

U.S. Army Hawaii Installation Policies and Procedures

Department of the Army
Headquarters, 25th Infantry Division
and United States Army Hawaii
Schofield Barracks, HI
22 August 2025

SUMMARY of CHANGE

This major revision, dated 22 August 2025

- Changes – Title changed from: U.S. Army Hawaii Standards and Discipline to Installation Policies and Procedures

- Changes - Signature Authority from James B. Jarrard, Major General, United States Army to James B. Bartholomees, Major General, United States Army

- Incorporates the following U.S. Army Hawaii policy letters: Senior Commander's Open Door, Sponsorship Program, The Right to Present Complaints to the Inspector General, Installation In-processing Procedures and Total Army Sponsorship Program, Celebration of Service, Civilian of the Quarter/Year Awards Program, Army Volunteer Program, Reassignments, Installation Out-processing Procedures, Transition Assistance Program, Family Advocacy Program, Live Fire Exercises, Range Use, and Aviation Fire Suppression Support, Spectrum Management on Oahu and PTA, Non-Federal Entity Operation on USARHAW Installations, Unauthorized Childcare, Band, Salute Battery, Hui Ha'a Request and Utilization, Sex Offender Registration and Residency, and Abandoned Vehicles.

- Incorporates the following U.S. Army Garrison - Hawaii policy letters: Motorcycle Safety, Physical Readiness and Holistic Health and Fitness, Tactical Vehicles on State Highways, Ammunition and Explosives Routes, Fundraising on USARHAW Installations, Prohibited Protesting, Congregating or Distributing Written Materials, Debarments, Prohibited Use of Unmanned Aerial Vehicles, Drones and Reporting Procedures, Policy to Register Firearms, and Stray and Feral Animal Control Policy.

- Excludes U.S. Army Garrison – Hawaii policy letters which are required to be maintained as separate policy letters or are unique to Garrison-only functions. These policies can be found at the U.S. Army Garrison – Hawaii website found in Chapter 2-2, Key Policy Publications and Good Order and Discipline.

Department of the Army
Headquarters 25th Infantry Division and
United States Army Hawaii
Schofield Barracks, HI
22 August 2025

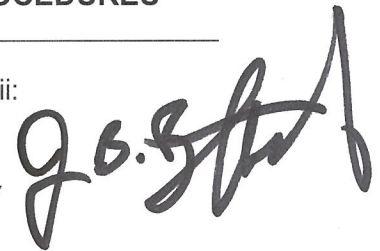
U.S. Army Hawaii Regulation 1

Effective 22 August 2025

UNITED STATES ARMY HAWAII INSTALLATION POLICES AND PROCEDURES

By Order of the Senior Commander, 25th Infantry Division and U.S. Army Hawaii:

JAMES B. BARTHOLOMEES
Major General, United States Army
Commanding General



Official:

DAVID A. BRUNAIS
Colonel, General Staff
Chief of Staff

History. This regulation supersedes USARHAW Regulation 1, dated 1 September 2022 and is a major revision.

Summary. This regulation provides guidance and standards for all personnel assigned to or operating on U.S. Army Hawaii (USARHAW) installations.

Applicability. This regulation applies to all Soldiers, Civilians, Family Members, contractors, and other personnel who work on, reside on, or transit any U.S. Army installation, facility, or work site in the State of Hawaii.

Suggested Improvements. The proponent for this regulation is the Chief of Staff, 25th Infantry Division (25ID) and USARHAW. Send comments and suggested improvements on a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to G1, 25ID and USARHAW, ATTN: G1, Schofield Barracks, Hawaii 96857-5000.

Distribution. This regulation is distributed through electronic media across USARHAW to include U.S. Army Garrison Hawaii Homepage: [Policies & Command Publications :: U.S. Army Garrison Hawaii](#)

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Chapter 1

Introduction

1-1. Purpose.

a. This regulation establishes the United States Army Hawaii (USARHAW) installation management guidelines, standards, and procedures under the authorities of the Senior Commander, 25th Infantry Division (25ID) and USARHAW.

b. This regulation consolidates Senior Command policies and guidance applicable to all Soldiers, Civilians, Family Members, contractors, and other personnel who work on, reside on, or visit any U.S. Army installations, facilities, or work sites in Hawaii.

1-2. USARHAW Mission Statement, Culture, and Priorities: US Army Hawaii (USARHAW) enables units to focus on Warfighting Readiness by providing safe, secure, and effective installations. On order, USARHAW enables the rapid deployment of warfighting formations to fight and win our Nation's wars. USARHAW integrates administrative, installation, mobilization, and Soldier support services, in accordance with U.S. Code Title 10, to promote Soldier and Family readiness.

a. The **USARHAW Culture** is defined by a Relentless Pursuit of Excellence in Everything We Do. It is fought for and earned every day. We maintain good order and discipline and strengthen our foundational readiness by investing in our people and their Families.

b. Our culture is bounded by four priorities – our #1 priority is Warfighting Readiness. We fulfill our moral obligation to ensure our people are well-trained and are members of cohesive teams. Leaders will prioritize leader development, physical fitness, and lethality. Priority #2 is our partnerships in the region, focusing on readiness and interoperability abroad and in the state of Hawaii. Priority #3 is continuously driving Transformation to deliver warfighting advantages. Priority #4 is Strengthening the Army Profession by being the Army's experts on warfighting in the Pacific and sharing our lessons learned. We excel in the process of Act, Learn, and Adapt. Leaders will develop goals aligned with priorities; and continually and deliberately assess.

