



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

APVG-CG

8 February 2021

MEMORANDUM FOR RECORD

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

1. References:

- a. Army Regulation 600-8-101, 06 March 2018.
- b. USARHAW Policy Letter #7 - Sponsorship Program Policy, 21 January 2021.
- 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, 7 June 2019.
- f. United States Army Hawaii (USARHAW) 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 USARHAW.

3. Purpose. In-processing is the first impression of USARHAW for all incoming Soldiers and their Families. 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. The standard week program of instruction will be used for a DONSA or a holiday on a Friday. See Enclosures 1-4 for all programs of instruction.

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 In-processing activities are mandatory and should not be superseded for any reason. To request an exception to this policy, see Paragraph 6.

5. Reporting Procedures:

a. All Soldiers will sign in with the USARHAW 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 USARHAW Replacement Company. Soldiers arriving to the island who have preauthorized leave or Permissive Temporary Duty on their DA-31 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) USARHAW Airport Liaison Desk - Located at the Daniel K. Inouye International Airport Terminal in Baggage Claim Area 19; operational hours are 1100-2330 daily.

(2) USARHAW Replacement Company Barracks Reception Desk - Located at Building 1020 on Schofield Barracks; operational hours are 24 hours daily.

(3) USARHAW 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 USARHAW 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 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 USARHAW 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. All Soldiers in the rank of SSG and below are required to attend the financial education training during in-processing and will not report to their units without training having been completed. 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.

e. On day three of in-processing, all Soldiers will conduct medical in-processing at the Desmond T. Doss 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 USARHAW Replacement Company Commander for consideration by the Chief of Staff, USARHAW.

APVG-CG

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

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 USARHAW Replacement Company Commander at 808-655-8277.



JAMES B. JARRARD  
Major General, USA  
Commanding

4 Encls

1. Standard Week POI
2. 2-Day Week POI
3. 3-Day Week POI (Monday Start)
4. 3-Day Week POI (Tuesday Start)



# Enclosure 1 (Standard Week POI) Policy Letter 15 - Replacement Company In-Processing

## 4-Day Standard Week POI (Monday-Thursday)

### DAY 1

TIME	EVENT	LOCATION	UNIFORM
0630-0730	HEIGHT/WEIGHT and DENTAL RECORDS COLLECTION	BLDG 1020	SUMMER PFU (E5 and above) OCP (E4 and below)
0730-0830	PERSONAL HYGIENE / BREAKFAST	DFAC K-Quad	OCP
0830-0845	ACCOUNTABILITY SIGN IN (RECEIVE IN-PROC AND FINANCE PACKETS)	BLDG 750	OCP
0845-0900	REPLACEMENT COMPANY WELCOME BRIEF (USARHAW BLUE BOOK)	BLDG 750	OCP
0900-0905	LIGHTNING ACADEMY BRIEF	BLDG 750	OCP
0905-0935	EQUAL OPPORTUNITY	BLDG 750	OCP
0935-1130	FINANCE BRIEF	BLDG 750	OCP
1130-1230	LUNCH	DFAC K-Quad	OCP
1230-1500	FINANCE IN-TAKE	BLDG 750	OCP
1500-1515	DENTAL BRIEF	BLDG 750	OCP
1515-1530	MOVEMENT TO DIVISION MEMORIAL	BLDG 750	OCP
1530-1545	PATCHING CEREMONY REHEARSAL	DIV MEMORIAL	OCP
1600 - 1630	PATCHING CEREMONY	DIV MEMORIAL	OCP
1630-UTC	SPONSORSHIP	DIV MEMORIAL	OCP

