember to keep your receipts, estimates, DD1840, etc. filed with each GBL/claim also.

AFTER YOUR CLAIM IS FILED

1. Inspection. Don't throw your damaged property away at the first opportunity.

The IO needs to view the damage. Also, the TSP has the right to inspect the damage. Keep your damaged property for a period of 75 days after the date of delivery or 45 days after the date the last DD1840R is mailed, whichever is later. Exceptions include: Essential items (e.g. refrigerator, washer, etc.) may be repaired; Hazardous items (e.g., broken glass) do not have to be retained. However, you must document the nature and extent of the damage. Do this with photographs.

Failure to retain an item for the TSP's inspection during the required period may result in denial of settlement for the item's loss or damage.

2. Salvage. The TSP has the right to salvage any item for which you receive the item's depreciated replacement cost. You must retain such items for 30 days after your claim is settled to allow the TSP the opportunity to exercise this right.

3. Accepting Settlement from the TSP. If the TSP offers to repair your property or to pay you for your damaged or lost items, you may accept the repairs or payment. If you do, you should not file a claim against the Coast Guard without talking to your TO. This will avoid double payments and a resulting repayment or pay checkage since we cannot settle with you for items the TSP has also paid you. However, you may be able to claim additional losses or expenses, which the TSP isn't required to cover. These include estimate fees and differences between TSP and CG liability on overseas shipments. Talk to your IO if you have questions.

For Cash Settlements. If you are satisfied with the TSP's offer of money for your losses, we encourage you to accept it.

If the TSP settlement is not satisfactory, forward the TSP's check to USCG Finance Center, Chesapeake, VA 23327-4121 with your completed claim. Also send the TSP a letter, certified mail, return-receipt requested, which tells the TSP what you have done. Do this in a timely manner.

4. For Repairs. If you are satisfied with the repairs, accept them by signing the repair documents. Include copies of these documents in your CG claim if you make one.

If the repairs are not satisfactory, do not accept the repairs. Indicate on any repair documents why you are not accepting the repairs. Again, include copies of these documents in your CG claim and thoroughly explain why the repairs were not satisfactory.

If the TSP sends you a check which has been made payable to the U.S. Coast Guard, you should promptly forward the check to the Claims Officer. Include your claim number if we've already received your claim.

SMOOTH MOVE HANDOUT # 1

THE INVENTORY

If any of your property is lost or damaged in shipment, you will find that a complete and accurate inventory is invaluable in documenting your loss. With this in mind, you simply must control the packing and accounting of your household goods. If items are not listed on the inventory, you may not be paid for their loss or damage when you file a claim.

One of the most common complaints is that there were a lot of packers and movers, and it was too hard to watch everything. Prior to the TSPs arrival, please take into consideration how large of area you have and ensure that the proper amount of people are there to assist and inspect the proper packing of all your household good items. Please pass on this information to your power of attorney if you are not available for the designated pack/pickup date.

THINGS TO WATCH FOR

Make sure that the packers write adequate descriptions of the contents on the boxes themselves and later on the inventory. While the packers do not have to list every item, they should write the general category of the items on the outside of the boxes. The general category of each box (e.g., toys, garage items, etc.) should also be written on the inventory.

Make sure items that would not logically be packed in a certain box are specifically listed. Examples: tools packed in a box marked clothes; a lamp packed in a box marked garage items. If you later claim for loss of an item that would not reasonably be expected to be found in a certain box, you may not be paid for it.

Watch the TSP employee who fills out the inventory to ensure he is describing the condition of your property correctly. If you disagree with his notations on preexisting damage, write your exceptions at the bottom of each inventory sheet.

Get your high-value items listed on the inventory. See the separate handout on high-value items.

Making your own pre-move inventory can be a big help. The list should describe the major items you own, such as furniture, electronic equipment, and art objects. List the purchase prices and dates for these items and collect the documentation to prove it: receipts, credit card slips, owner's manuals, canceled checks, pre-shipment appraisals, etc. Then take photographs to show the condition of the property. Keep this information separate from your household goods. As each of these items is packed, annotate your list with the box number where it is packed.

SMOOTH MOVE HANDOUT # 2

DD FORMS 1840 & 1840R

The DD Form 1840 and DD Form 1840R are colored pink. They are used to notify the TSP of your loss or damage after shipment. Unless you use these forms to make proper and timely notice, you may not be able to recover for your losses.

The DD 1840, the front side of the pink form, is filled out at delivery. It is called the Joint Statement of Loss or Damage at Delivery. Although many moves are rushed, you should take all the time you need to list any loss or damage that you noticed during delivery of your goods.

Make sure you open any boxes, which sustained external damage (opened, retaped, holed, crushed, or soaked) to determine if the contents are all there and are all right.

The DD 1840R is the reverse of the DD 1840. It has a different title: Notice of Loss or Damage. Upon delivery of the HHG or UB, it is the joint responsibility of the Transportation Service Provider (TSP) and the Owner to record on the Joint Statement of Loss or Damage at Delivery (DD Form 1840) all loss and transit damage that is found at delivery. Later discovered loss or transit damage shall be listed on the Notice of Loss or Damage after Delivery DD Form 1840R. The TSP shall accept this form (DD Form 1840R), as overcoming the presumption of correctness of the delivery receipt, if it is transmitted or postmarked within 70 calendar days of delivery. Notice shall not be required if a claim is filed with the TSP within 70 days of delivery. Neither the DD Form 1840 nor DD Form 1840R is conclusive; both can be rebutted by other evidence.

Carefully complete and timely mail the DD 1840R for two reasons: (1) an incomplete or late DD 1840R may cause the TSP and the Coast Guard to conclude that items were either not tendered (given to the TSP for shipment) or were not damaged in shipment. (2) The Coast Guard may deduct the amount that it could have recovered from the TSP from any amount payable to you on your claim. IN MANY CASES, THIS DEDUCTION WILL BAR PAYMENT. This is because the Coast Guard can usually recover 100% of the TSP's liability.

Even if you have a large shipment, you must complete the DD 1840R within 70 days. This means you need to do all your unpacking to make sure you have found all loss or damage so you can report it. It is permissible to file more than one DD 1840R if you discover loss or damage after you filed the first form, but all DD 1840Rs must be filed within 70 days.

You must use correct inventory numbers for all items. Before filling out the DD 1840R, make sure you reverse the carbons! You need to make three Copies, and you don't want the carbon obliterating anything you noted on the DD1840 at delivery.

Ask your IO or TO for help with the form if you have any questions whatsoever. Don't let the 70 days expire without reporting all your loss and damage.

SMOOTH MOVE HANDOUT # 3

DATES TO REMEMBER

Pre-Move

Review your insurance needs with your Transportation Officer (TO) or a private insurer to determine if you want additional coverage. If you buy insurance from the TSP, do it through your TO, not direct with the TSP. If your original GBL doesn't indicate Increased Valuation or Full Replacement Protection in Block 27, you don't have it.

Get a High-Value Inventory from your TO, and fill it out before the move.

Delivery Day

Complete the DD Form 1840 (pink form) before the TSP leaves.

Within 70 Days Of Delivery

Complete and deliver your DD Form 1840R (reverse of DD Form 1840) to Transportation Service Provider (TSP) .

The 70 days is a definite time period. You cannot get an extension. Do not let this time period lapse through oversight or neglect or because you are too busy. See the separate handout on the importance of the DD Form 1840/1840R.

After Delivery

Notify your private insurance company as stated in your policy.

Check with your insurer to determine how long you have to report your loss and file your claim.

If you have insurance, you must first file a claim with your insurer, before filing a claim with the Coast Guard.

Check your policy carefully because failure to notify your insurance company may result in denial of payment of those items by the insurer and by the Coast Guard.

Within Nine Months Of Delivery

Present your claim to the Transportation Service Provider (TSP). NOTE: it is better to complete the paperwork and get your claim in within three months: A late claim is a late claim and nothing will change that.

A CLAIM IS NOT CONSIDERED FILED UNTIL THE TRANSPORTATION SERVICE PROVIDER (TSP) RECEIVES IT. Mailing the claim at the nine month mark is not good enough—the claim must be received within nine months. If you mail the claim, make sure you mail it early.

The time period for filing the DD Form 1840R and the nine month period for filing a claim are completely different things.

Filing a DD Form 1840R within 70 days is required to notify the TSP of the loss. Notice, by itself, doesn't meet the requirement for filing a claim within nine months of delivery.

SMOOTH MOVE HANDOUT # 4

HIGH-VALUE ITEMS

See your TO to get a High-Value Inventory. Your TO will help you to fill it out. Give one copy to the TO, one to the packers, and keep one for your records.

The Coast Guard cannot pay you more than $50,000 per claim and is limited to how much it can pay for certain items. If the value of your household goods is greater than $50,000 or you have items, which exceed single item limits, you should obtain insurance to guard against potential losses. Single item maximums are listed in *It's Your Move* and in enclosure (1) to the Claims Manual.

Some examples of single-item maximums are: Furniture - $2,000 per item; $4,000 per set; Automobiles - $2,000 for all non-shipment claims ($20,000 in shipment).

Why are there maximums? In enacting the Military Personnel and Civilian Employees Claims Act, Congress only provided payment for property that was "reasonable or useful" under the circumstances of military service.

You need to be able to prove ownership and value for expensive and valuable items that you claim. The High-Value Inventory helps you to do this. It is also an excellent idea to make your own pre-move inventory of your more valuable household goods. The list should include all major items along with their purchase prices and purchase dates. Keep your receipts and owner's manuals also. Consider using photographs to document ownership and the condition of your property and value. For very expensive and valuable property, you may wish to obtain pre-shipment appraisals of their value. Keep your ownership documents separate from your property, and don't ship them with your household goods.

On Packing Day, use your list or your High-Value Inventory to ensure that each valuable item is packed, or safeguarded. Annotate your list with the box number where each item is packed.

DO NOT SHIP CASH, ETC. This point cannot be overemphasized. This admonition applies to jewelry, coins, stamp collections, etc. If you file a claim for such small, valuable, easily pilferable items, you will not be paid unless the items are specifically listed on the inventory and you can also substantiate ownership and value. Cash, jewelry, etc., are such high-theft items—and the potential for fraud in this area is so great—that claims for such items are frequently denied. Hand carry these items!

SPECIAL POWER OF ATTORNEY FOR HOUSEHOLD GOODS

KNOW ALL PERSONS BY THESE PRESENTS: That I, _____ , a member of the U.S. Coast Guard on active duty, hereby appoint _____ of _____ , as my of true and lawful attorney-in-fact to:

[LINE OUT AND INITIAL ANY POWERS WHICH AREN'T NEEDED]

(1) take possession of and order the removal and shipment of any of my household goods, personal baggage, or other personal property where-so-ever located and to cause it to be shipped under Government orders to such places as my attorney may deem appropriate.

(2) receive, take possession of, inspect, and take exception to my household goods, personal baggage, or other personal property upon delivery after their shipment under Government orders, and

(3) file any claims on my behalf for loss or damage to any property shipped under Government orders; however, any settlement arising under a claim filed on my behalf shall be payable to me.

I HEREBY GIVE AND GRANT TO my attorney-in-fact full power and authority to perform every act and thing whatsoever that is necessary or appropriate to accomplish the purposes for which this Power of Attorney is granted, as fully as I could do if I were present.

All endorsements made for the purpose of carrying out any of the foregoing powers. shall contain my name, followed by that of my attorney-in-fact, and the designation "attorney-in-fact-"

This Power of Attorney shall continue to be effective should I become disabled. incompetent or incapacitated before the expiration date.

UNLESS SOONER REVOKED OR TERMINATED BY ME, this Power of Attorney shall expire one year after the date of execution. as noted below.

_____
Signature

State of _____
County of _____

The foregoing instrument was acknowledged before me this _____ (date) by _____.

_____
Signature of commissioned officer

_____, _____
Rank/Service Serial number

DIRECTORY OF PRIVATE SCHOOLS
Appendix C

Check the **Hawai`i Association of Independent Schools** (HAIS) website
at *http://www.hais.org* for detailed information

Remark Codes	PS	K	Ca	B	G	CO	YR
	PreSchool	Kindergarten	Catholic	Boys Only	Girls Only	Coed	Year round

Oahu Private Schools

School Name	Phone	Address	City	Zip	Remarks
Academy of the Pacific	595-6359	913 Alewa Drive	Honolulu	96818	6-12
Adventist Malama Elem. School	696-3988	86-072 Farrington Hwy	Waianae	96792	K-8
Alphabetland Preschool	677-8009	94-069 Waipahu St	Waipahu	96797	PS
ASSETS School	423-1356	One Ohana Nui Way	Honolulu	96818	
Calvary Childcare Center	834-5728	1215 Ala Aolani St	Honolulu	96819	PS
Carey School	261-1388	260 N. Kainalu Drive	Kailua	96734	
Cathedral Catholic Academy	533-2069	1728 Nuuanu Avenue	Honolulu	96817	K-8, Ca, YR
Central Union Preschool	946-4025	1660 S. Beretania St	Honolulu	96826	
Chaminade University	735-4875	3140 Waialae Ave.	Honolulu	96816	PS-K, Ca
Children's House Inc.	455-4131	1840 Komo Mai Drive	Pearl City	96782	PS-6
Christian Academy	836-0233	3400 Moanalua Road	Honolulu	96819	PS-12
Damien Memorial High School	841-0195	1401 Houghtailing St	Honolulu	96817	9-12, Ca, B
Hanahau`oli School	949-6461	1922 Makiki Street	Honolulu	96822	K-6
Hanalani Schools	625-0737	94-294 Anania Drive	Mililani	96789	K-12
Hawai`i Baptist Academy Elementary	524-5477	21 Bates Street	Honolulu	96817	K-6
Hawai`i Baptist Academy High School	595-6301	2429 Pali Highway	Honolulu	96817	
Hawaiian Mission Academy	536-2207	1438 Pensacola St	Honolulu	96822	PS
Hawaiian Mission Academy (windward)	261-0565	160 Mookua Street	Kailua	96734	K-8
Hawaiian Mission Elementary School	949-2033	1415 Makiki Street	Honolulu	96814	K-8
Ho`ala School	621-1898	1067A California Ave	Wahiawa	96786	K-8
Holy Family Catholic Academy	423-9611	830 Main Street	Honolulu	96818	K-8, Ca
Holy Nativity School	373-3232	5286 Kalanianaole Hwy	Honolulu	96821	PS-6
Holy Trinity School	396-8466	5919 Kalanianaole Hwy	Honolulu	96821	PS-8, Ca,
Hongwanji Mission School	532-0522	1728 Pali Highway	Honolulu	96813	PS-8
Honolulu Waldorf Elem School	377-5471	350 Ulua Street	Honolulu	96821	
Honolulu Waldorf High School	735-9311	5257 Kalanianaole Hwy	Honolulu	96821	
Iolani School	949-5355	563 Kamoku Street	Honolulu	96826	K-12
Kaimuki Christian School	737-8186	1117 Koko Head Ave	Honolulu	96816	PS-8
Kailua Christian Academy	263-9999	1110 Kailua Rd #A	Kailua	96734	K-12
Kamehameha Schools	842-8211	1887 Makaua Kane St.	Honolulu	96817	PS-12
Kawaihao Child Care	585-0622	872 Mission Lane	Honolulu	96813	
Koolau Baptist Church & Academy	233-2900	45-633 Keneke Street	Kaneohe	96744	K-12
La Pietra Hawai`i School for Girls	922-2744	2933 Poni Moi Road	Honolulu	96815	6-12

