



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 25TH INFANTRY DIVISION AND U.S. ARMY HAWAII  
BUILDING 580 KOLEKOLE AVENUE  
SCHOFIELD BARRACKS, HAWAII 96857-6000

APVG-CG

08 DEC 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Hawaii (USARHAW) Policy Letter # 15 – U.S. Army Hawaii Replacement Company In-processing Procedures

1. References:

- a. Army Regulation 600-8-101 Personnel Readiness Processing, 06 March 2018.
- b. U.S. Army Hawaii Policy Letter #7 – Sponsorship Program Policy, 26 January 2021.
- c. Policy Memorandum USAG-HI-19, Temporary Lodging Allowance (TLA), 22 September 2022.
- d. Joint Travel Regulation (JTR), 01 April 2018.
- e. Army Regulation 638-8, Army Casualty Program, 23 June 2015.
- f. U.S. Army Hawaii and 25th Infantry Division (25 ID) OPORD 042-15 (Community Readiness Expo).

2. Applicability. This policy applies to all incoming Soldiers and Department of the Army Civilians assigned or attached to tenant units of USARHAW.

3. Intent. A Permanent Change of Station (PCS) to Hawaii is one of the more challenging moves a Soldier and Family will experience in their service. Commanders at all levels will welcome our new teammates and their Families and provide them with the resources and leadership necessary to make their PCS as smooth as possible. A Soldier's experience during their in-processing—whether returning to Hawaii after previously serving here or arriving for the first time—is critical to setting the tone for their entire assignment. Good units take special care to welcome new Soldiers and their Families, and the USARHAW Replacement Company is charged with doing just that. Without a doubt, the Replacement Company is the most important company in USARHAW and as the Senior Commander, I have resourced them to provide the essential support that Soldiers and their Families need during their first weeks in Hawaii.

4. Policy. This policy establishes the procedures and requirements for newcomers reporting to Hawaii-based units using the USARHAW Replacement Company. This policy reflects a standard week of in-processing. Due to federal holidays and Days of No

Scheduled Activities (DONSA), the days of each event may change, but the requirements remain the same. In-processing activities are mandatory and will not be superseded without approval of the Chief of Staff, 25 ID and USARHAW.

5. Reporting Procedures:

a. All incoming Soldiers will sign in with the USARHAW Replacement Company. Soldiers may report in duty uniform or civilian attire. The uniform throughout in-processing is the Operational Camouflage Pattern (OCP) uniform unless told otherwise. Soldiers may use any of the three locations in sub-paragraphs (1) through (3) to report to the USARHAW Replacement Company.

(1) USARHAW Airport Liaison Desk – Located at the Daniel K. Inouye International Airport Terminal in Baggage Claim 19; operational hours are 1100-2300 daily. Their phone number is: (808) 859-5784.

(2) USARHAW Replacement Company Headquarters – Located at Soldier Support Center, Building 750, Room 102 on Schofield Barracks; operational hours are 0900-1600 from Monday-Friday, except federal holidays. Their phone number is: (808) 655-4634.

(3) USARHAW Replacement Company Barracks Reception Desk – Located at Building 1020 on Schofield Barracks; operational 24 hours, 7 days/week. Their phone number is: (808) 655-0389.

b. All incoming Soldiers are encouraged to go to Baggage Claim 19 at the Daniel K. Inouye International Airport Terminal upon their arrival to receive additional information about in-processing and reporting procedures.

c. All Soldiers arriving to Oahu are able to report under the following conditions:

(1) Soldiers who arrive on or before their report date, and sign in will begin in-processing immediately. Basic Housing Allowance (BAH), Cost of Living Allowance (COLA), and Temporary Housing Allowance (TLA) are authorized effective the date they sign in. Entitlements will be processed following the Soldier's meeting with finance, conducted on day 1 and day 2 of in-processing.

