



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

APVG-CG

19 December 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25th Infantry Division and U.S. Army Hawaii Policy Letter #37 – U.S. Army Hawaii Replacement Company In-processing Procedures

1. References:

- a. Army Regulation 600-8-101, 06 March 2018.
- b. U.S. Army Hawaii Policy Letter #14 – Sponsorship Program Policy, 04 August 2016.
- c. Policy Memorandum USAG-HI-19, Temporary Lodging Allowance (TLA), 26 August 2016.
- 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 OPORD 042-15 (Community Readiness Expo).
- g. U.S. Army Pacific (USARPAC) FRAGORD 02 to ORDER #13-05-046, ORDER #17-01-023, Part 3.D.3.A.

2. Applicability. This policy applies to all incoming personnel assigned or attached to all units, agencies residing or operating on Army installations Hawaii, including stand-alone facilities (SAF) supported by U.S. Army Hawaii.

3. Purpose. In-processing is the first impression of U.S. Army Hawaii for all incoming Soldiers and their Families. This policy establishes the procedures and requirements for newcomers reporting to Hawaii-based units using the U.S. Army Hawaii 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. The standard week program of instruction will be used for a DONSA or a holiday on a Friday. See Enclosures 1-4 for all program of instructions.

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4. Policy. Conducting proper in-processing is a commander's program and all commanders are charged with ensuring compliance with this policy letter. Reporting personnel are charged with adhering to the specific policy guidance outlined in this memorandum to ensure a proper reception in Hawaii and correct initiation of all entitlements. In-processing activities are mandatory and should not be superseded for any reasons. To request an exception to this policy, see Paragraph 6.

5. Reporting Procedures:

a. All Soldiers will sign in with the U.S. Army Hawaii Replacement Company. Duty uniform or civilian attire is authorized for initial reporting. Uniform throughout in-processing is the Operational Camouflage Pattern (OCP) Uniform unless told otherwise. Soldiers may use any of the three following locations to report to the U.S. Army Hawaii Replacement Company. Soldiers arriving to the island who have preauthorized leave or Permissive Temporary Duty on their DA31 must still report to the Airport Liaison Desk upon arrival at the Daniel K. Inouye International Airport Terminal in order to receive instructions on reporting procedures.

(1) U.S. Army Hawaii Airport Liaison Desk – Located at the Daniel K. Inouye International Airport Terminal in Baggage Claim 19; operational hours are 1100-2330 daily.

(2) U.S. Army Hawaii Replacement Company Barracks Reception Desk – Located at Building 1020 on Schofield Barracks; operational hours are 24 hours daily.

(3) U.S. Army Hawaii Replacement Company Headquarters – Located at Building 750, Room 102 on Schofield Barracks; operational hours are 0900-1630 from Monday-Friday, except federal holidays.

b. All Soldiers who sign in off of leave at the time of reporting will be placed in a Present for Duty (PDY) status. At this time, the Soldier is required to begin in-processing with the U.S. Army Hawaii Replacement Company.

c. Leave or Permissive Temporary Duty in the Permanent Duty Station (PDS) Vicinity – After a Service member has reported for duty, TLA may be paid for any day he or she is on ordinary leave or permissive temporary duty in the PDS vicinity and seeking private-sector housing or awaiting assignment to Government quarters. This enables a Service member to complete PCS travel and be placed on leave so that station-allowance eligibility is established by reporting to the new PDS. For more information on TLA, reference JTR Volume 1, chapter 9, paragraph 090406A.

d. Leave or Permissive Temporary Duty away from the Permanent Duty Station (PDS) Vicinity – TLA is not payable for any day a Service member is on ordinary leave or permissive temporary duty away from the PDS Vicinity unless one or more

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dependents remain in the PDY vicinity to continue to seek private-sector housing or while awaiting assignment to Government quarters. In that case, the number of dependents who continue to occupy temporary lodging determines the rate payable. In either case, postponement of TLA pending return is not authorized. This provision helps ensure that TAL is paid only in connection with the PDS. For more information on TLA, reference JTR Volume 1, chapter 9, paragraph 090406B.

e. The U.S. Army Hawaii Replacement Company does not grant Permissive TDY (PTDY). Soldiers who do not have preauthorized PTDY may request PTDY from their gaining unit after completing in-processing requirements.