Oahu Private Schools (continued)

School Name	Phone	Address	City	Zip	Remarks
Lanakila Baptist Elem Schools	677-0731	94-1250 Waipahu St	Waipahu.	96797	K-6
Lanakila Baptist H.S.	681-3146	91-1219 Renton Road	Ewa Beach	96822	7-12
Le Jardin Academy	261-0707	917 Kalanianaole Hwy	Kailua	96734	PS-10

Lutheran High School	949-5302	1404 University Ave	Honolulu	96822	9-12
Maili Bible School	696-3038	87-138 Gilipake St	Waianae	96792	
St. Mark's Children Center	734-6112	539 Kapahulu Avenue	Honolulu	96815	
Maryknoll Grade School	952-7100	1526 Alexander St.	Honolulu	96822	PS-8, Ca
Maryknoll High School	952-7200	1402 Punahou Street	Honolulu	96822	9-12, Ca, CO
Mid-Pacific Institute	973-5000	2445 Kaala Street	Honolulu	96822	K-12
Montessori Community	522-0244	1225 Nehoa Street	Honolulu	96822	PS-6
Navy Hale Keiki	423-1727	153 Bougainville Dr	Honolulu	96818	PS-2
Our Lady of Good Council	455-4533	1530 Hoolana Street	Pearl City	96782	PS-8, Ca
Our Lady of Perpetual Help	689-0474	91-1010 North Road	Ewa Beach	96706	K-8, Ca
Our Redeemer Lutheran	945-7765	2428 Wilder Avenue	Honolulu	96822	K-8
Our Savior Lutheran	488-0000	98-1098 Moanalua Road	Aiea	96701	PS-8
Playmate Kindergarten & Grade Sch	536-6442	1704 Keeaumoku Street	Honolulu	96822	PS-3
Punahou School	944-5711	1601 Punahou Street	Honolulu	96822	K-12
Sacred Hearts Academy	734-5058	3253 Waialae Avenue	Honolulu	96816	PS-8, Ca
Sacred Hearts Academy	734-5058	3253 Waialae Avenue	Honolulu	96816	9-12, Ca, G
Redemption Academy	266-2341	355 N. Kainalu Drive	Kailua	96734	
Seagull Schools, Inc.	689-6021	Ocean Point.	Ewa	96706	PS
Soto Academy	533-0452	1708 Nuuanu Ave	Honolulu	96817	
St. Andrew's Priory	536-6102	224 Queen Emma Square	Honolulu	96813	K-12
St. Ann’s Elementary	247-3092x222	46-125 Haiku Rd	Kaneohe	96744	1-8
St. Anthony’s School-Kailua	261-3331	148 Makawao Street	Kailua	96734	PS-8, Ca
St. Anthony's School	845-2769	640 Puuhale Road	Honolulu	96819	K-8, Ca
St. Clement's School	949-2082	1515 Wilder Avenue	Honolulu	96822	
St. Elizabeth School	488-5322	99-310 Moanalua Road	Aiea	96701	K-8, Ca
St. Francis School	988-4111	2707 Pamoa Road	Honolulu	96822	6-12, Ca, G
St. John the Baptist Catholic School	841-5551	2340 Omilo Lane	Honolulu	96819	PS-8, Ca
St. John Vianney School	261-4651	940 Keolu Drive	Kailua	96734	K-8, Ca
St. Johns Mililani Montessori	623-7331	95-370 Kuahelani Ave	Mililani	96789	
St. Joseph School-Waipahu	677-4475	94-651 Farrington Hwy	Waipahu	96797	K-8, Ca
St. Louis School	739-7777	3142 Waialae Avenue	Honolulu	96816	6-12, Ca, B
St. Mark Lutheran	247-5589	45-725 Kamehameha	Kaneohe	96791	
StSt. Michael's School	637-7772	67-340 Haona Street	Waialua	96791	PS-8, Ca
St. Patrick School	734-8979	1124 7th Avenue	Honolulu	96816	K-8, Ca
St. Theresa School	536-4703	712 North School St	Honolulu	96817	K-8, Ca
St. Timothy's Children (Episcopal)	488-5747	98-939 Moanalua Road	Aiea	96701	PS
Star of the Sea Early Learning Center	734-3840	4470 Aliikoa St.	Honolulu	96821	
Star of the Sea Elementary School	734-0208	4469 Malia Street	Honolulu	96821	1-8, Ca, YR
Sultan Early Intervention (Easter Seals)	536-3764	710 Green Street	Honolulu	96813	
Sunset Beach Christian	638-8274	59-578 Kamehameha	Haleiwa	96712	
Trinity Christian School	262-8501	875 Auloa Road	Kailua	96734	
Trinity Lutheran School	621-6033	1615 California Ave	Wahiawa	96786	
Variety School of Hawaii	732-2835	710 Palekaua St.	Honolulu	96816	K-8
Nazarene School	531-5251	408 N. Judd Street	Honolulu	96817	
Windward Nazarene Academy	235-8787	45-232 Puaae Rd.	Kaneohe	96744	

Neighbor Island Private Schools

School Name	Phone	Address	City	Zip	Remarks
Maui					
Christ the King School	877-6618	211 S. Kaulawahine St	Kahului	96732	PS-6, Ca
Doris Todd Christian School	579-9237	519 Baldwin Ave	Paia	96779	PS-8
Haleakala Waldorf School	878-2511	4160 Lower Kula Rd	Kula	96790	PS-8
Montessori Hale O Keiki	874-7441	P. O. Box 2348	Kihei	96753	PS-6
Sacred Hearts School	661-4720	239 Dickenson St	Lahaina	96761	K-8, Ca
Seabury Hall	572-7235	480 Olinda Rd	Kihei	96768	K-12
St. Anthony Grade School	244-4976	1627A Mill Street	Wailuku	96793	K-6, Ca
St. Anthony Jr.-Sr. High School	244-4190	1618 Main Street	Wailuku	96793	7-12, Ca, CO
St. Joseph School	572-8675	57 Dominican Lane	Makawao	96768	PS-6, Ca
Hawai`i					
Hawaii Prep Academy	885-7321	65-1692 Kohala Mtn. Rd	Kamuela	96763	PS-12
Hualalai Academy	326-9866	74-4966 Kialaka`a St.	Kailua-Kona	96745	K-12
Kona Adventist School	323-2788	82-1013 Kinue Rd	Captain Cook	96704	K-9
St. Joseph Elementary School	935-4935	999 Ululani Street	Hilo	96720	PS-6, Ca
St. Joseph Jr.-Sr. High School	935-4936	1000 Ululani Street	Hilo	96720	7-12, Ca
Kauai					
Island School	246-0233	3-1875 Kaumualii Hwy	Lihue	96766	PS-12
Kahili Adventist School	742-9294	PO Box	Koloa	96745	K-12
Kula High & Inter. School	828-0077	4551 Kapuna Rd.	Lihue	96766	K-12
St. Catherine School	822-4212	5021 Kawaihau Road	Kapaa	96746	PS-8, Ca
St. Theresa School	337-1351	P.O. Box 277	Kekaha	96752	PS-8, Ca

NOTE: Most schools in Hawai`i have a website.
Go to Google, Yahoo, or other Search Engine and search on the school's name.

DIRECTORY OF PRE-SCHOOLS
Appendix D

OAHU

PRE-SCHOOL NAME	PHONE	ADDRESS	CITY	ZIP
A Caring Place	261-1388	260 N. Kainalu Dr.	Kailua	96734
Aiea Hongwanji Preschool	488-0404	99-186 Puakala Street	Aiea	96701
Aliamanu Child Develop Center(AMR)	833-5570	Building 1783, Bougainville Lp	Honolulu	96818
Alphabetland Preschool	456-3244	1716 Komo Mai Drive	Pearl City	96782
Alphabetland Preschool	677-8009	94-069 Waipahu Street	Waipahu	96797
Angels at Play Preschool	944-2625	2062 S. King St.	Honolulu	96821
Barbers Point Child Develop Center	682-0013	Bldg 1965, Bougainville Ave	Kalaeloa	96862
Bougainville Child Develop Center	422-7133	151 Bougainville Drive	Honolulu	96818
Calvary By the Sea School (Montesorri School)	377-5104	5339 Kalanianaole Hwy	Honolulu	96821
Calvary Child Care Center	834-5728	1215 Ala Aolani Street	Honolulu	96819
Calvary Episcopal Preschool & Day Care	235-4833	45-435 Aumoku Street	Kaneohe	96744
Central Union Preschool	946-4025	1660 S. Beretania	Honolulu	96826
Children's House	455-4131	1840 Komo Mai Drive	Pearl City	96782
Christ Lutheran Preschool	623-9229	95-1361 Meheula Parkway	Mililani	96789
Christian Academy Preschool	836-0233	3400 Moanalua Road	Honolulu	96819
Emmanuel's Preschool	261-3012	780 Keolu Dr.	Kailua	96734
First Baptist Church of Wahiawa	622-4321	1233 California Ave	Wahiawa	96786
First Chinese Church Preschool	593-9889	1061 Young St.	Honolulu	96814
First United Methodist	522-9565	1020 S. Beretania St.	Honolulu	96814
Good Shepard Lutheran Preschool	533-3088	638 N. Kuakini St	Honolulu	96817
Fort Shafter Child Develop Center	438-1151	Building 900	Fort Shafter	96858
Hanalani Schools	625-0737	94-294 Anania Drive	Mililani	96789
Harbor Child Develop Center	449-9234	15 MWRSS/MWYC, Bldg 623 900 Hangar Avenue	Hickam AFB	96853
Hawai`i Kai Church Child Care Ctr	395-7854	265 Lunalilo Home Rd.	Honolulu	96825
Hawai`i Kids at Work	531-7213	1041 E Nuuanu Ave	Honolulu	96817
Head Start	488-6712	99-102 Kalaloa Street	Aiea	96701
Head Start Jack Hall	671-2244	94-827 Kuhaulua Street	Waipahu	96797
Helemano Child Develop Center	653-0724	Helemano Military Reserv.	Wahiawa,	96786
Hickam Child Development Center	449-9880	Building 1597	Hickam AFB	96853
Highlands Child Care Center	455-4777	757 Hoomalu Street	Pearl City	96782
Holy Trinity School	394-6055	5919 Kalanianaole Hwy	Honolulu	96821
Hongwanji Mission Daycare	532-0522	1728 Pali Hwy	Honolulu	96813
Honolulu Christian Preschool	973-4340	2207 Oahu Ave.	Honolulu	96822
Honolulu Waldorf School	377-5471	350 Ulua Street	Honolulu	96821
Iroquois Point CoOp Preschool	499-1279	5100 Iroquois Ave.	Ewa Beach	96706
Kailua Baptist Preschool	262-6070	1080 Kailua Rd	Kailua	96734
Kaimuki Christian School	737-8186	1117 Koko Head Ave.	Honolulu	96816
Kaimuki Community Preschool	737-1202	1053 6th Ave.	Honolulu	96816