(2) Soldiers arriving on island prior to their report date who wish to take additional leave or administrative absence (previously PTDY) may sign in off of PCS leave and sign back out on ordinary leave or administrative absence. Soldiers are encouraged to submit their leave form prior to arriving by emailing [usarmy.schofield.25-id.list.usarhaw-repl-co-s1@army.mil](mailto:usarmy.schofield.25-id.list.usarhaw-repl-co-s1@army.mil). Alternatively, they can submit their leave form in-person at any of the three in-processing locations. Soldiers electing to execute this option will receive back pay (BAH and COLA) from the day they sign in, after completing their finance paperwork on day 1 or 2 of in-processing. TLA is not authorized while on leave.

SUBJECT: U.S. Army Hawaii Policy Letter #15 – U.S. Army Hawaii Replacement Company In-processing Procedures

(3) As permissible at any duty station, Soldiers who arrive on island with preauthorized ordinary leave or administrative absence (previously PTDY) may take their leave and then sign in at the end of their leave period. Soldier's electing this option will not receive Hawaii BAH, COLA, or TLA until they sign in off of leave.

6. Program of Instruction:

a. Soldiers will be placed in three groups at the start of in-processing – Junior, Mid, and Senior. Juniors are Private through Sergeant, Mid are Staff Sergeant through Master Sergeant, Second Lieutenant through Major, and Warrant Officer One through Chief Warrant Officer Three. Seniors are Lieutenant Colonel and higher, Chief Warrant Officer Four and Five, Sergeant Major and Command Sergeant Major.

b. In-processing will begin on the first duty day of the week. In a standard week, in-processing begins on Monday and is a 4-day process. All personnel are required to report at 0845 hours to the Replacement Company – Located at Building 750, Room 102 on Schofield Barracks, to in-process.

c. Soldiers in the Junior and Mid categories must follow the program of instruction listed in Enclosure 1 and 2. The only mandated events for the Senior group are Finance, the Division Patching Ceremony (Day 1), Newcomer's Physical Training (Day 2) and Medical (Day 3).

d. Finance In-Processing: All Soldiers will report to Building 750 at 0900 for the finance in-processing on Day 1. The following are required to in-process finance:

(1) MyPay username and password (created at <https://mypay.dfas.mil/#/>).

(2) PCS orders with amendments.

(3) DA Form 31 (Leave Form with blocks #14 and #16 signed) bringing the Soldier to Hawaii and any additional DA31's that may have been issued after arrival but before in-processing.

(4) POV inspection/shipping form, marriage certificate, and birth certificates for dependent children (as applicable).

(5) Flight itinerary.

e. Community Readiness Expo (CRE). The USARHAW Community Readiness Expo is an interactive orientation that is offered weekly on Thursdays 0845-1200 at the 604 Conference Room, 1249 Kolekole Ave, Schofield Barracks, HI. Soldiers and Families attend the event to learn about Army community resources from service agency representatives.

APVG-CG

SUBJECT: U.S. Army Hawaii Policy Letter #15 – U.S. Army Hawaii Replacement Company In-processing Procedures

f. During in-processing, all Soldiers are required to review their DD Form 93 (Emergency Notification Data) and service member's group life Insurance (SGLI) to ensure all information is current. Soldiers will be provided a copy of these documents upon completion.

7. Requests for exceptions to this policy must be submitted in writing to the U.S. Army Replacement Company Commander for consideration by the Chief of Staff, 25 ID and USARHAW.

8. Proponent. The U.S. Army Hawaii Replacement Company Commander is the proponent for this policy. Questions should be directed to the U.S. Army Hawaii Replacement Company Commander at (808) 655-8277.