#### 6. Program of Instruction:

a. Soldiers will be placed in three groups after reporting – Juniors, Seniors and VIPs. Juniors are Private through Sergeant, Seniors are Staff Sergeant through Master Sergeant, Second Lieutenant through Major, and Warrant Officer One through Chief Warrant Officer Three. VIPs 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 (except VIPs) are required to report at 0630 hours at the Replacement Company Barracks Building 1020 to conduct initial in-processing procedures. Soldiers in the rank of E-4 and below will report in the OCP Uniform. Soldiers in the rank of Sergeant and above will report in the Army Physical Fitness Uniform to conduct a height and weight measurement. Those who do not meet the standards in accordance with AR 600-9 will conduct a body fat assessment.

c. The first day of in-processing consists of finance in-processing, the Division Patching Ceremony, and a "Meet and Greet" with individual sponsors. All in-processing Soldiers, to include VIPs, are required to attend the Patching Ceremony. Uniform while conducting day one in-processing will be the OCP Uniform.

d. On day two of in-processing, all Soldiers including VIPs will report to Weyand Field on Schofield Barracks at 0600 hours to report for accountability. At 0630, all newcomers will conduct the United States Army Hawaii Newcomers Run. The uniform for the run will be the Army Physical Fitness Uniform. All Soldiers will conduct the run as applicable. Soldiers with a profile will conduct an alternate event, but must be present for accountability. Following the run, all Soldiers (except VIPs) are required to attend briefings that include, but are not limited to, Housing Services Office, Legal, Sexual Harassment and Assault Response Program (SHARP), Suicide Prevention, Family Advocacy Program (FAP), and Army Substance Abuse Program (ASAP). Uniform for the briefings is the OCP Uniform.

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e. On day three of in-processing, all Soldiers will conduct medical in-processing at the U.S. Army Health Clinic Schofield Barracks Hawaii from 0600-0900 hours. The uniform for medical in-processing is the OCP Uniform. All Soldiers will turn-in medical records and complete individual medical in-processing requirements. Once complete, all Soldiers (except for VIPs) will report to the Soldier Support Center to attend the Newcomers Bus Tour. The bus tour is from 1000-1600 and is mandatory for all newcomers. The uniform for the tour is appropriate civilian attire. VIPs will report to the soldier support center in the duty uniform for VIP finance in-processing.

f. On day four of in-processing, all Soldiers (VIPs are optional) will attend the Community Readiness Expo (CRE). Families are also encouraged to attend. After the CRE all Soldiers will attend the RP2 resiliency brief at building 750 from 1300-1500. Brigade S-1s and sponsors will report building 750 at 1500 to receive their incoming Soldier and begin the gaining unit in-processing, as applicable. Uniform for the CRE is the OCP Uniform.

g. The Patching Ceremony and Newcomer's run are mandatory events for all soldiers, including VIPs.

h. For all non-standard program of instruction schedules refer to Enclosures 1-4.

i. During in-processing, all Soldiers are required to review their DD Form 93 (Emergency Notification Data) to ensure all information is current. Soldiers are required to digitally sign these documents and must have their Common Access Card with certificates loaded. Soldiers will be provided a copy of all updated documents upon completion.

7. Proper in-processing is paramount to unit and individual readiness. Any 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, 25th Infantry Division and U.S. Army Hawaii.

8. This policy is effective immediately and remains in effect until superseded or rescinded in writing.

9. Point of contact for this memorandum is the U.S. Army Hawaii Replacement Company Commander at (808) 655-8277.



RONALD P. CLARK  
Major General, USA  
Commanding

4 Encls

1. Standard Week POI
2. 2-Day Week POI  
On Wednesday)

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3. 3-Day Week POI (starting  
on Monday)

4. 3-Day Week POI (starting  
on Tuesday)

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