OAHU continued

PRE-SCHOOL NAME	PHONE	ADDRESS	CITY	ZIP
Kalihi Child Care Preschool	845-8233	1030 Horner St.	Honolulu	96819
Kama'aina Kids	455-3330	784 Kamehameha Hwy	Pearl City	96782
	599-2807	930 Lunalilo Street	Honolulu	96822
	254-5402	38 Kaneohe Bay Dr	Kailua	96734
	595-6634	1052 Ilima Dr	Honolulu	96817
	682-8150	1965 Saratoga St	Kapolei	96707
	263-5554	1425 Keolu Dr	Kailua	96734
	681-1503	91-1841 Ft Weaver Rd	Ewa Beach	96706
	247-0718	45-520 Keaahala Rd	Kaneohe	96744
	623-1322	345 Kahelu Ave	Mililani	96789
	839-4977	3215 Ala Ilima St	Honolulu	96818
	677-3573	94-531 Waipahu St	Waipahu	96797
Kawaiahao Chidcare Center	585-0622	872 Mission Lane	Honolulu	96813
KCAA Atherton Preschool	261-8333	410 Oneawa Street	Kailua	96734
KCAA Kuapa Preschool	395-7345	6774 Hawai`i Kai Drive	Honolulu	96825
KCAA Mother Rice Preschool	946-4072	2707 South King Street	Honolulu	96826
KCAA Muriel Preschool	593-0567	1045 Kawaihao Street	Honolulu	96814
KCAA Na Lei Preschool	845-4115	2511 Rose Street	Honolulu	96819
KCAA Wai Kahala Preschool	732-1755	1261 Pueo Street	Honolulu	96816
KCAA Laura Morgan Preschool	841-2931	1867 Kaikunane Loop	Honolulu	96817
Keiki Aloha Daycare/ Preschool	488-5585	98-027 Hekaha St #47	Aiea	96701
Kilohana Preschool	373-4434	5829 Mahimahi St.	Honolulu	96821
Kula O'Kamalii Child Development Center	257-1388	Building 6111 Kaneohe Marine Corps Base Hawai`I	Kaneohe Bay Kaneohe Bay	96863
Le Jardin Academy	261-0707	1110-A Kailua Road	Kailua	96734
Little Friends Learning	538-7624	2313 Nuuanu Ave	Honolulu	96817
Love A Keiki Child Care Center	842-5444	1239 Olomea St.	Honolulu	96817
Lumbini Hongwangji Preschool & Daycare Center	845-7720	1731 N. School Street	Honolulu	96819
Our Redeemer Lutheran	946-2566	1730 Punahou	Honolulu	96822
Makakilo Baptist Church Presch	672-3505	92-611 Makakilo Drive	Kapolei	96707
Makiki Christian Preschool	594-8916	829 Pensacola Street	Honolulu	96814
Malama Na Keiki O Waianae	696-3988	86-072 Farrington Hwy	Waianae	96792
Manoa Valley Church Preschool	988-3271	2728 Huapala Street	Honolulu	96822
Maryknoll Schools (PK-8)	952-7300	1722 Dole Street	Honolulu	96822
Messiah Lutheran Preschool	681-8100	91-679 Fort Weaver Road	Ewa Beach	96706
Mililani Baptist Preschool	625-7499	94-293 Anania Drive	Mililani	96789
Mililani Missionary Preschool	625-7571	95-801 Kipapa Dr.	Mililani	96789
Mililani Presbyterian Child Center	623-6663	95-410 Kuahelani Ave	Mililani	96789
Moanalua Community Preschool	422-9491	20 Bougainville Drive	Honolulu	96818
Moiliili Hongwanji Preschool	946-4416	902 University Ave.	Honolulu	96826
Montessori Center of Pearl Harbor	422-6833	45 Makalapa Drive	Honolulu	96818
Montessori Community Preschool	522-0244	1225 Nehoa Street	Honolulu	96822
Na Keiki Preschool	696-2466	85-671 Farrington Hwy	Waianae	96792
Child Development Center	257-8354 96863	Building 6111, Marine Corps Base		Kaneohe Bay
Navy Hale Keiki School	423-1727	153 Bougainville Drive	Honolulu	96818
NCTAMS EASTPAC Child Development Center	653-5305	Building 416	Wahiawa	96786
Nuuanu Baptist Preschool	537-3644	2010 Nuuanu Ave	Honolulu	96817
Nuuanu Keiki care Preschool	595-2700	110 Coelho Way	Honolulu	96817
Our Lady of Good Counsel Preschool	455-4533	1530 Hoolana Street	Pearl City	96782
Our Savior Lutheran Preschool	488-0000	98-1098 Moanalua Road	Aiea	96701
Pali Preschool	523-6495	467 N. Judd Street	Honolulu	96817
Pali View Baptist Preschool	235-2271	45-510 Halekou Road	Kaneohe	96744
Palisades Baptist Preschool	456-9066	2251 Auhuhu Street	Pearl City	96782
PARENT Participation Nursery School		254-883392 Kaneohe Bay Dr.	Kaneohe	96734

OAHU continued

PRE-SCHOOL NAME	PHONE	ADDRESS	CITY	ZIP
Pearl Harbor CDC	422-7133	151 Bougainville Dr.	Honolulu	96819
Playmate Daycare Center	536-6442	1704 Keeaumoku Street	Honolulu	96822
Punana Leo 0 Honolulu	841-6655	1313 Kam IV Road	Honolulu	96819
Punana Leo O Kawaiahao	536-7999	880 Mission Lane	Honolulu	96817
Punana Leo Ko'olauloa	293-4441	56-449 Kamehameha Hwy.	Kahuku	96731
Punana Leo O Waianae	696-0212	85-165 PlantationRd	Waianae	96792
Queen Emma Preschool	595-4686	3019 Pali Highway	Honolulu	96817
Olivet Baptist Preschool	949-7548	1775 S. Beretania Street	Honolulu	96826
Rainbow Hale Child Development Ctr	839-4884	151 Bougainville Drive	Honolulu	96818
Rainbow Preschool	293-5064	56-499 Kamehameha Hwy	Kahuku	96731
Rainbow Preschool Kaneohe	247-8840	45-211 Waikalua Road	Kaneohe	96744
Rainbow School Mililani	623-3955	95-1361 Meheula Parkway	Mililani	96789
Rainbow Schools (Fed. Bldg.)	541-1701	300 Ala Moana Blvd #1112	Honolulu	96850
Rainbow School Wahiawa	621-3933	108 California Avenue	Wahiawa	96786
Rosary Preschool & Kindergarten	677-1202	94-1249 Lumikula Street	Waipahu	96797
Schofield Child Development Center	655-7106	Schofield Barracks	Wahiawa,	96786
Seagull School of Kailua	261-8534	1300 Kailua Road	Kailua	96734
Seagull Schools of Kapolei	674-1444	91-531 Farrington Hwy	Kapolei	96707
Naval Submarine Base Child Development	473-2669	Naval Station	Pearl Harbor	96860
St. Andrew's Priory School	532-2455	224 Queen Emma Street	Honolulu	96813
St. Ann's Early Learning Center	247-3092	46-125 Haiku Road	Kaneohe	96744
St. Clement's School	949-2082	1515 Wilder Ave	Honolulu	96822
St. George's Episcopal Preschool	423-0154	511 Main Street	Honolulu	96818
St. Luke's Preschool	538-3481	45 N. Judd St.	Honolulu	96817
St Mark's Children's Center	734-6112	539 Kapahulu Ave	Honolulu	96815
St. Philomena's Early Learning Center (Montessori School)	833-8080	3300 Ala Laulani St.	Honolulu	96818
St. Timothy's Children's Center	488-1766	98-939 Moanalua Road	Aiea	96701
Star of the Sea ELC	734-3840	4470 Alii Koa Street	Honolulu	96821
The Children's Center	595-6341	2651 Pali Hwy	Honolulu	96817
The Early Education Center	533-0004	1130 Alapai Street	Honolulu	96813
The Early School	955-5881	2510 Bingham Street	Honolulu	96826
The Salvation Army Leeward Ohana Keiki Preschool	487-1636	98-612 Moanalua Loop	Aiea	96701
The Toddler Program	735-3197	3509 Pahoa Ave.	Honolulu	96816
Trinity Chrisitan School	262-8501	875 Auloa Road	Kailua	96734
Trinity Church & Schools	621-6033	1611 California Ave	Wahiawa	96786
UH Manoa Childrens Center	956-7963	2600 Campus Rd, Rm 406	Honolulu	96822
Ulupono-Kamehameha School	842-8461	1850 Makuakane Street	Honolulu	96817
Unity Preschool	735-7666	3608 Diamond Head Circle	Honolulu	96815
University Ave Baptist Preschool	947-6679	2305 University Ave	Honolulu	96822
Trinity Lutheran Preschool	621-6033	1611 California Avenue	Wahiawa	96786
Wahiawa Baptist Preschool & Daycare	622-2454	1233 California Avenue	Wahiawa	96786
Wahiawa Preschool/Daycare Ctr	621-6214	1445 California Avenue	Wahiawa	96786
Waianae Coast Day Care	695-9656	84-1061 Noholio Road	Waianae	96792
Waikiki Community Preschool Center	922-2098	310 Paoakalani Ave	Honolulu	96815

OAHU continued

PRE-SCHOOL NAME	PHONE	ADDRESS	CITY	ZIP
Waiokeola Preschool	734-4277	4705 Kilauea Ave	Honolulu	96816
Waiolani-Judd Preschool	531-5251	408 N. Judd Street	Honolulu	96817
Waipio Community Baptist Preschool	676-9397	94-1210 Waipio Uka Street	Waipahu	96797
Wesley United Methodist Child Care Center	732-3273	1350 Hunakai St.	Honolulu	96816
Windward Nazarene Academy	235-8787	45-232 Puaae Road	Kaneohe	96744

NEIGHBOR ISLANDS

PRE-SCHOOL NAME	PHONE	ADDRESS	CITY	ZIP
Hale Montessori Inc	329-0700		Kona	
Montessori School of Maui	573-0374	2933 Baldwin Ave	Maui	96768
Montessori Country School	965-9994		Pahoa, Hawaii	
Kama'aina Kids	871-8197	193 West Kamehameha	Kahului, Maui	96732
	677-0422	553 Wainee St	Lahaina Maui	96761
	874-8844	10 Manino Circle	Kihei, Maui	96753

PATCH (People Attentive to Children) CHILD CARE RESOURCES

Oahu (Honolulu)	839-1988
Kauai	246-0622
Hawai`i	
Kona	325-3864
Hilo	961-3169
Maui	242-9232

NOTE: Most schools in Hawai`i have a website. Go to Google, Yahoo, or other Search Engine and search on the school's name.

FAMILY ADVOCACY PROGRAM
Appendix E

FAMILY ADVOCACY PROGRAM

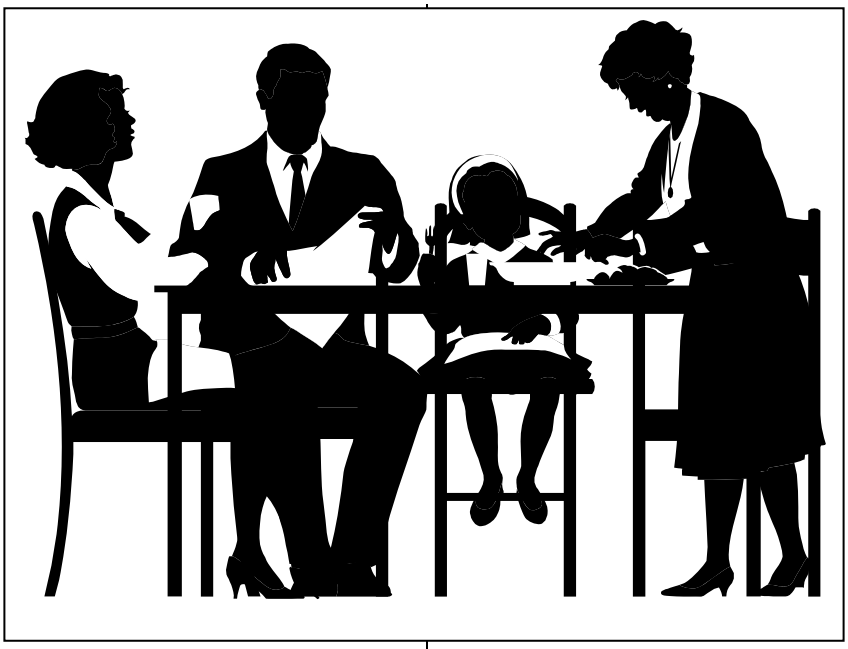
The Work-Life Family Advocacy Specialist serves Coast Guard active-duty members, family members, retirees, reservists, Auxiliarists, and civilian employees stationed throughout the D14 area of responsibility. The goal of these services is to help members balance their "work" and "home" lives. The program is for those who have the insight to know when their lives are "out of balance" or who find themselves in unacceptable situations. Family Advocacy Programs attempt to resolve work-life issues through education and training, and by providing individuals with information about, and referrals to, appropriate federal, DoD, state and local resources.

Assistance and referral are provided in cases of:

- Divorce
- Marriage Difficulties
- Custody Questions
- Psychiatric Referrals
- Crisis Intervention
- Early Return of Dependents
- Humanitarian Assignments
- Special Needs
- Parenting Issues
- Child Supervision Issues
- Family Violence
- Child, Spouse, Elder, and Sibling Abuse and Neglect

Command and family education is available in the following areas:

- Parenting
- Anger Management
- Spouse, Elder, and Sibling Abuse
- Child Abuse and Neglect
- Special Needs
- Couples Communication
- Program Overview



The Base Honolulu Family Advocacy Specialist has a Masters Degree in Social Work and is a state licensed, social worker and a licensed Marital and Family Therapist who serves as an intervention and prevention specialist. He has many years of experience working with military and other families who find themselves overwhelmed by stress and/or are in a traumatic relationship.

The Family Advocacy Program coordinates and develops the following activities:

Receives, assesses, and manages reports of spouse, child, elder, or sibling abuse and neglect. Also provides prevention classes and services such as: Parenting Skills Training, Couples Communication Classes, Stress and Anger Management, and more.
When a case of family violence is substantiated (believed to have occurred) the Family Advocacy Specialist manages the case, obtains appropriate professional services to prevent future family violence, and coordinates with the command.

The Family Advocacy Program supports the National Committee on the Prevention of Child Abuse "Blue Ribbon Campaign"--Each year the Coast Guard Community joins the state of Hawai`i in wearing and displaying a small blue ribbon on a shirt, a car antenna, or a door knob to show support for and our desire to help prevent child abuse and neglect.

YOU SHOULD USE FAMILY PROGRAM SUPPORT SERVICES WHEN:

… the verbal and nonverbal communication in your relationship deteriorates to an unhappy level due to some unresolved misunderstanding.

…it's time for an options discussion with a counselor that will help you to communicate assertively.

…you are unable to resolve differences without a major argument.

… the marriage begins to fail (not after it's irreparable).

…it's time for a marriage counselor.

… your mother in Florida is diagnosed with cancer and is facing certain death. You want to be with her for the length of time she has left, but you are active duty and single.

…it's time for an "option search" for information on humanitarian transfers, PCS moves, mutuals, discharge, dependent status, transportation, financial resources, mental health support, and medical care services in your mother's state.

… your anger turns to violence against your spouse or child

…it's time for an "option search" for a Family Advocacy Counselor to help you end the violence.

…it's time for an "options search."

Call your Work-Life Family Advocacy Specialist for information and referrals or any time you feel out of control, sad, lonely, angry, and/or unloved at (808) 842-2087 and begin your "option search."

In Hawai`i, we have a word: *Ohana*.

It means *family*, but not necessarily blood relatives. Your *Ohana* is a *family of spirit* and can include friends, civic groups, clubs, even coworkers. Part of family advocacy, Hawaiian Style, is taking care of each other, enjoying each other, and valuing each other.

Mutual Respect, Kindness—even Having Fun—is essential to mission readiness.