2 Encls

1. Standard Week 4-Day POI
2. DONSA 3-Day Week POI



JOSEPH A. RYAN  
Major General, USA  
Commanding


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25th Infantry Division  
5th Battlefield Coordination Detachment  
8th Theater Sustainment Command  
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94th Army Air and Missile Defense Command  
196th Infantry Brigade  
311th Theater Signal Command  
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APVG-CG

SUBJECT: U.S. Army Hawaii Policy Letter #15 – U.S. Army Hawaii Replacement Company In-processing Procedures

Enclosure 1 (4 Day standard POI) Policy Letter 15-Replacement Company In-Processing

4 DAY Program of Instruction (POI)			
			
DAY 1 (MON)			
TIME	EVENT	LOCATION	UNIFORM
0845-0900	REPLACEMENT COMPANY WELCOME BRIEF (USARHAW BLUEBOOK)	BLDG 750	OCP
0900-0930	FINANCE	BLDG 750	OCP
0930-1200	SHARP/ ASAP/ READY AND RESILIENT (R2)	BLDG 750	OCP
1200-1300	LUNCH	DFAC K-QUAD	OCP
1300-1330	EQUAL OPPORTUNITY (EO)	BLDG 750	OCP
1345-1430	THREAT AWARENESS REPORTING PROGRAM (TARP)	BLDG 750	OCP
1445-1510	ACS	BLDG 750	OCP
1510-1530	CULTURAL BRIEF	BLDG 750	OCP
1530-1600	MOVEMENT TO WEYAND FIELD	WEYAND FIELD	OCP
1600-1610	PATCHING CEREMONY REHEARSAL	WEYAND FIELD	OCP
1630-1645	PATCHING CEREMONY	WEYAND FIELD	OCP/RESPECTIVE UNIT PATCH
1645-1700	SPONSORSHIP LINK UP	WEYAND FIELD	OCP
DAY 2 (TUE)			
TIME	EVENT	LOCATION	UNIFORM
0600-0745	NEWCOMER PT	WEYAND FIELD	SUMMER APFU
0745-0845	PERSONAL HYGIENE / BREAKFAST	DFAC K-QUAD	OCP
0900-1200	FINANCE	BLDG 750	OCP
1200-1300	LUNCH	DFAC K-QUAD	OCP
1300-1315	CRIMINAL INVESTIGATION DIVISION (CID)	BLDG 750	OCP
1315-1330	INSPECTOR GENERAL (IG)	BLDG 750	OCP
1330-1400	EDUCATION CENTER	BLDG 750	OCP
1415-1445	HOUSING SERVICE CENTER (HSO)	BLDG 750	OCP
1445-1600	INITIAL FINANCIAL MILESTONE BRIEF/SPONSORSHIP	BLDG 750	OCP
DAY 3 (WED)			
TIME	EVENT	LOCATION	UNIFORM
0900-0915	FAMILY ADVOCACY PROGRAM (FAP)	BLDG 750	OCP
0915-0930	MILITARY AND FAMILY LIFE COUNSELING (MFLC)	BLDG 750	OCP
0930-0940	ARMY WELLNESS CENTER (AWC)	BLDG 750	OCP
0940-1000	DIRECTOR OF EMERGENCY SERVICES (DES)	BLDG 750	OCP
1000-1020	CHAPLAIN	BLDG 750	OCP
1020-1040	BEHAVIORAL HEALTH	BLDG 750	OCP
1040-1200	LUNCH	DFAC K-QUAD	OCP
1200- UTC	MEDICAL IN-PROCESSING*	CONROY BOWL	OCP
1400-1600	TROPIC LIGHTNING MUSEUM TOUR	BLDG 361	OCP
DAY 4 (THU)			
TIME	EVENT	LOCATION	UNIFORM
0600-0730	BARRACKS CLEAR OUT (Barracks Soldiers)	BLDG 1020	OCP
0730-0830	BREAKFAST	DFAC K-QUAD	OCP
0845-1100	COMMUNITY READINESS EXPO (CRE)	604 BALLROOM	OCP
1100-1150	LUNCH	DFAC K-QUAD	OCP
1150-1215	USO BRIEF	BLDG 750	OCP
1215-1300	AUSA: TRICARE/ WATER SAFETY	BLDG 750	OCP
1300-1345	BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)	BLDG 750	OCP
1345-1400	JUNGLE OPERATIONS TRAINING COURSE (JOTC)	BLDG 750	OCP
1400- UTC	SOLDIER OUTPROCESSING/ PICKUP	BLDG 750	OCP