### DAY 2

TIME	EVENT	LOCATION	UNIFORM
0600-0745	NEWCOMER'S RUN	Weyand Field	SUMMER PFU
0745-0900	PERSONAL HYGIENE / BREAKFAST	DFAC K-Quad	OCP
0900-0915	ACCOUNTABILITY SIGN IN	BLDG 750	OCP
0915-0930	INSPECTOR GENERAL	BLDG 750	OCP
0930-0945	SOLDIER FOR LIFE - TRANSITION ASSISTANCE PROGRAM (SFL-TAP)	BLDG 750	OCP
0945-1000	LEGAL	BLDG 750	OCP
1000-1015	FAMILY ADVOCACY PROGRAM (FAP)	BLDG 750	OCP
1015-1045	HOUSING SERVICES OFFICE	BLDG 750	OCP
1045-1115	EDUCATION CENTER	BLDG 750	OCP
1115-1145	DIRECTORATE OF EMERGENCY SERVICES (DES)	BLDG 750	OCP
1145-1245	LUNCH	DFAC K-Quad	OCP
1245-1345	CHAPLAIN / BEHAVIORAL HEALTH/ TRANSPORTATION	BLDG 750	OCP
1345-1445	ARMY PUBLIC HEALTH NURSE	BLDG 750	OCP
1445-1545	ARMY SUBSTANCE ABUSE PROGRAM (ASAP)	BLDG 750	OCP
1545-1700	SHARP	BLDG 750	OCP

### DAY 3

TIME	EVENT	LOCATION	UNIFORM
0600-0900	MEDICAL IN-PROCESSING	MEDICAL COMPLEX	OCP
0900-0915	ACCOUNTABILITY SIGN IN/ CID BRIEF	BLDG 750	Civilian Attire
0915-1015	BUS TOUR BRIEF	BLDG 750	Civilian Attire
1015-1500	BUS TOUR	BLDG 750	Civilian Attire
1500-1600	MUSEUM TOUR	TLM	Civilian Attire

### DAY 4

TIME	EVENT	LOCATION	UNIFORM
0600-0730	BARRACKS CLEANOUT	BLDG 1020	OCP
0730-0830	BREAKFAST	DFAC K-Quad	OCP
0845-1130	COMMUNITY READINESS EXPO (CRE)	NEHELANI CLUB	OCP
1130-1300	LUNCH	DFAC K-Quad	OCP
1300-1500	RP2 Resiliency Brief/Release	BLDG 750	OCP

# Enclosure 4 (3 Day POI Tuesday Start) Policy Letter 15 - Replacement Company In-Processing

## 3-Day POI - Monday DONSA (Tuesday - Thursday)

### DAY 1

TIME	EVENT	LOCATION	UNIFORM
0600-0745	NEWCOMER'S RUN	Weyand Field	SUMMER PFU
0745-0845	PERSONAL HYGIENE / BREAKFAST	DFAC K-Quad	OCP
0845-0900	ACCOUNTABILITY SIGN IN (RECEIVE IN-PROC AND FINANCE PACKETS)	BLDG 750	OCP
0900-0915	REPLACEMENT COMPANY WELCOME BRIEF (USARHAW BLUE BOOK)	BLDG 750	OCP
0915-0920	LIGHTNING ACADEMY BRIEF	BLDG 750	OCP
0920-0950	EQUAL OPPORTUNITY	BLDG 750	OCP
0950-1115	FINANCE BRIEF	BLDG 750	OCP
1115-1230	LUNCH	DFAC K-Quad	OCP
1230-1500	FINANCE IN-TAKE	BLDG 750	OCP
1500-1515	DENTAL BRIEF	BLDG 750	OCP
1515-1530	MOVEMENT TO DIVISION MEMORIAL	BLDG 750	OCP
1530-1545	PATCHING CEREMONY REHEARSAL	DIV MEMORIAL	OCP
1600-1630	PATCHING CEREMONY	DIV MEMORIAL	OCP
1630-UTC	SPONSORSHIP	DIV MEMORIAL	OCP