FAMILY ADVOCACY PROGRAM RESOURCES

Area code for Hawai`i is (808)

EMERGENCY INFORMATION

Security - Red Hill..... 438-7114 / 7116
Coast Guard Family Advocacy..... 842-2087
Emergency Digital Pager..... 598-6437
Suicide Crisis Hotline..... 521-4555
Military Information..... 474-1110
Child Protective Services Intake..... 832-5300
Coast Guard Chaplain..... 541-2076
Domestic Violence Hotline and
Civilian Shelter Information..... 841-0822
American Red Cross..... 734-2101

RESOURCE INFORMATION AND REFERRAL

Work-Life Family Programs 842-2085
Aloha United Way ASK 2000..... 275-6569
Administration Offices 536-1951

ALCOHOL RESOURCES

Addictions Prevention Specialist..... 842-2092
Army Community Services 655-2400

MILITARY FAMILY SERVICE CENTERS

(Counseling and Assistance)

Coast Guard Work-Life Center 842-2085
Coast Guard Employee Assist. Program 800-222-0364
Navy Fleet & Family Support 474-1999
Army Community Services 655-4227
USMC Kaneohe Personal Services 257-7780

INTERPRETERS

Bilingual Access Line..... 526-9724

DOMESTIC VIOLENCE

Coast Guard Family Advocacy 842-2087
Digital Pager 598-6437
Family Peace Center--Family Violence 944-0900
Adults Molested as Children..... 734-8795
Hawai`i Family Court--Restraining Orders 538-5959
Sex Abuse Treatment Center 524-7273
Honolulu Police Department..... 529-3111
Police Service – Island of Oahu..... 911

FINANCIAL ASSISTANCE

Employee Assistance Program..... 842-2090
Coast Guard Mutual Assistance..... 842-2012

LEGAL ASSISTANCE

CG D14(d1) 535-3240
Pearl Harbor Legal..... 473-1393
Domestic Violence Legal Hotline..... 531-3771

TRIPLER ARMY MEDICAL CENTER

Information 433-6661
Coast Guard Clinic..... .433-9800
Psychiatry 433-2737
Child and Adolescent Psychiatry 433-6418
Active Duty Psychiatry..... 438-6060
Social Work Services/Family Advocacy 433-6060

MISCELLANEOUS

Food Stamps Information 643-1643
The Mediation Center of the Pacific 521-6767
(Divorce, Neighborhood Conflict Resolution)
CGOmbudsman Support..... 842-2091
Kahi Mohala (Psychiatric Inpatient Svcs)..... 671-8511
Sex Abuse Treatment Center 524-7273

TRANSITION AND RELOCATION ASSISTANCE PROGRAMS

Appendix F

Introduction

The Base Honolulu, **Transition & Relocation Programs Manager (TRM)**, manages four programs: *Transition, Spouse Employment, Relocation and Ombudsman*.

The **Transition** Program assists members and families leaving the Coast Guard through separation or retirement. Services include TAP (Transition Assistance Program) information, resources, and seminars; job hunting; resume creation; and interview skills.

Spouse Employment is important to most families moving to the State of Hawai`i. An entire Section of this handbook is devoted to it, with additional information about child labor laws, and employment support for military veterans. See the *Spouse Employment Section*.

The Relocation Program is what a reader of this handbook is most concerned with—services supporting members and families with Permanent Changes of Station. The TRM supports commands by guiding their Sponsor Program Coordinators and being a source of information and referral.

COMDTINST 5400.20A states: "…to assist active duty, recalled reservists, recently separated and retired personnel, civilian members, and family members during the relocation cycle. This cycle consists of five phases: Pre-Departure, Transition, Arrival, Reconnect[ion] and Stabilization…."

Helping our people find work, transition, and/or relocate is the right thing to do, it's mandated by law, it's a proven successful business practice by employers of choice; and, when not done well, it has a short- or long-term impact on mission readiness and/or retention. The Coast Guard is committed to helping members and their families. The most immediate, day-to-day avenue of this support is through the member's departing and receiving chains of command. There are also members of a command who provide special assistance, like the Yeoman, Transportation Officer, Career Counselor, Sponsor, etc. Each Area of Responsibility (AOR) has one person who helps all of those helpers, as well as clients directly—that's the TRM.

The Program Manager is a member of HSWL FO Honolulu and serves as TRM for the Fourteenth Coast Guard District AOR. Therefore, he serves all commands in Hawai`i, Guam, Japan, Singapore, Saipan, and American Samoa, as well as cutters, deploying units, and individuals transiting through the AOR.

Obviously, the TRM cannot take the place of the command for each and every member and his/her family; but, he can help commands with resource materials, training, website links, etc. He also has a strong relationship with DoD counterparts and other Federal, State, non-profit, or commercial entities.

Located in the Work-Life Center aboard BSU Honolulu, the program manager has an office and Employment Resource Center with computers (primarily for on-line job searches and resume preparation), information about local and national job opportunities, and educational materials.

Sponsor Program

Your sponsor will contact you early in the transfer process providing unit specific details and person-to-person support (especially during the first weeks after arrival). Your sponsor should greet you at the airport and assist you with check-in.

If underway, your Sponsor should have arranged for someone else to help you until he/she returns to port.

The unit Ombudsman can be a vital resource during your first weeks. Other support groups include the Spouse's Association, the Chief's Mess, the Officer's Association, and others. Many independent people *don't want to bother anyone*; but, why handle an overseas move the hard way? Use your resources.

Carry this handbook with you while enroute. It contains key information.

The **CG Ombudsman Program** is a vital, information network for families. The TRM acts as Ombudsman program coordinator, trainer, and local training facilitator for Command Ombudsmen. The TRM also assists Ombudsmen in planning Predeployment Seminars–dedicated to informing families about a ship's activities while underway–and to apprise families of pertinent resources.

Enroute Assistance

Prior to your arrival in Hawai`i, if you need assistance and are unable to reach your unit or sponsor, please contact:

Toll Free: 800-872-4957 x314
Commercial: 808-842-2091

EMPLOYEE ASSISTANCE PROGRAM
Appendix G

Striking a balance between the needs of the organization and the needs of our most valuable resource, our personnel and their families, continues to be the philosophy underlying all Work-Life initiatives. Success requires an organization that is willing and able to help, members who are willing and able to express a need for help, and leadership willing and able to match member need with available services.

- Admiral J.W. Kime
Former Commandant

As part of the Work-Life initiative, the Employee Assistance Program (EAP) provides confidential counseling assessments, short-term problem solving, and referral services to all active duty, civilian, and NAFA employees and their families. You and your immediate family members can use the EAP for help with personal, family, or job-related problems.

Permanent Changes of Station are inherently stressful. You're not alone. Contact EAP (at 800-222-0364) directly or contact the Honolulu Employee Assistance Program Coordinator (EAPC), Ms. Jeri Couthen, at 808-842-2090.

The Coast Guard EAP contract is administered by Federal Occupational Health (FOH) and employee assistance professionals. EAP services are provided through a private civilian company. Locally, a professional team of psychologists, counselors, and therapists, each with years of experience in dealing with family and parenting problems, relationship concerns, alcohol and drug use, stress, depression and a variety of other issues is available.

Have you ever experienced a stressful period in the relationship with your child, spouse, or significant other? Has your workload ever appeared overwhelming and unmanageable? Have you ever felt depressed but were not sure why? At one point or another, these and other concerns may affect your life. When this happens, it is often difficult to know where to turn for help.

The Employee Assistance Program Coordinator (EAPC) can help you connect with an EAP service provider. A service provider will be a local certified professional counselor will meet with individuals, couples, or families to discuss any problem you may have in the following areas:

- Emotional
- Marital
- Family Relationships
- Alcohol/Other Drug Use
- Job Problems
- Legal/Financial
- Stress
- Eating Disorders
- Grief and Loss
- Etcetera

Your EAP assessment visit and short-term problem solving sessions are provided at no cost. The purpose of these sessions is to help you accurately identify your concern, discuss possible solutions, and clarify additional resources. The EAP counselor will determine if ongoing counseling is advisable. Should you choose to pursue a referral for ongoing counseling or treatment, those fees will be your responsibility and may be covered by your health benefits plan. Please be aware that a referral by an EAP counselor does not automatically ensure coverage by your plan.

When you use the Employee Assistance Program's services, your confidentiality is protected in accordance with the requirements of public law. Information shared with the EAP counselor will not be disclosed to another person without your written consent, except in rare instances where public safety is at risk.

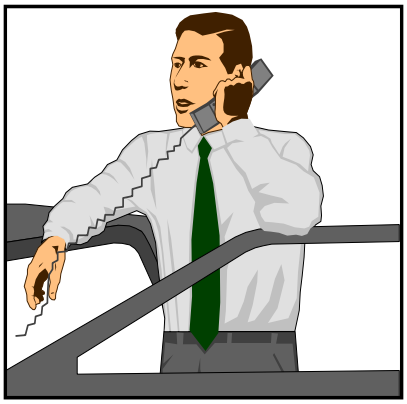
Services are confidential and easy to use. When you need help or advice call:

Federal Employee Assistance Program
1-800-222-0364

TDD for the deaf or hearing impaired
1-888 262-7848 (TTY)

Unresolved issues such as stress, family problems, job adjustment concerns, or culture shock can interfere with your quality of life and your job performance. Asking for assistance can be the first step toward resolving issues and returning to a healthy, productive lifestyle.

Help is available all day, all week, all year at www.FOH4you.com



If you have any questions about the Employee Assistance Program or if you have problems with any of the EAP service providers, please call the Employee Assistance Program Coordinator, Ms. Jeri Couthen, at (808) 842-2090. In addition to being the point of contact for the EAP, she also provides an umbrella of various services to enhance the well being of Coast Guard employees and families. Prevention and education are the main focus of the Employee Assistance Program. The EAP Coordinator can provide information that will empower individuals to make the best possible decisions. The following services are available:

Life Skills - This encompasses deployment issues, relationships, parenting and step-parenting, stress management, communications, personal development, and many other skills required in everyday life. In addition, assistance is available for situations requiring Early Return of Dependents (ERD) and Humanitarian Assignments.

Suicide Awareness - This program seeks to prevent and reduce the number of incidents of suicide, suicide attempts, and suicide gestures. Suicide awareness means not only detecting warning signs and symptoms, but also understanding the process that may lead to suicidal behavior and being aware of resources available to help.

Critical Incident Stress Management (CISM) - A critical incident refers to any traumatic event that overwhelms a person or groups normal coping skills. These may include natural disasters, serious injury or accidents, and suicide or homicide. The EAP Coordinator can provide on-site counseling support and arrange for the appropriate intervention as needed. These services are available for family members as well as our active duty members. The EAPC provides the training to become part of the CISM Peer Support Team.

Sexual Assault - Sexual assault complaints by a victim, or situations that cause an individual to believe rape or sexual assault has occurred, must be reported. The EAP Coordinator who also functions as the Sexual Assault Response Coordinator (SARC) and is the point of contact for this program. Additionally, the EAPC can provide training for anyone interested in becoming a Victim Advocate.

Victim/Witness Assistance - This program is intended to ensure that all victims and witnesses of crime who suffer physical, financial, or emotional trauma receive the assistance and protection to which they are entitled. This State-funded program applies in all cases (with the exception of property crimes) in which criminal conduct has an adverse impact on victims or on witnesses who provide information regarding criminal conduct.

Information and Referral - The EAP Coordinator can assist commands and individuals by providing information about referrals to appropriate federal, DOD, state, and local resources.

Workplace Violence – The Coast Guard is proud of its safe work places, but it's concerned about the reality of violence in society and its potential in our workplaces. The EAP Coordinator provides workplace violence prevention training and will handle reporting requirements.

Financial Competency – The EAP Coordinator can help provide a "snap shot" of current financial status, develop a budget, and assist with debt consolidation if necessary.

Red Cross Liaison –One Red Cross mission is to support and supplement military activities that affect the health, welfare, and morale of service personnel and their families. The EAP Coordinator is the Red Cross liaison for the Coast Guard.

FAMILY RESOURCE PROGRAMS
Appendix H

The Family Resource Specialist, **provides information and referral services for choosing quality childcare, providing childcare, accessing enrollment in the Coast Guard Special Needs Program, applying for adoption reimbursement, providing eldercare information, and scholarship information for eligible family members.**

Contact the Family Resource Specialist for **Childcare** referrals to Military Family Childcare and Child Development Centers, plus local civilian childcare resources. For teenage super sitters, certified by the ASYMCA, call 833-1185.

Coast Guard / GSA Childcare Resources –To locate and access state-licensed, center-Base d or home-based childcare facilities at discounted rates, the Coast Guard and GSA have partnered to provide information about affordable childcare for Active Duty members and Reservists on active duty for 180 days or longer. For GSA assistance in locating a childcare provider, send an e-mail to USCoastGuardChildcare@GSA.GOV. This e-mail must include the member's name, address, and county of residence. GSA will reply, via e-mail, with a list of childcare resources. To help members with financial assistance for childcare in licensed commercial facilities, center or home-base d, i.e. private preschools, or family home care, a subsidy is available for qualifying personnel. To access this resource, use the website listed above or call toll free at 1-866-508-0371.

Eldercare - Information about local and national resources are available. ***The Senior Information and Assistance Handbook***, a local resource, is FREE and ready for pick-up from the Family Resource Specialist.

Special Needs Enrollment - The definition of a Special Need is a family member who has ***a diagnosed and professionally documented long-term medical, physical, psychological, mental, or educational condition***. Information and enrollment forms for the CG Special Needs Program are available, as well as access to civilian and military resources.

The ***Annual Directory of National Organizations***, which lists national organizations for specific disabilities, is available as reference material. In the area of education, contact the Family Resource Specialist if a parent desires an advocate to attend Special Education meetings at school.

A Special Needs Enrollment has no impact on a member's career. The focus is to ensure members are assigned to locations with the appropriate resources to meet the family member's special needs. Enrollment in the program is mandatory when there is an identified special need.

Adoption - The CG Adoption Reimbursement Program offers up to $2,000 / adoption to offset adoption expenses. Applications must be submitted within 365 days of the date the adoption becomes final. The adoption of step-children, or others

who are considered dependents for the purpose of receiving military benefits, does not qualify for reimbursement under this program.

Discuss adoption expense reimbursement options with the Family Resource Specialist. She also has an adoption resource lending library.

