



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY HAWAII RECEPTION COMPANY
BLDG 750 AYERS AVENUE
SCHOFIELD BARRACKS, HAWAII 96857

APVG-HHB-REPL CO

Arrival Date/Time: _____

MEMORANDUM FOR New In-Processing Soldiers assigned to the US Army Hawaii Reception Company

SUBJECT: USARHAW Reception Company In-Processing Notification Memorandum

1. _____ will report at 0845 hrs on _____ to Building 750, Schofield Barracks, Hawaii 96857. (Initials) _____

2. **2 HOUR TELEPHONIC RECALL:** While Assigned to U.S. Army Hawaii Reception Company, you may be contacted telephonically. This ensures all Cadre members are able to contact you for accountability and in case any emergency situation may arise. (Initials) _____

3. **IN PROCESSING HOURS:** Your place of duty throughout the week is detailed in the attached weekly schedule that you have received. All Soldiers will attend all briefs and mandatory events. Appointments will not be made that conflict with the installation in-processing timeline, Monday through Thursday. (Initials) _____

4. **NEWCOMER'S PT:** All Soldiers will report to Weyand Field at 0545 hours for Accountability/PT formation on Tuesday. Uniform is Summer APFU, running shoes with white or black socks covering the ankles, and a water source. (Initials) _____

5. **DUTY UNIFORM:** Authorized Combat Uniforms, Patrol Cap and combat boots are the only authorized duty uniform while you are in-processing. Your uniform and accessories will be IAW with AR 670-1. (Initials) _____

6. **TRANSPORTATION:** There is a daily courtesy shuttle pick up for all in-processing personnel who require transportation. If you need transportation, contact U.S. Army Hawaii Reception Company CQ at (808) 655-0389 or the Transportation Desk at (808) 655-8270 the day prior to schedule for pick-up. (Initials) _____

7. **FINANCE IN-PROCESSING:** Finance in-processing will be on the first duty day of the in-processing week. **The following is required to in-process finance.**

- a. PCS orders with amendments (Initials) _____
- b. DA Form 31 (Leave Form with blocks #14 and #16 signed) (Initials) _____

- c. POV inspection/shipping form, marriage and birth certificates (Initials) _____
- d. Flight Itinerary (Initials) _____
- e. MyPay Username and Password (Initials) _____

8. **PERMISSIVE TEMPORARY DUTY:** U.S. Army Hawaii Reception Company is not authorized to put you on PTDY. All PTDY questions will be brought up to the Housing Services Office at (808) 275-3700. Approving authority for PTDY is your gaining unit's responsibility. (Initials) _____

9. **GOVERNMENT TRAVEL CARD:** When you come to formation on the first day of in-processing please have your Government Travel Credit Card balance ready. This balance will be needed when you fill out your 1351-2 (Travel Voucher) for your PCS on the first day of in-processing. The Citibank phone number to obtain your balance is 1-800-200-7056. Please have this balance available and ensure that you check the split disbursement box on your Travel Voucher using the balance given by the Citibank representative. (Initials) _____

10. **TEMPORARY LODGING ALLOWANCE (TLA):** In order to receive TLA entitlements, ALL In-processing Soldiers (regardless of rank) are required to sign-in off of leave and a brief during the in-processing schedule that explains the steps you must take to receive these entitlements. (Initials) _____

11. **HOTELS/LODGING:** Please ensure that you are staying at a TLA approved hotel in order to receive TLA entitlements. (Initials) _____

12. If you have any questions about in-processing, please contact the U.S. Army Hawaii Reception Company at (808) 655-4634 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. (Initials) _____

I, _____ have read and understand all information detailed above.



\\ORIGINAL SIGNED\\
CHELSEA J. DONOVAN
CPT, AG
Commanding