### DAY 2

TIME	EVENT	LOCATION	UNIFORM
0600-0900	MEDICAL IN-PROCESSING	Medical Complex	OCP
0900-0915	ACCOUNTABILITY SIGN IN	BLDG 750	OCP
0915-0930	INSPECTOR GENERAL	BLDG 750	OCP
0930-0945	SOLDIER FOR LIFE - TRANSITION ASSISTANCE PROGRAM (SFL-TAP)	BLDG 750	OCP
0945-1000	LEGAL	BLDG 750	OCP
1000-1015	FAMILY ADVOCACY PROGRAM (FAP)	BLDG 750	OCP
1015-1045	HOUSING SERVICES OFFICE	BLDG 750	OCP
1045-1115	EDUCATION CENTER	BLDG 750	OCP
1115-1145	DIRECTORATE OF EMERGENCY SERVICES (DES)	BLDG 750	OCP
1145-1245	LUNCH	DFAC K-Quad	OCP
1245-1345	CHAPLAIN / BEHAVIORAL HEALTH/ TRANSPORTATION	BLDG 750	OCP
1345-1445	ARMY PUBLIC HEALTH NURSE	BLDG 750	OCP
1445-1545	ARMY SUBSTANCE ABUSE PROGRAM (ASAP)	BLDG 750	OCP
1545-1700	SHARP	BLDG 750	OCP

### DAY 3

TIME	EVENT	LOCATION	UNIFORM
0500-0615	BARRACKS CLEANOUT (barracks personnel only)	BLDG 1020	OCP
0630-0730	HEIGHT/WEIGHT (E5 and above only)	BLDG 1020	OCP
0730-0830	BREAKFAST	DFAC K-Quad	OCP
0845-1130	COMMUNITY READINESS EXPO (CRE)	NEHELANI CLUB	OCP
1130-1300	LUNCH	DFAC K-Quad	OCP
1300-1500	RP2 Resiliency Training/Release	BLDG 750	OCP



# Enclosure 3 (3 Day POI Monday Start) Policy Letter 15 - Replacement Company In-Processing

3-Day POI - Thursday/Friday DONSA (Monday-Wednesday)			
DAY 1			
TIME	EVENT	LOCATION	UNIFORM
0630-0730	HEIGHT/WEIGHT and DENTAL RECORDS COLLECTION	BLDG 1020	SUMMER PFU (E5 and above) OCP (E4 and below)
0730-0830	PERSONAL HYGIENE / BREAKFAST	DFAC K-Quad	OCP
0830-0845	ACCOUNTABILITY SIGN IN (RECEIVE IN-PROC AND FINANCE PACKETS)	BLDG 750	OCP
0845-0900	REPLACEMENT COMPANY WELCOME BRIEF (USARHAW BLUE BOOK)	BLDG 750	OCP
0900-0905	LIGHTNING ACADEMY BRIEF	BLDG 750	OCP
0905-0935	EQUAL OPPORTUNITY	BLDG 750	OCP
0935-1130	FINANCE BRIEF	BLDG 750	OCP
1130-1230	LUNCH	DFAC K-Quad	OCP
1230-1500	FINANCE IN-TAKE	BLDG 750	OCP
1500-1515	DENTAL BRIEF	BLDG 750	OCP
1515-1530	MOVEMENT TO DIVISION MEMORIAL	BLDG 750	OCP
1530-1545	PATCHING CEREMONY REHEARSAL	DIV MEMORIAL	OCP
1600-1630	PATCHING CEREMONY	DIV MEMORIAL	OCP
1630-UTC	SPONSORSHIP	DIV MEMORIAL	OCP
DAY 2			
TIME	EVENT	LOCATION	UNIFORM
0600-0745	NEWCOMER'S RUN	Weyand Field	SUMMER PFU
0745-0900	PERSONAL HYGIENE / BREAKFAST	DFAC K-Quad	OCP
0900-0915	ACCOUNTABILITY SIGN IN	BLDG 750	OCP
0915-0930	INSPECTOR GENERAL	BLDG 750	OCP
0930-0945	SOLDIER FOR LIFE - TRANSITION ASSISTANCE PROGRAM (SFL-TAP)	BLDG 750	OCP
0945-1000	LEGAL	BLDG 750	OCP
1000-1015	FAMILY ADVOCACY PROGRAM (FAP)	BLDG 750	OCP
1015-1045	HOUSING SERVICES OFFICE	BLDG 750	OCP
1045-1115	EDUCATION CENTER	BLDG 750	OCP
1115-1145	DIRECTORATE OF EMERGENCY SERVICES (DES)	BLDG 750	OCP
1145-1245	LUNCH	DFAC K-Quad	OCP
1245-1345	CHAPLAIN / BEHAVIORAL HEALTH/ TRANSPORTATION	BLDG 750	OCP
1345-1445	ARMY PUBLIC HEALTH NURSE	BLDG 750	OCP
1445-1545	ARMY SUBSTANCE ABUSE PROGRAM (ASAP)	BLDG 750	OCP
1545-1700	SHARP	BLDG 750	OCP
DAY 3			
TIME	EVENT	LOCATION	UNIFORM
0500-0545	BARRACKS CLEANOUT	BLDG 1020	OCP
0600-0900	MEDICAL IN-PROCESSING	MEDICAL COMPLEX	OCP
0900-0915	ACCOUNTABILITY SIGN IN	BLDG 750	OCP
0915-UTC	SHIP OUT	BLDG 750	OCP