Scholarships - The major source of scholarships for dependent children of CG Enlisted Personnel on active duty, retired, or deceased, and Coast Guard Reservists on extended active duty is the RADM Arnold Sobel Endowment Fund. Information on this scholarship, the Coast Guard Foundation Scholarship Fund, and others can be obtained from the Family Resourse Specialist.

Begin your financial aid search early during your child's junior year of high school. Copies of ***Need a Lift, the American Legion College Financial Aid Handbook***, are available FREE through the Work-Life Office.

Drop by the Work-Life Center or call the Family Resource Specialist, at (808) 842-2089 for assistance regarding these family member issues.

FAMILY SUPPORT RESOURCES

Area Code for Hawai`i is (808)

CHILD CARE SERVICES

Armed Services YMCA (Playmornings) 833-1185

Parent Line (Parenting information) 526-1222
(www.theparentline.org)

Baby Huis: Infants and Toddlers **(Support group)**
Oahu 735-2484
PATCH **(Childcare referral)**
Oahu 839-1988
Maui 242-9232
Kauai 246-0622
Hawai`i (Kona).....325-3864
(Hilo) 961-3169

Navy Kids Line (Childcare Referral) 471-5437

SPIN (Special Needs Parent Support) 586-8126

Parents Without Partners **(Support Group) 262-6442**

Point of Contact (Phyllis) 262-7441

ELDER CARE SERVICES

Eldercare Locator (National Info)..... 800-677-1116

Elderly Affairs Division
Honolulu Office.....523-4545

Hawai`i County Office on Aging

Hawai`i 961-8600

Kauai Agency on Elderly Affairs
Senior Services 241-4470

Maui County Office on Aging.....270-7774

ADOPTION SERVICES

Adoption Circle of Hawai`i, Inc **591-3834**
(Triad Support Group)

Child & Family Service **(Adoption Pgm) 543-8447**

House of Ruth (Private) **Adoption Services / Calvary Chapel**.....524-0844

LDS Family Services 945-3690
www.itsaboutlove.org

Catholic Charities Family Services.....536-1794

Casey Family Program (HAPA)……521-9531

SPECIAL NEEDS

Coast Guard Special Needs Program.....842-2089

or 800-872-4957, x314.

Learning Disabilities Association of Hawai`i.....536-9684

HEALTH PROMOTION PROGRAMS
Appendix I

The Regional Health Promotion Manager (HPM), 808-842-2088, develops and manages the D14 AOR wellness program. Her mission is to educate and encourage all Coast Guard active duty members, their families, and civilian employees to improve their health and well-being through voluntary adoption of a healthy lifestyle.

The HPM provides guidelines for physical and mental fitness to improve quality of life and create positive energy so each person can lead a productive life both at work and at home. The HPM provides members of team Coast Guard with the following services.

Physical Fitness A series of videotapes may be checked out. The VHS format tapes have a wide variety of exercises / workouts ranging from beginner to advanced levels. Videos include slide, step, low-impact and high-impact. Physical fitness lectures and training can also be provided to groups or individuals.

Tobacco Cessation Resources and literature are available for short-term loan. This information is great for tobacco cessation lectures for small group or self-paced settings. In addition, the HPM can provide tobacco cessation lectures and training on an as needed basis. More individualized help is available from a quit tobacco use hotline at 1-800-227-2345 where counselors are waiting for your call. Visit www.ucanquit2.org for additional on-line chat services with a counselor, more information and resources on tobacco cessation, and more suggestions on ways to quit and stay quit.

Stress Management Literature and resourses are available for short-term loan. Of particular interest are two self-paced assessment, the *Stress Map and the Stress Profiler*. These tools will educate anyone interested in learning how to more effectively cope with stress. A list of resources for stress management is also available.

Weight Management and Nutrition Counseling Individuals may meet in private with the HPM or the Unit Health Promotion Coordinator (UHPC) to discuss changing eating habits for weight management. Upon request, group trainings are available to discuss different strategies for weight management. In addition, other techniques will be offered to help individuals manage their weight more efficiently. Literature is available for short-term loan. A list of resources for weight management is also available.

Personal Exercise Programs Every person's physical stature, well-being, and fitness goals are unique. Different health history backgrounds, fitness levels and fitness goals need individualized exercise programs. After completing a computerized *Personal Wellness Profile* questionnaire, a personal exercise program will be developed and tailored towards each individual. This service is available through the UHPC or HPM. The exercise program recommendations take approximately 1 hour.

Disease and Injury Risk Reduction The health-risk appraisal is important for early detection of disease or illness. Current research indicates that a preventative approach is the most effective way to make your life healthier and happier. After completing a computerized *Personal Wellness Profile* questionnaire, meeting with the UHPC or the HPM, discussing your family health history and current physical activity, a complete health-risk appraisal can be offered. The appraisal takes about 30 minutes.

Computerized Wellness Assessments The computerized *Personal Wellness Profile* provides individuals with a personalized wellness assessment. The wellness profile empowers an individual to make positive lifestyle changes so he or she can increase longevity and improve quality of life. The individual is put through a series of fitness tests, clinical tests, and wellness questions. All data is entered into a computer, and the printed results are returned. The wellness assessment takes approximately 1 hour for an individual. Group computerized wellness assessments are also available at your command's request. All assessments are strictly

confidential.
Purpose of a Wellness Assessment:

1. Reduce the risk of injury.
2. Detect potential for disease or illness early.
3. Determine a basic wellness level, your Base line.
4. Assist with recommending a basic wellness program.

Prevention of Alcohol and Substance Abuse Training for individuals and groups on preventing alcohol and substance abuse is also available. The UHPC, HPM, or a local alcohol and substance abuse prevention specialist (SAPS) will conduct the training.

Recent estimates indicate that 34% of adults aged 20 years and older are obese. Even more dismaying, there has been an increase in obesity in children over the past 20 years. The earlier the onset of obesity, the more likely a person will remain obese throughout life.

In order of prevalence, the top four causes of death in the U.S today are heart disease, cancer, stroke (brain attack) and chronic lower respiratory disease (such as emphysema or lung cancer). According to the National Center for Health Statistics 2007 report, 79.4% of the leading causes of death in the United States relate directly to unhealthy lifestyle behaviors. Tobacco use, improper nutrition (high fat / low fiber diet), inactive lifestyle, abuse of alcohol are the most detrimental forms of behavior. People who make positive changes in their behaviors, actively participate in their own health care and deliberately pursue a healthy lifestyle can radically reduce their risk.

Participating in the Health Promotion Program is voluntary for all family members. However, with the onset of the Commandant's revised BMI and body fat standards in the maximum allowable weight (MAW) program, adopting a healthy lifestyle becomes obligatory. Long-term efficacy requires individuals and their families make good health a life-long pursuit. The Health Promotion Program is committed to the prevention of lifestyle diseases. Did you know that participating in the Health Promotion Program pays off? Every dollar per hour spent doing healthful activities will save you at least two dollars in medical costs.

Creating a healthy lifestyle will be a challenge. When you accept the challenge, you can expect the following benefits: increased energy, better stress management, enhanced physical appearance, decreased risk of illness or injury, improved self-confidence, increased levels of emotional and physical well-being, and higher levels of internal motivation.

This healthier lifestyle will have a positive impact on your family, friends, coworkers and, most importantly, on you. Call the Health Promotion Manager today at (808) 842-2088. Remember, the Health Promotion Program is for all members of Team Coast Guard.

Figure 1: Battle of the Commands at CG Base Honolulu

WELLNESS RESOURCES DIRECTORY

(If calling from off island, unless indicated, precede all numbers with area code 808.)

FITNESS CENTERS

OAHU (CIVILIAN)

Clark Hatch Fitness Center (Honolulu) 536-7205
24-Hour Fitness
(Honolulu, Pearlridge, Mililani, Waikiki, Hawai`i Kai, Downtown Honolulu, Windward) 800-204-2400
Honolulu Club 543-3900
Windward Fitness Inc.....225-1293
Spa Health and Fitness Center
(Punahou, Waimalu, Waipio) 949-0026
The Oahu Club (Hawai`i Kai) 395-3300
YMCA
(Central, Nuuanu, Windward, Mililani) 941-3344
YWCA (Honolulu, Makiki, Kaneohe).....538-7061

OAHU (MILITARY)

Joint Base Pearl Harbor Hickam Fitness Center 448-2214
Aliamanu Military (AMR) Fitness Center.....836-0338
(Red Hill)
Fort Shafter Fitness Center 438-1152
Schofield Barracks Family Fitness Center 655-8007
Tripler Army Medical Center (Honolulu)
Information 433-6661
Gym and Fitness Center 433-6443
Pool
Coast Guard MWR/Gym (Sand Island).....
842-2953, 2952, 2950
Marine Corp Semper Fit Fitness Center (Kaneohe) .....
.....254-7597
Camp Smith (Honolulu) 477-5197/0498
Bloch Arena (Pearl Harbor).....473-0793
Navy SuBase Gym (Pearl Harbor) 473-2436
Wahiawa Annex Fitness Center (NCTAMS) ..653-5542

KAUAI (CIVILIAN)

Kauai Athletic Club (Lihue).....245-5381

MAUI (CIVILIAN)

Maui YMCA (Kahului) 242-9007
Valley Island Fitness Center 874-2844
(Kihei, Lahaina)

OTHER IMPORTANT NUMBERS

Aerobics and Fitness Association
of America (AFAA) 1-800-446-2322

AIDS (CDC) Information Hotline 1-800-232-4636

Alcoholic's Anonymous (Oahu)..... 946-1438

Drug/Alcohol Treatment Referral..... 1-800-ALCOHOL
…….. .....(252-6465)

American Cancer Society 1-800-227-2345

Oahu 595-7544

Maui, Molokai, Lanai 244-5553

Kauai..... 246-0695

Hilo 935-9763

American College of Sports Medicine (ACSM)
317-637-9200

American Council on Exercise (ACE)..1-888-825-3636

American Diabetes Association
National Office 1-800-DIABETES
Oahu 947-5979

American Heart / American Stroke Association
Honolulu 538-7021
Maui..... 244-7185
Kauai..... 245-7311
Hilo 961-2825

American Lung Association
Oahu 537-5966
Maui..... 244-5110
Hilo 935-1206

Coalition for a Drug Free Hawai`i (Oahu)..... 545-3228

American Dietetic Association Consumer Nutrition
Hotline 1-800 877-1600 x4821

MADD--Mothers Against Drunk
Driving (Oahu) 532-6232

General Military Information (Honolulu)..... 449-7110

National Cancer Institute's Cancer Information Service
…….....1-800-422-6237

National Health Information Center Office of Disease
Prevention 1-800-336-4797

State of Hawaii Tobacco Quitline.....1-800-QUITNOW
..... (784-8669)

President's Council on Physical
Fitness, Sports anf Nutrition..... 240-276-9567

Neighbor Island Information
Appendix J

General Information about the Islands of Maui, Kauai, and Hawai`i

Before You Arrive:
Call your unit for UPH/BEQ/BOQ arrangements. Most neighbor island units utilize one of the 3-bedroom family houses as shared bachelor quarters, in addition to leased housing. TLA will only be authorized for unaccompanied members if quarters are not available. Members attached to a floating unit are initially required to live aboard ship.

Changing Planes in Honolulu:
If arriving in Hawai`i at the Honolulu International Airport enroute to the Neighbor islands, it is important to note that you will have to change terminals for the local portion of your flight. The “Inter-Island Terminal” is just a short walk from the “Honolulu International Terminal.

TLA Reimbursement Procedures:
Neighbor island members must submit the same TLA documents. To receive payment, you must mail or fax documentation to the ISC Honolulu Transportation. Payment can be by check or direct deposit.

Applying for Housing
Each Neighbor island unit manages its own member’s assignment to government quarters.

Unaccompanied Housing
Neighbor island units have a mix of leased and owned government quarters for most unaccompanied members. On-the-economy housing is an option if government quarters are unavailable.

Island Life:
If you live on the Neighbor islands, you won't have many military facilities, and will be shopping and getting medical care right alongside your local neighbor. But you'll be living in a Hawai`i which has long been lost in Honolulu, a much more relaxed, unhurried lifestyle -- and be closer to the spirit of *aloha*. It's also the place that local Oahu residents escape to for their short vacations.

Year-Round Schooling
The state has a implemented year-round school program at several island elementary schools.

Adult Community Schools
In addition to the GED program, Adult Community Schools offer many classes including computers, automotive, basic budgeting, etc. Call them!

The Island of Maui

Government Housing: None

Newspapers, Etc.

Maui News 100 Mahalani St. Wailuku, HI 96793 242-6321	Haleakala Times 310 Waipalani Rd Haiku, HI 96708 (808) 579-8020	Maui Chamber of Commerce 250 Alamaha Suite N16A Kahului, Maui (808) 871-7711

Utilities, etc.

