



DEPARTMENT OF THE ARMY  
U.S. ARMY HAWAII RECEPTION COMPANY  
BUILDING 750 AYERS AVENUE  
SCHOFIELD BARRACKS, HAWAII 96857

APVG-HHB-REPL

Arrival Date/Time: \_\_\_\_\_/\_\_\_\_\_  
Class Date : \_\_\_\_\_

MEMORANDUM FOR New In-Processing **SENIORS (LTC above/CW5/CSM)** assigned to the US Army Hawaii Replacement Company.

SUBJECT: USARHAW Reception Company In-Processing Notification Memorandum

1. **FINANCE IN-PROCESSING**: Senior's will report to BLDG 750 at 0900 for the Seniors finance in-processing on Monday (If Monday is a DONSA it will be Tuesday 0900).

**The following is required to in-process finance:**

- a. PCS orders with amendments
- b. DA Form 31 (Leave Form with blocks #14 and #16 signed)
- c. POV inspection/shipping form, marriage and birth certificates
- d. Flight Itinerary
- e. MyPay username and password

2. **USARHAW/25 ID CG PATCHING CEREMONY**: All Senior's regardless of unit assigned are highly encouraged to attend the patching ceremony Monday on Weyand Field, Schofield barracks, HI 96857 at 1630 hours. (If Monday is a DONSA it will be Tuesday 1630) Uniform is OCP with patrol cap.

3. **USARHAW/25 ID NEWCOMERS CG PHYSICAL TRAINING**: Seniors are highly encouraged to attend Newcomers PT on Tuesday at 0600 hours at Weyand Field. Uniform is summer APFU with black or white socks covering ankles with running shoes and a hydration device.

4. **MEDICAL INPROCESSING**: Senior's will report to Schofield Barracks Conroy Bowl (627-699 Trimble Road BLDG 555, Wahiawa, HI 96786) on Wednesday at 1300. The Reception Company Small Group Leaders (SGL) will meet the Senior at the front entrance desk of Conroy Bowl with their medical packet and the Medical staff will escort Seniors to be frontloaded through the medical stations.

5. **TEMPORARY LODGING ALLOWANCE (TLA)**: In order to receive TLA entitlements, In-Processing Soldiers are required to sign-in off of leave. You will receive a brief from Finance that explains the steps you must take to receive these entitlements.

6. **HOTELS/LODGING:** Please ensure that you are staying at a TLA approved hotel in order to receive TLA entitlements.

7. **TRANSPORTATION:** There is a daily courtesy shuttle pick-up for all in-processing Soldiers who require transportation. Sign up at transportation at Daniel K. Inouye Airport baggage claim 19. If baggage claim 19 is closed or arrive after business hours please contact U.S. Army Hawaii Reception Company CQ at (808) 655-0389 to arrange shuttle pick up.

8. If you have any questions about in-processing, please contact the U.S. Army Hawaii Reception Company at (808) 655-5023/4634 during the normal duty hours Monday to Friday, 0900-1500hrs or after duty hours contact the U.S. Army Hawaii Reception Company CQ desk at (808) 655-0389.

9. If any additional questions please contact 1SG Canada, Kelvin at (808) 469-5332 or CPT Donovan, Chelsea at (808) 220-5039.



///ORIGINALLY SIGNED///  
CHELSEA J. DONOVAN  
CPT, AG  
Commanding