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

2-Day POI			
DAY 1			
TIME	EVENT	LOCATION	UNIFORM
0630-0730	HEIGHT/WEIGHT and DENTAL RECORDS COLLECTION	BLDG 1020	SUMMER PFU (E5 and above) OCP (E4 and below)
0730-0830	PERSONAL HYGIENE / BREAKFAST	DFAC K-Quad	OCP
0830-0845	ACCOUNTABILITY SIGN IN (RECEIVE IN-PROC AND FINANCE PACKETS)	BLDG 750	OCP
0845-0900	REPLACEMENT COMPANY WELCOME BRIEF (USARHAW BLUE BOOK)	BLDG 750	OCP
0900-0905	LIGHTNING ACADEMY BRIEF	BLDG 750	OCP
0905-0935	EQUAL OPPORTUNITY	BLDG 750	OCP
0935-1130	FINANCE BRIEF	BLDG 750	OCP
1130-1230	LUNCH	DFAC K-Quad	OCP
1230-1500	FINANCE IN-TAKE	BLDG 750	OCP
1500-1515	DENTAL BRIEF	BLDG 750	OCP
1515-1530	MOVEMENT TO DIVISION MEMORIAL	BLDG 750	OCP
1530-1545	PATCHING CEREMONY REHEARSAL	DIV MEMORIAL	OCP
1600-1630	PATCHING CEREMONY	DIV MEMORIAL	OCP
1630-UTC	SPONSORSHIP	DIV MEMORIAL	OCP

DAY 2			
TIME	EVENT	LOCATION	UNIFORM
0500-0545	BARRACKS CLEANOUT	BLDG 1020	OCP
0600-0900	MEDICAL IN-PROCESSING	MEDICAL COMPLEX	OCP
0900-0915	ACCOUNTABILITY SIGN IN	BLDG 750	OCP
0915-0930	INSPECTOR GENERAL	BLDG 750	OCP
0930-0945	SOLDIER FOR LIFE - TRANSITION ASSISTANCE PROGRAM (SFL-TAP)	BLDG 750	OCP
0945-1000	LEGAL	BLDG 750	OCP
1000-1015	FAMILY ADVOCACY PROGRAM (FAP)	BLDG 750	OCP
1015-1045	HOUSING SERVICES OFFICE	BLDG 750	OCP
1045-1115	EDUCATION CENTER	BLDG 750	OCP
1115-1145	DIRECTORATE OF EMERGENCY SERVICES (DES)	BLDG 750	OCP
1145-1245	LUNCH	DFAC K-Quad	OCP
1245-1345	CHAPLAIN / BEHAVIORAL HEALTH/ TRANSPORTATION	BLDG 750	OCP
1345-1445	ARMY PUBLIC HEALTH NURSE	BLDG 750	OCP
1445-1545	ARMY SUSBSTANCE ABUSE PROGRAM (ASAP)	BLDG 750	OCP
1545-1700	SHARP	BLDG 750	OCP
1700-UTC	SHIP OUT	BLD 750	OCP