Verizon Hawai`i (808) 877-0937	Maui Electric Co., LTD (808) 871-8461	Department of Water Supply (808) 270-7730	Oceanic Time Warner Cable (808) 871-7303

Locating Your Privately Owned Vehicle **(808) 877-5005** Pick up your vehicle, in Kahului, by Matson Pier 1

DMVL (Dept of Motor Vehicles / Licensing) Registration **(808) 270-7363** 70 East Kaahumanu Ave., Ste. A17, Kahului, HI 96732-2176

Hawai`i Driver's License

County of Maui, Kahului (808) 270-7363	Police Station (808) 244-6400

School District Phone Number: (808) 948-8000

School District Assignments:

Kahului Elementary School 410 South Hina Ave. Kahului, Maui 96732 (808) 873-3055	Maui Waena Intermediate 795 Onehee St. Kahului, Maui 96732 (808) 873-3070	Lihikai School 335 South Papa Avenue, Kahului, HI 96732 (808) 873-3033
Baldwin High School 1650 Kaahumanu Ave. Kahului, Maui 96732 (808)984-5656	King Kekaulike High School 121 Kula Highway, Makawao, Maui 96768 (808) 573-8710	Maui High School 660 South Lono Ave. Kahului, Maui 96732 (808) 873-3000

Catholic Schools	Phone (808)	Address	City	Zip	Remarks
Christ the King School	877-6618	211 S. Kaulawahine St	Kahului, Maui	96732	P-6
Sacred Hearts School	661-4720	239 Dickenson St	Lahaina, Maui	96761	K-8
St. Anthony Grade School	244-4976	1627A Mill Street	Wailuku, Maui	96793	K-6
St. Anthony Jr.-Sr. High Sch	244-4190	1618A Main Street	Wailuku, Maui	96793	7-12, Coed
St. Joseph School	572-8675	1294 Makawao Ave	Wailuku, Maui	96793	P-6

Christian School	Phone (808)	Address	City	Zip	Remarks
Kaahumanu Hou	871-2477	707 S. Puunene Av.	Kahului, Maui		P-12

Homeschool Association (808) 242-8225

Adult Community Schools: (808) 873-3082

Maui Community College: 310 Kaahumanu Ave., Kahului, HI 96732 **(808) 984-3500**

Employment: Workforce Development Division, 2064 Wells St., Suite 108, Wailuku, HI 96793 **(808) 984-2091**

Shopping: COSTCO, Wal-Mart, K-Mart and other local stores

For More Information:

http://www.co.maui.hi.us/

The Island of Kauai

Welcome Aboard! Being that we live on a Neighbor island, most of our personnel live on the economy. The military has six, three-bedroom houses for families. For the single non-rated members, there are two, two bedroom and two bath apartments located just minutes from Station Kauai. The only major hospital on the Island is Wilcox Memorial Hospital located in Lihue, a small 24 Hour Medical care center and several small family medical clinics scattered throughout the Island. Most of these medical facilities accept Tri Care insurance. A commissary is not available on the island, though there is a small Navy Exchange about an hour drive from the Station. You do get COLA and substantial BAH (BAH if you are not assigned Gov House). You can do most of your shopping at various grocery chain stores found in most of our townships (i.e. Big Save, Cost-U-Less, Safeway, Star Market, Foodland). Or, you can shop in bulk at COSTCO. Here are some examples of what you can expect to spend on everyday goods: one pound of 90% lean hamburger is about $3.00; a gallon of milk, $6-7; and a loaf of bread: $2-3. Members need a vehicle, because everything is spread out and bicycling is dangerous on most roads. Lihue has a Wal-Mart, Kmart, Borders Bookstore, and a small shopping mall (Kukui Grove Mall) which includes various retail stores (i.e. Macys, Sears, Game Stop, Footlocker).

Housing: Station KAUAI personnel and families use six detached, 3-bedroom housing units.

Newspapers, Etc.

The Garden Island 3137 Kuhio Hwy, Lihue, HI. 96766 (808) 245-3681	Chamber of Commerce of Kauai 2970 Kele St. #12, Lihue, HI. 96766 (808) 245-7363

Utilities, etc.

Verizon Kauai (800) 922-0204	Kauai Electric (808) 246-4301	Dept of Water Supply (808) 245-5400	Oceanic Time Warner (808) 643-2100

Locating Your Privately Owned Vehicle **(808) 246-9138** Pick up your vehicle, in Nawiliwili, by Matson Pier 2

DMV Licensing & Registration **(808) 241-6550** Driver License Section, 4444 Rice St., Bldg A-480, Lihue, Kauai

School District Phone Number: **(808) 337-0481**

School District Assignments:

Koloa Elementary 3223 Poipu Rd Koloa, Kauai 96756 (808) 742-9966	Kalaheo Elementary 4400 Maka Rd. Kalaheo, Kauai 96741 (808) 332-6801	Kauai High School 3577 Lala Rd. Lihue, Kauai 96766 (808) 274-3160

Catholic Schools	Phone (808)	Address	City	Zip	Remarks
St. Catherine School	822-4212	5021 Kawaihau Road	Kapaa, Kauai	96746	P-8
St. Theresa School	337-1351	P.O. Box 277	Kekaha, Kauai	96752	P-8
Other Schools	**Phone (808)**	**Address**	**City**	**Zip**	**Remarks**
Island School	246-0233	3-1875 Kaumualii Hwy	Lihue	96766	PK-12
Kahili Adventist School	742-9294	2-4035 Kaumualii Hwy	Lawai	96765	K-12
Kula High School	274-3160	4551 Kapuna Rd	Lihue	96766	9-12

Adult Community Schools: **(808) 274-3390**
Include preparation for the GED, community services classes, art, languages, cooking, and music.

Kauai Community College 3-1901 Kaumualii Hwy, Lihue, Kauai 96766 (808) 245 -8225	Kauai Community School for Adults 3607A Lala Rd., Lihue, Kauai 96766 (808) 274-3390

Employment: **(808) 274-3056** Workforce Development Division, 3100 Kuhio Hwy, #C9 , Lihue, HI 96766
www.kamaianajobs.com

For More Information:

http://www.cnomy.com/?dn=kauaigov.org&pid=1PONU28HS

The Island of Hawai`i

Welcome Aboard! The Island of Hawai`i (not to be confused with the whole state of Hawai`i—the Island of Hawai`i is just one of the islands in the State) is known as "Hawai`i" by native Hawaiians; as "The Orchid Isle" by scores of tourist books, but many visitors call it "The Big Island" to differentiate it from "The State of Hawai`i." The Island of Hawai`i is more than twice the size of all the other Hawaiian Island—combined! It takes about eight hours to drive completely around the island. Hilo is a small community on the Big Island, and it is located a distance from other island population centers. There is little "nightlife" in the Hilo area, but many cultural and recreational activities. There is a small AAFES exchange on the local National Guard Base available, along with the normal mix of COSTCO, Wal-Mart, Borders, and other local stores.

Housing: CGC KISKA manages three CG-owned five-bedroom units for members with dependents, three CG-leased apartments for junior unaccompanied members.

Newspapers, etc.

Hawai`i Tribune – Herald, Ltd 355 Kinoole St. Hilo, HI 96720 (808) 935-6621	Hawai`i Island Chamber of Commerce 106 Kamehameha Ave. Hilo, HI (808) 935-7178

Utilities, etc.

Verizon Hawai`i (800) 922-0204	Hawai`i Electric Co., Inc. (808) 935-1171	Water (808) 961-8060	Oceanic Time Warner (808) 643-2100

Locating Your Privately Owned Vehicle **(800) 4MATSON** Pick up your vehicle, in Hilo Harbor, by Matson Pier 1

DMVL (Dept of Motor Vehicles / Licensing) Registration **(808) 961-8211** 101 Pauahi St., Ste. 5, Hilo, Hawai`i
**Hawai`i Driver's License** **(808) 974-6321** Hilo Police Station, 349 Kapiolani St, Hilo, Hawai`i

Elementary Schools: Hilo: Haaheo - Hawai`i http://www.k12.hi.us/~haaheo/

School District Assignments: (808) 933-4237

Kaumana Elementary School 1710 Kaumana Dr., Hilo, HI 96720 (808) 974-4190	Hilo Intermediate 587 Wainuenue Ave., Hilo, HI 96720 (808) 974-4955	Hilo High School 556 Wainuenue Ave., Hilo, HI 96720 (808) 974-4021

Catholic Schools	Phone (808)	Address	City	Zip	Remarks
St. Joseph Elementary School	935-4935	999 Ululani Street	Hilo, HI	96720	P-6
St. Joseph Jr.-Sr. High School	935-4936	1000 Ululani Street	Hilo, HI	96720	7-12

Other Schools	Phone (808)	Address	City	Zip	Remarks
Hawaii Prep Academy	885-7321	65-1692 Kohala Mtn Rd	Kamuela	96743	K-12
Hualalai Academy	326-9866	74-4966 Kealaka`a St.	Kailua-Kona	96740	K-12
Kona Adventist School	323-2788	PO Box 739	Captain Cook	96704	K-8

Homeschool Association: **(808) 959-3397** Hawai`i Island Christian Home Educators

Adult Community Schools:

Hawai`i Community College 523 W. Lanikaula, Hilo, HI 96720 (808) 974-7611	University of Hawai`i at Hilo 200 W. Kawili, Hilo, HI 96720 (808) 974-7414

Employment: **(808) 974-4126 / 4131** Workforce Development Division, 180 Kinoole St., Suite 205, Hilo, HI 96720

For More Information:
http://www.co.hawaii.hi.us/

HEALTHCARE SERVICES
Appendix K

Health Care Options

Members and families transferring to Hawai`i have several options for medical service.

Active duty members

- assigned to Oahu shore units and floating units without Health Service Technicians (HS) normally obtain medical services at (and retain their medical record with) the Coast Guard Military Treatment Facility (MTF) located at the Branch Medical Clinic, Makalapa, located just inside the Makalapa Gate at Joint Base Pearl Harbor/Hickam.

- CG Sand Island maintains a *Sickbay*. The staffed HS is available for urgent/emergent care, health care readiness maintenance (including: PHA, immunization and medical tests) and the over-the-counter medication program. Members seeking care for non-urgent conditions are referred to the Branch Medical Clinic Makalapa.

- Floating units with assigned HS retain medical records aboard ship. Ship's HS is responsible for providing initial care.

- assigned to AIRSTA BP receive their healthcare, and retain their records, at the AIRSTA Clinic

- Maui, Kauai, and Hawai`i units are enrolled in TRICARE Prime Remote Program and seek use of civilian contracted medical services at no cost. Service members in those units should complete a TRICARE Prime Remote enrollment form and select a Primary Care Manager from the local TRICARE network.

Dependents of active duty members have several healthcare options:

- Use civilian medical providers by using TRICARE Standard or TRICARE Extra. No enrollment is required, but it involves cost sharing and submitting claims for reimbursements.

- Enroll in TRICARE PRIME and select a Military Primary Care Manager (PCM). MTF choices for family members include Tripler Army Medical Center (TAMC), Makalapa Clinic at Pearl Harbor, and MCB Kaneohe Bay.

- In most cases, families living in Government Housing choose Makalapa Naval Medical Clinic or Tripler Army Medical Center as their PCM. However, there may be exceptions such as special needs or geographical location for those not housed in Government Housing.

- Families are restricted to receiving healthcare from the PCM. If additional medical specialty healthcare is required, you will be referred to a military specialist or a civilian specialist by the PCM.

What is TRICARE?

TRICARE is a healthcare program for active duty, family, and retired members of all military services. It provides high-quality, accessible care, controls patient costs, and improves medical readiness. The program is managed by the military and uses civilian contractors, throughout the country

Making a choice: - TRICARE Prime, Extra, or Standard

All family members and retirees must decide which option is best for them.

TRICARE Standard is the most flexible plan but requires deductibles and cost shares.

Usually, active duty families who use TRICARE Prime or Extra will save money compared to what they would spend using TRICARE Standard.

There are no enrollment fees for active duty families. Retiree families have to balance expected savings on TRICARE Prime against the enrollment fees of $260 (for a single retiree) and $520 for a family. These changes went into effect 01 Oct 2011. Despite the fees, the average retiree is expected to save $160 a year under TRICARE Prime compared to TRICARE Standard.

For more information,
Check out:
http://www.tricare.mil/

or

http://www.triwest.com/

TRICARE Prime: **Very similar to a civilian HMO plan, TRICARE Prime is the cheapest, but most restrictive, plan. Under Prime, active duty family members do not pay co-payments when receiving services from a military treatment facility; and, co-payments were eliminated except for prescriptions at civilian pharmacies or using the Point of Service option.**

For more information about TRICARE benefits, coverage, and to enroll into TRICARE Prime, call TRICARE (1-888-TRIWEST), or log on to TRICARE's informative website: http://www.tricare.mil

Hawai`i is in TRICARE's West region. TriWest Healthcare Alliance **is the regional contractor providing healthcare services and network-provider support in the TRICARE West Region.**

TriWest's customer service representatives are available Monday to Friday, 0800 to 0600 in the West Region time zone in which you reside, at 1-888-TRIWEST (1-888-874-9378). Additionally, TriWest's interactive voice response system is available 24 hours a day offering an automated self-service option for accessing recorded routine TRICARE information, the Healthcare Finder function, and the Behavioral Health Crisis Line.

When you enroll, you must designate one clinic or physician as the PCM for each family member. For all non-emergency outpatient services, you must use the PCM.

Enrollment is mandatory for one year and you see only the physician/clinic you designated upon enrollment. If specialty care is warranted, your PCM physician/clinic must provide you with the referral. You may not use TRICARE Extra, Standard, or military clinics for non-emergency care while enrolled in TRICARE Prime.

TRICARE Prime Advantages:

- Assigned a Primary Care Manager (PCM)
- Always know where to go for initial care
- Healthcare Finder (HCF) can help authorize non-emergency and specialty care when you're referred outside of the MTF
- No co-payments, except for prescriptions from a civilian pharmacy and when using the TRICARE Prime Point-of-Service option
- No paperwork. Civilian providers file their payment directly with the contractor.

TRICARE Prime Disadvantages:

- One-year commitment (you can change your PCM anytime within the year)
- Must use selected PCM and Prime network care providers for all care, except emergencies
- Retiree families must pay enrollment fees whether they use care or not.

TRICARE Extra: Under this option, individuals may choose their own care providers. If an authorized network provider is used, a 5% discount from the TRICARE Standard cost shares is available. The annual deductibles must be met before cost sharing begins and other TRICARE Standard rules apply.

TRICARE Extra Advantages:

- Less expensive than Standard

- Lower cost share when using doctors in the TRICARE network of providers

TRICARE Extra Disadvantages**:**

- More expensive per treatment than TRICARE Prime
- No PCM to guide patient care

TRICARE Standard: This is a new name for Standard CHAMPUS. Under this option, individuals decline TRICARE enrollment and continue to pay the deductibles and cost share rules of CHAMPUS. Annual deductibles must be met before Standard will cost-share your claim at 80% of the allowable charge.

TRICARE Standard Advantages**:**

- Unlimited provider choice

TRICARE Standard Disadvantages**:**

- Most expensive option.
- Must pay a deductible and cost share.
- No PCM to guide patient care.

Detailed information concerning each of these plans is available through every Health Benefits Advisor and by contacting the local TRICARE Service Center or Beneficiary Service Office in the area.

Note: TRICARE is available outside of the 50 states. Be sure to contact the TRICARE region for more information about TRICARE coverage overseas.