APVG-CG

SUBJECT: U.S. Army Hawaii Policy Letter #15 – U.S. Army Hawaii Replacement Company In-processing Procedures

Enclosure 2 (3 Day DONSA POI) Policy Letter 15-Replacement Company In-Processing

3 DAY POI			
DAY 1 (TUE)			
TIME	EVENT	LOCATION	UNIFORM
0550-0730	NEWCOMERS PT	WEYAND FIELD	SUMMER APFU
0730-0830	PERSONAL HYGIENE / BREAKFAST	DFAC K-Quad	OCP
0845-0910	REPLACEMENT COMPANY WELCOME BRIEF (USARHAW BLUE BOOK)	BLDG 750	OCP
0915-1130	FINANCE BRIEFING/ INTAKE	BLDG 750	OCP
1130-1200	EQUAL OPPORTUNITY (EO)	BLDG 750	OCP
1200-1300	LUNCH	DFAC K-Quad	OCP
1300-1400	ACS / CULTURAL BRIEF	BLDG 750	OCP
1415-1430	MILITARY AND FAMILY LIFE COUNSELING (MFLC)	BLDG 750	OCP
1430-1530	SEXUAL HARASSMENT ASSAULT RESPONSE PROGRAM (SHARP)	BLDG 750	OCP
1530-1600	MOVEMENT TO WEYAND FIELD	WEYAND FIELD	OCP
1600-1610	PATCHING CEREMONY REHEARSAL	WEYAND FIELD	OCP/RESPECTIVE UNIT PATCH
1630-1645	PATCHING CEREMONY	WEYAND FIELD	OCP
1645-1700	SPONSORSHIP LINK UP	WEYAND FIELD	OCP
DAY 2 (WED)			
TIME	EVENT	LOCATION	UNIFORM
0730-0830	PERSONAL HYGIENE / BREAKFAST	DFAC K-Quad	OCP
0900-0910	ACCOUNTABILITY SIGN IN/USO Brief	BLDG 750	OCP
0925-0940	FAMILY ADVOCACY PROGRAM (FAP)*	BLDG 750	OCP
0940-1010	HOUSING SERVICES OFFICE (HSO)	BLDG 750	OCP
1010-1040	EDUCATION CENTER	BLDG 750	OCP
1040-1140	ARMY SUBSTANCE ABUSE PROGRAM (ASAP)	BLDG 750	OCP
1140-1300	LUNCH	DFAC K-Quad	OCP
1300-UTC	MEDICAL IN-PROCESSING*	CONROY BOWL	OCP
1400-1600	TROPIC LIGHTNING MUSEUM TOUR	BLDG 361	OCP
DAY 3 (THU)			
TIME	EVENT	LOCATION	UNIFORM
0600-0730	BARRACKS CLEAR OUT	BLDG 1020	OCP
0730-0830	BREAKFAST	DFAC K-Quad	OCP
0845-1100	COMMUNITY READINESS EXPO (CRE)	604 BALLROOM	OCP
1100-1145	LUNCH	DFAC K-Quad	OCP
1200-1245	AWC / THREAT AWARENESS REPORTING PROGRAM (TARP)	BLDG 750	OCP
1245-1400	AUSA BRIEFS: TRICARE/ WATER SAFETY/ CID	BLDG 750	OCP
1400-1415	JUNGLE OPERATIONS TRAINING COURSE (JOTC)	BLDG 750	OCP
1415-1445	INITIAL FINANCIAL MILESTONE BRIEF	BLDG 750	OCP
1445-1500	DIRECTORATE OF EMERGENCY SERVICES (DES)	BLDG 750	OCP
1500-1530	READY AND RESILIENT (R2)	BLDG 750	OCP
1530-1600	INSPECTOR GENERAL (IG)	BLDG 750	OCP
1600-UTC	SOLDIER OUTPROCESSING/ PICKUP	BLDG 750	OCP