Dental Care

Military dental care for family members is rarely available anymore. All Coast Guard members with family members are strongly encouraged to enroll in the TRICARE Dental Plan (TDP). Since 1 February 1996, the servicing contractor has been United Concordia Companies, Inc. (UCCI). Educate yourself quickly on who the participating dentists are by contacting a Beneficiary Counseling and Assistance Coordinator (HBA) or check out:

http://www.ucci.com/was/ucciweb/tdp/tdp.jsp to enroll your family members in the plan, or contact your unit administrative yeoman.

Here is a sample of Dental benefits provided through UCCI:

	Plan pays
Diagnostic/Preventive Exams, cleanings, x-rays, etc.	100%
Basic Restorative Fillings, etc.	80%
Sealants	80%
Endodontics Root canals, etc.	60%
Periodontics Gum surgery, etc.	60%
Oral Surgery Extractions, etc.	60%
Prosthodontics/Crowns Dentures, Bridges, etc.	50%
Orthodontics Braces, appliances for patients under age 19	50%

Supplemental Health Insurance

Learn the basics of TRICARE first before considering another supplemental health insurance plan. Each family's health concerns are different from the next, so choosing an additional health plan may or may not be beneficial to you. Again, every HBA has a list of companies and associations that sponsor supplemental care. Call the nearest Beneficiary Counseling and Assistance Coordinator (HBA) today!

OAHU MEDICAL RESOURCES

All Emergencies (Fire, Police, Ambulance): 911

Ambulance to Tripler: 911

Coast Guard Clinic at Naval Branch Clinic Makalapa 473-1880 Ext 2800

Same day and walk in appointments available.

Hours of Operation: MON-FRI: 0630-1130; 1230-1430 (except THUR afternoon)
Walk in (Sickcall): 0730-0830
Duty Corpsman After Hours 221-6029
Limited acute care same-day appointments available. If you wake uup ill, the sooner you call, the greater chances of getting seen the same day. For truly urgent or emergent situations, please contact 911 or go to the nearest emergency room.

CG Honolulu (Sand Island) Sickbay 842-2930
Hours of Operation: MON-FRI: 0630-1130; 1230-1530 (except THUR afternoon)
Emergent & Urgent health care provided as needed.
Medical Readiness testing/immunizations by appointment only.

Pearl Harbor Makalapa Clinic

No Sick-Call

Central Appointments 473-0247
Mon-Fri: 0600-1600 0700-100 Sat, Closed Sun
After 1600 and Weekends..... 473-1880
Pediatrics (Mon-Fri, 0700-1700)4731008 Ext 2296
Optometry 473-1880 x2347
Pharmacy (M-F 0730-1730, SAT 0800-1600, SUN 0800-1200
Call In Service/24-Hour Refill Line....433-6962, follow voice prompts
Health Benefits Advisor..... 473-2444

Tripler Army Medical Center (TAMC)
EMERGENCY ROOM..... 433-6629
Customer Relations..... 433-6336
Military Information 433-6661
Central Appointments for followin clinics... **433-2778**
Allergy 433-6334
Audiology 433-5742
Coast Guard Liaison..... 433-6028
Dermatology 433-5736
ENT..... 433-5334
Health Benefits Advisor..... 433-3422
Immunizations (Child) 433-6234
OB/GYN .....433-2778 Ext 7
Orthopedics.....433-2778 Ext 4
Patient Information .....433-2778 Ext 0
Pediatrics..... 433-6697
Physical Therapy..... 433-6958
Psychiatry ..... 433-2778 Ext 9
Surgery..... 433-5756 Ext 4

Schofield Health Clinic
Appointments ..... 433-2778 Ext 3
Pediatric Clinic..... 433-8176
Pharmacy..... 433-8420

Hickam Air Force Base Clinic..... 448-6000

USMC Base Kaneohe Bay Health Clinic..... 257-5041

Castle Medical Center (Kailua/Kaneohe area)
EMERGENCIES..... 263-5164
Information..... 263-5500

Kaiser-Permanente Medical Care Pgm (Red Hill area)
Moanalua Medical Center 432-0000
Hawai`i Kai Clinic 432-3700
Maili Clinic 441-3500
Mililani Clinic 432-4200

Kapiolani Medical Center For Women and Children
EMERGENCY SERVICES 983-8633
Hawai`i Poison Center 800-222-1222
Information 983-6000

Kuakini Medical Center (Honolulu area)
EMERGENCIES..... 547-9540
Information..... 547-9156

Pali Momi Medical Center (Pearl Ridge area)
EMERGENCIES..... 485-4300
Information 486-6000

Queen's Medical Center (Honolulu area)
EMERGENCIES 547-4311
Family Planning 547-4586

St. Francis Medical Center (Honolulu area)
EMERGENCIES..... 547-6551
Information 547-6011

Straub Clinic and Hospital (Honolulu area)
EMERGENCIES 522-3781
Information..... 522-4000

Wahiawa General Hospital (Wahiawa area)
EMERGENCIES 621-4230
Information..... 621-8411

Health Care Finder/Beneficiary Service Rep. (800) 242-6788

NEIGHBOR ISLAND MEDICAL RESOURCES

HAWAI`I (The Big Island)

Hilo Hospital
EMERGENCIES..... 911
Information 932-3000

KAUAI

Kauai Medical Group
EMERGENCIES.....245-1010
Information.....245-1500
Walk-In Clinic.....245-1532

Kauai Veterans Memorial Hospital
Information 338-9431

Wilcox Memorial Hospital
EMERGENCIES 245-1010
Information 245-1100

MAUI

Maui Clinic
Information..... 667-9721

Maui Medical Group
Information.....249-8080

Maui Memorial Hospital
EMERGENCIES 242-2343
Information.....242-2036

TRICARE RESOURCES

Oahu/Neighbor Islands
INFORMATION UPDATE

TriWest Healthcare Alliance
1-888-TRIWEST *874-9378)
www.triwest.com
Monday-Friday, 0800-1800

TRICARE Claims Reimbursement
West Region Claims
P.O. Box 77028
Madison, WI 53707-1028
www.triwest.com

Defense Enrollment Eligibility Reporting
Sywtem (DEERS) Eligibility and Enrollment
1-800-538-9552
www.tricare.mil/deers

Library of health topics
Obtain medical advice about your health concerns
http://www.triwest.com/en/beneficiary/healthy-living

TRICARE Pharmacy Home Delivery Express
Scripts, Inc.
1-877-363-1303
www.tricare.mil/pharmacy
www.express-scripts.com/TRICARE

Active Duty Dental Program (ADDP)
United Concordia Companies, Inc.
1-866-984-ADDP (1-866-984-2337)
www.addp-ucci.com

TRICARE Dental Program
United Concordia Companies, Inc.
1-800-866-8499
www.tricaredentalprogram.com

TRICARE For Life
Wisconsin Physicians Service (WPS)
1-866-773-0404
www.tricare4u.com

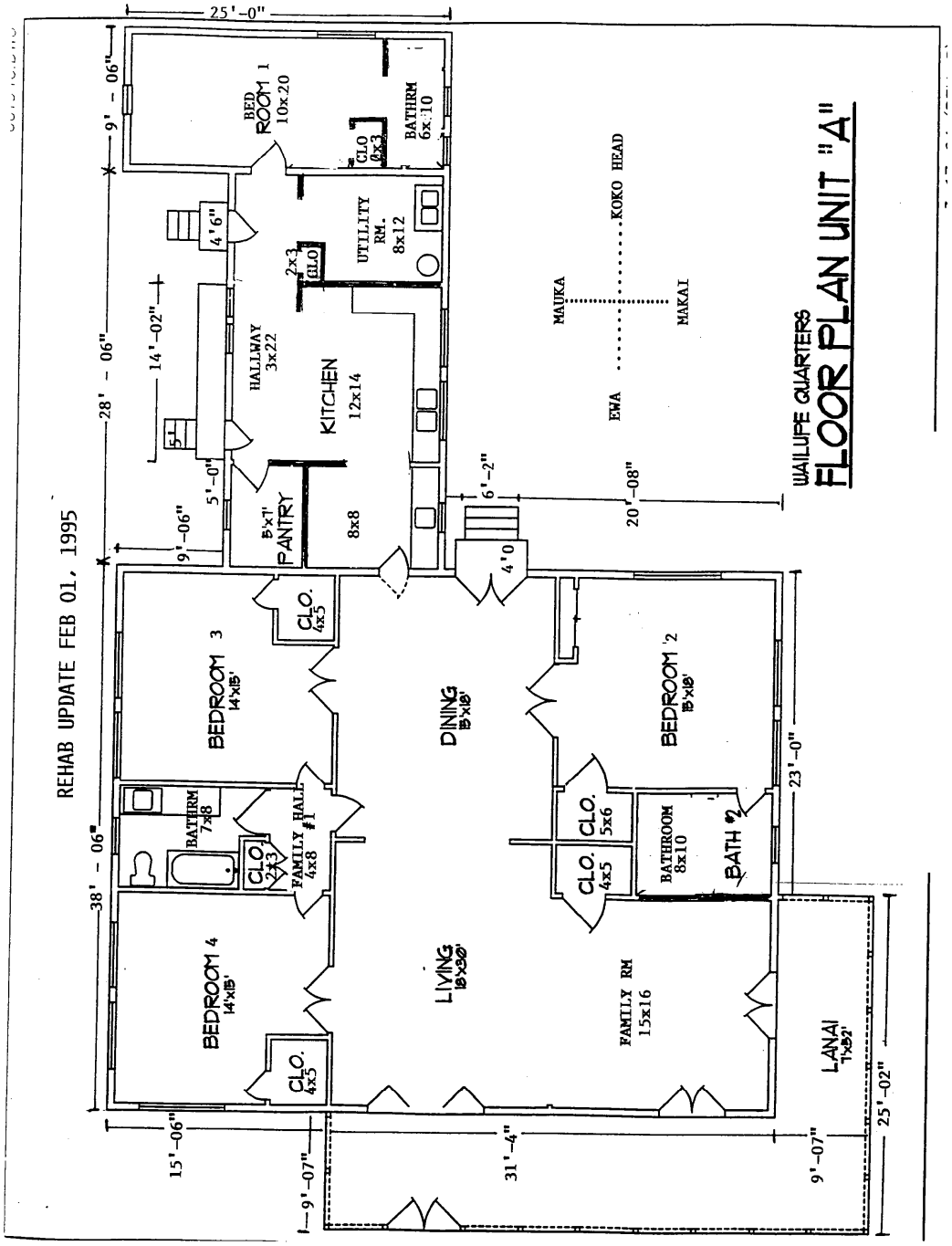
TRICARE Retiree Dental Program
Delta Dental of California
1-888-838-8737
www.trdp.org
Veterans Counseling Service
1-866496-8838
www.vetcenter.va.gov

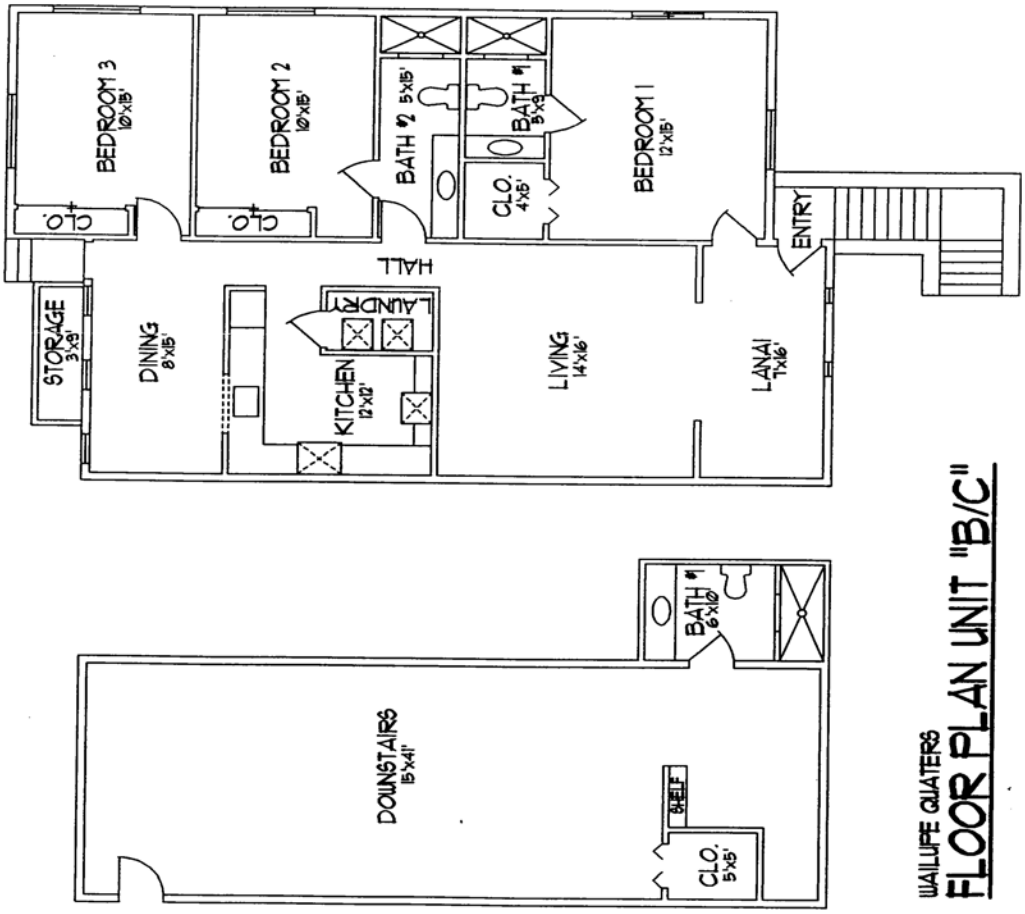
TriWest Behavioral Health Crisis Line
If you are experiencing a crisis, call
TriWest anytime at 1-866-284-3743, 24 hours a day,
7 days a week.

TriWest Online Care & Behavioral Health Portal
www.triwest.com/BH

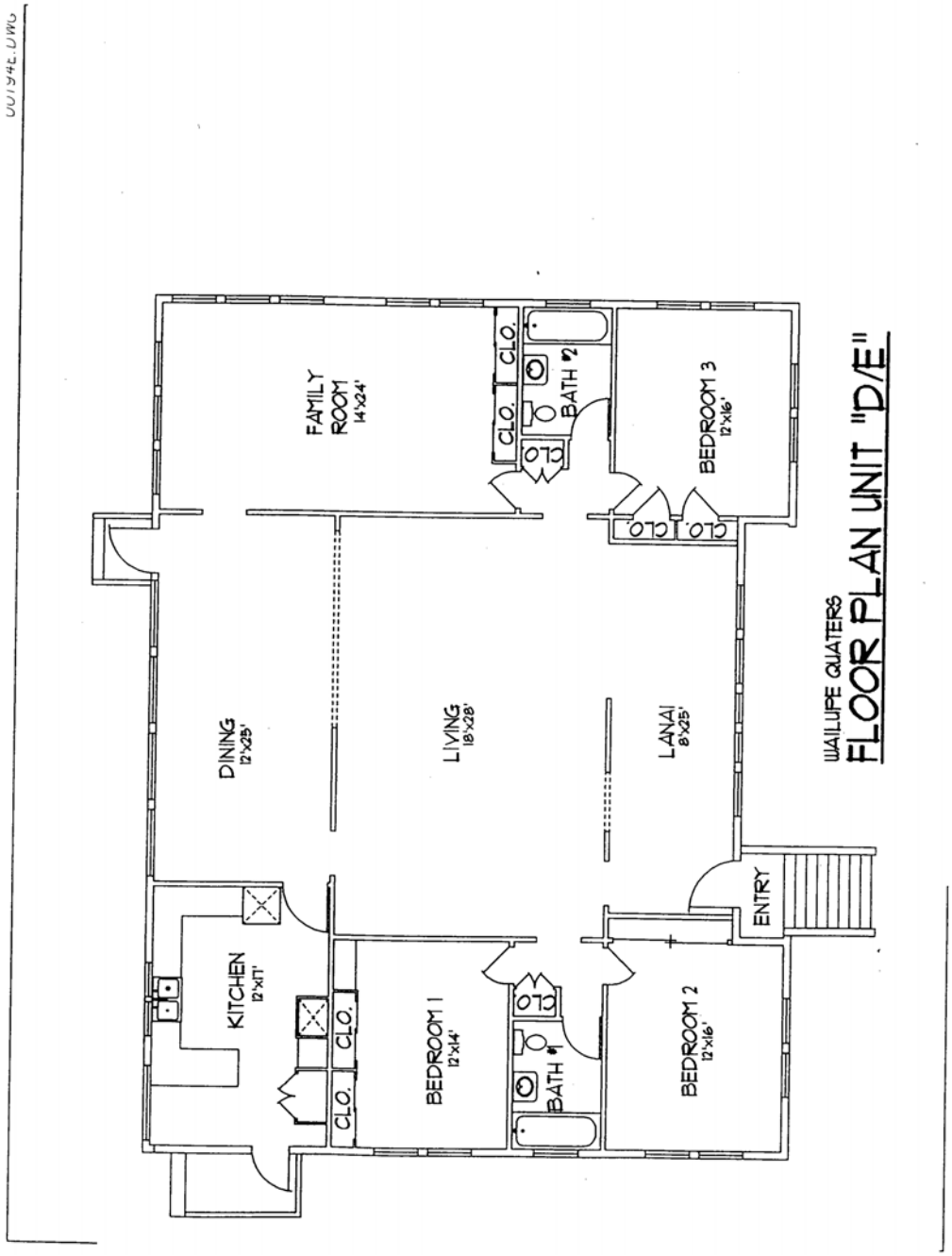
Wailupe Housing Floor Plans
Appendix L

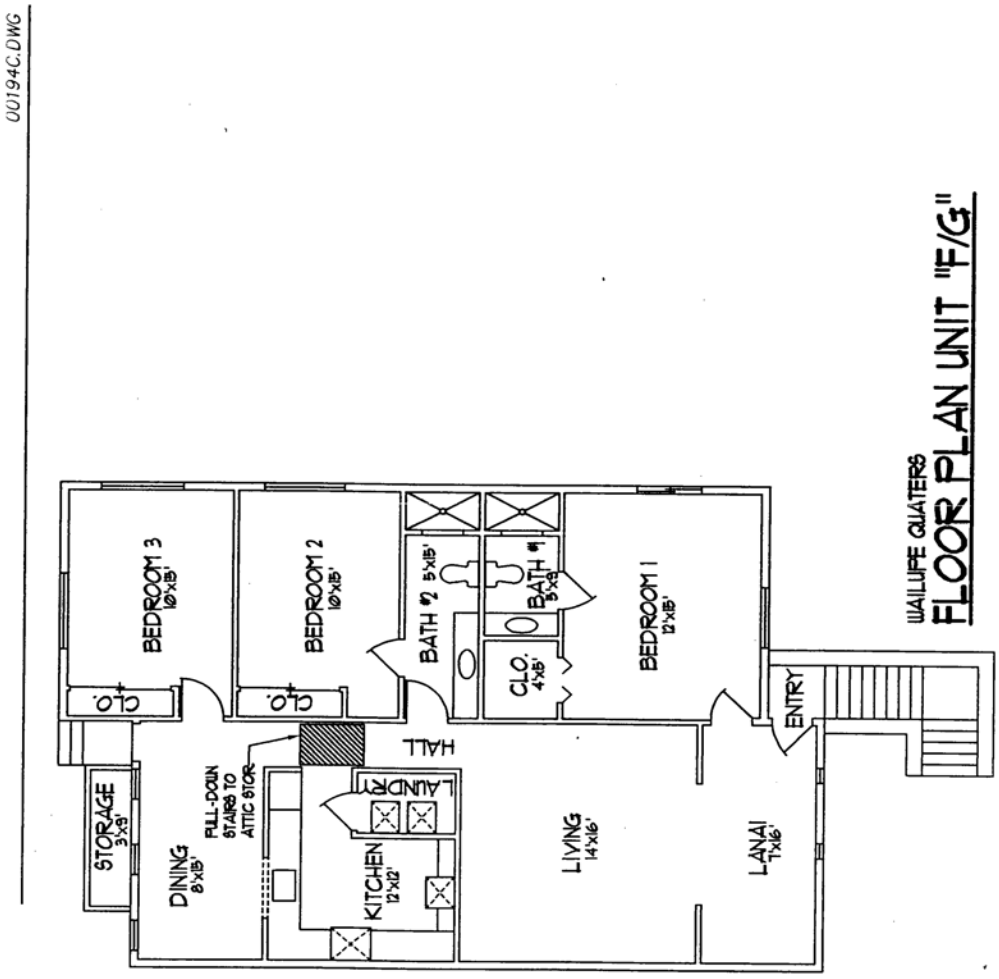
These floor plans are provided for planning purposes only. The Base Honolulu Housing Office will determine eligibility for and assignment to a particular unit.





WAILUPE QUATERS
FLOOR PLAN UNIT "B/C"


WAILUPE QUATERS
FLOOR PLAN UNIT "D/E"
FAMILY ROOM 14'x24'
CLO.
CLO.
BATH #2
CLO.
BEDROOM 3 12'x16'
CLO.
CLO.
DINING 12'x25'
LIVING 18'x28'
LANAI 8'x25'
ENTRY
KITCHEN 12'x17'
CLO.
CLO.
BEDROOM 1 12'x14'
CLO.
BATH #1
BEDROOM 2 12'x16'


00194C.DWG
WAILUPE QUATERS
FLOOR PLAN UNIT "F/G"
BEDROOM 3
10'x15'
BEDROOM 2
10'x15'
BATH #2
5'x15'
BATH #1
5'x8'
BEDROOM 1
12'x15'
CLO.
CLO.
CLO.
4'x5'
ENTRY
HALL
LAUNDRY
FULL-DOWN STAIRS TO ATTIC STOR.
STORAGE
3'x9'
DINING
8'x15'
KITCHEN
12'x12'
LIVING
14'x16'
LANAI
7'x16'

Hawaii School Calendar
Appendix M

State of Hawaii – Department of Education
2011-2012 OFFICIAL SCHOOL CALENDAR

Teachers' Work Year - 1st Semester: July 26, 2011 to January 3*, 2012; 2nd Semester: January 4, 2012 to May 25, 2012
Students' Work Year - 1st Semester: August 1, 2011 to December 15, 2011; 2nd Semester: January 4, 2012 to May 24, 2012

Week	Student Days	Teacher Days		S	M	T	W	T	F	S	
			2011-July						1	2	
				3	4	5	6	7	8	9	July 4 - Independence Day
				10	11	12	13	14	15	16	
				17	18	19	20	21	22	23	**1st SEMESTER - 88 Student Days**
1	0	2		24	25	26	27		29	30	July 26 - First day for teachers
2	5	7	***August***	31	1	2	3	4	5	6	July 28/29 TchrDLWOP-no students
3	10	12		7	8	9	10	11	12	13	August 1 - First day for students
4	14	16		14	15	16	17	18	19	20	August 19 - Statehood Day
5	19	21		21	22	23	24	25	26	27	
6	24	26	***September***	28	29	30	31	1	2	3	
7	28	30		4	5	6	7	8	9	10	September 5 - Labor Day
8	33	35		11	12	13	14	15	16	17	
9	38	40		18	19	20	21	22	23	24	
10	43	45	***October***	25	26	27	28	29	30	1	1st Qtr (43 days) Ends - Sept. 30
11	-	-		2	3	4	5	6	7	8	Oct. 3-7 - Fall Break ***
12	47	49		9		11	12	13	14	15	Oct.10 TchrDLWOP-no students
13	52	54		16	17	18	19	20	21	22	
14	57	59		23	24	25	26	27	28	29	
15	62	64	***November***	30	31	1	2	3	4	5	
16	66	68		6	7	8	9	10	11	12	Nov. 11 - Veterans Day
17	71	73		13	14	15	16	17	18	19	November 24 - Thanksgiving Day
18	74	76		20	21	22	23	24	25	26	November 25 - School Holiday
19	79	81	***December***	27	28	29	30	1	2	3	2nd Quarter (45 days) and
20	84	86		4	5	6	7	8	9	10	1st Semester Ends - Dec. 15
21	88	90		11	12	13	14	15	16	17	Dec.16 TchrDLWOP-no students
22				18	19	20	21	22	23	24	Dec. 19-Jan 3 - Winter Break ***
23				25	26	27	28	29	30	31	Dec. 26 - Christmas; Jan. 2 - New Year's
24	91	93		1	2		4	5	6	7	Jan.3 TchrDLWOP-no students
25	96	98	***2012-January***	8	9	10	11	12	13	14	**2nd SEMESTER - 92 Student Days**
26	100	102		15	16	17	18	19	20	21	Jan. 16 - Martin Luther King Day
27	105	107		22	23	24	25	26	27	28	
28	110	112	***February***	29	30	31	1	2	3	4	
29	115	117		5	6	7	8	9	10	11	
30	120	122		12	13	14	15	16	17	18	
31	124	126		19	20	21	22	23	24	25	Feb. 20 - Presidents' Day
32	129	131	***March***	26	27	28	29	1	2	3	3rd Qtr (45 days) Ends - Mar. 8
33	133	135		4	5	6	7	8	9	10	Mar.9 TchrDLWOP-no students
34		-		11	12	13	14	15	16	17	March 12-16 - Spring Break ***
35	138	140		18	19	20	21	22	23	24	
36	142	144		25	26	27	28	29	30	31	March 26 - Kuhio Day
37	146	148	***April***	1	2	3	4	5	6	7	April 6 - Good Friday
38	151	153		8	9	10	11	12	13	14	
39	156	158		15	16	17	18	19	20	21	
40	161	163		22	23	24	25	26	27	28	
41	166	168	***May***	29	30	1	2	3	4	5	May 24- Last day for students**
42	171	173		6	7	8	9	10	11	12	May 24 - Last day for teachers
43	176	178		13	14	15	16	17	18	19	4th Quarter (47 days) and
44	180	182		20	21	22	23	24	25	26	2nd Semester Ends - May 24
	-0^	+0.5^^	***June***	27	28	29	30	31	1	2	May 25 TchrDLWOP-no students
	180	182.5		3	4	5	6	7	8	9	May 28 - Memorial Day
				10	11	12	13	14	15	16	June 11 - Kamehameha Day
				17	18	19	20	21	22	23	
				24	25	26	27	28	29	30	

Tchr DLWOP - Teacher Directed Leave Without Pay
Approved 02.03.2011/Amended 06.24.2011

^ 0 instructional day shall be converted to a non-student day for school planning and collaboration.

^^ The employer may assign up to 2.5 additional hours in half-hour blocks (an "equivalent day") for training and meetings beyond the teacher's regular work day.

OFFICIAL STATE HOLIDAYS – 2011-2012 SCHOOL YEAR

Independence Day	July 4, 2011	New Year's Day (obs.)	January 2, 2012
Statehood Day	August 19, 2011	Dr. Martin Luther King Jr. Day	January 16, 2012
Labor Day	September 5, 2011	Presidents' Day	February 20, 2012
Veterans Day	November 11, 2011	Prince Jonah Kuhio Kalanianaole Day	March 26, 2012
Thanksgiving Day	November 24, 2011	Good Friday	April 6, 2012
Christmas Day	December 26, 2011	Memorial Day	May 28, 2012
(obs.)		King Kamehameha I Day	June 11, 2012

* **Jan. 3**: Tchr DLWOP - no students ** Commencement Exercises: **No sooner than May 18, 2012**
*** For 10 month teachers - **Intersession**: Oct. 3-7; **Recesses**: Dec. 19-Jan. 2 and Mar.12-16

CGAS Barbers Point

Red Hill Housing /
Army Hawai`i Family Housing

Afloat Training Group

Maritime Intellegence Fusion Center Pacific

Recruiting Office

JIATF West

COMMSTA Honolulu

Cryptologic Group

D14 Staff
CEU Honolulu

BASE Honolulu
Sector Honolulu
ESU Honolulu
MSST Honolulu
Armory Detachment Honolulu
Station Honolulu
ANT Honolulu
USCGC GALVESTON ISLAND
USCGC AHI
USCGC JARVIS
USCGC KUKUI
USCGC RUSH
USCGC WALNUT
USCGC KITTIWAKE

Hawaiian Islands Unit Orientation Map