1-3. Punitive Regulation.

a. Violations of paragraphs 2-12 Motorcycle Safety, 3-7 Unauthorized Childcare, 5-2 Sex Offender Registration, 5-3 Prohibited Protesting, 5-4 Abandoned Vehicles, 5-6 Prohibited Use of Unmanned Aerial Vehicles and Drones, 5-7 Policy to Register Firearms, and 5-8 Stray and Feral Animal Control Policy may be punishable under the following:

(1) Violation of an Order, Article 92, Uniform Code of Military Justice (UCMJ).

(2) United States Code (USC).

(3) Hawaii Criminal and Traffic Law Manual (Hawaii Revised Statutes). All changes and amendments to the HRS apply on USAG Hawaii installations and sites through the Assimilative Crimes Act (18 USC § 13).

b. A Soldier who becomes aware that a Family Member has violated this regulation will ensure that their Family Member is informed of the regulation provisions and will seek to ensure that their Family Member(s) comply with this regulation in the future.

c. Civilians are subject to discipline as specified in the United States Code of Federal Regulations.

Chapter 2

Strengthening the Army Profession and Military Families

2-1. Introduction. USARHAW is committed to providing an environment free of unlawful discrimination, offensive behavior, and unfair treatment. All persons will be treated with dignity without regard to race, color, sex (to include pregnancy), national origin, religion, sexual orientation, age, or disability (age and disability are protected categories for Civilians only). It is critical that we sustain a comprehensive effort to maximize human potential and to ensure fair treatment for all individuals based solely on merit, performance, and potential.

2-2. Key Policy Publications and Good Order and Discipline.

a. U.S. Army Garrison – Hawaii website published policies can be found at <https://home.army.mil/hawaii/about/command-pubs#qt0:5>

b. Units have a responsibility to maintain good order and discipline across USARHAW installations. These responsibilities include identifying and correcting areas of overgrown grass/shrubbery, excessive trash, dumped personal goods, broken signage, safety deficiencies, or suspected abandoned vehicles. Unit areas of responsibility are highlighted in Appendix A, Unit Areas of Responsibility.

2-3. The Right to Present Complaints to the Inspector General. Anyone, regardless of status, may make a complaint or request for information to any Army Inspector General concerning matters of Army interest. These complaints or grievances may include what they reasonably believe to be a violation of Army policy, standard, regulation, or evidence of fraud, waste, or abuse. There are no preconditions for contacting the Inspector General for assistance.

a. During the duty day and for accountability purposes, military and Department of Defense (DoD) personnel must inform the chain of command that they are leaving their place of duty. Before visiting the local Inspector General, personnel should consider whether an immediate supervisor or other established reporting process could best address concerns.

b. Civilian personnel laws and regulations prescribe procedures for DA Civilian employees seeking to submit complaints related to employment. Additionally, bargaining-unit (union) employees' complaints may be covered by a negotiated grievance procedure.

c. Any party who feels a local IG's response to concerns is unfair, incomplete, or not in accordance with law or regulation, or if a party believes contacting the local IG may jeopardize personal interests, may contact the USARPAC IG at (808) 787-4402 or usarmy.shafter.usarpac.list.usarpac-ig-admin@army.mil. The Department of the Army IG can also be reached at 1-800-752-9747 (toll free). The Department of Defense IG Hotline is available at 1-800-424-9098 (toll free).

d. Questions concerning the IG process, or any provision listed herein can be directed to the USARHAW IG at (808) 787-3170 or usarmy.schofield.25-id.list.25th-infantry-division-ig@army.mil.

2-4. Installation In-Processing Procedures (Reception Company) and The Total Army Sponsorship Program. 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. All Soldiers, noncommissioned officers, and officers in the grade of E-1 to E-6, O-1 to O-3, and W-1 to W-2 require sponsorship at the unit level. Civilian employees also require sponsorship from their respective organization or staff section. Sponsors will serve as the primary representative of the gaining unit to ensure a smooth transition for incoming Soldiers and Civilian employees from notification of assignment to USARHAW. This includes, but is not limited to transportation from the airport, and getting settled in temporary lodging or Reception Company Barracks. All incoming Soldiers will sign in with the USARHAW Reception Company. Soldiers may report in duty uniform or civilian attire. The uniform throughout in processing is the Army Combat Uniform - Operational Camouflage Pattern (OCP) unless told otherwise. Upon arrival, Soldiers may report to any of the following three locations:

a. USARHAW Airport Liaison Desk — Located at the Daniel K. Inouye International Airport Terminal in Baggage Claim 19. Their phone number is: (808) 859-5784. Hours of operation are 7 days a week, 1100-2300, and transportation to Schofield Barracks can be provided (Note: Unit sponsors should be the primary means of transportation from the airport. A POV should be used.).

b. USARHAW Reception 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) 787-0446.

c. USARHAW Reception Company Barracks CQ Desk — Located at Building 1020 on Schofield Barracks; operational 24 hours, 7 days/week. Their phone number is (808) 859-5784. 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. All Soldiers arriving to Oahu can report under the following conditions:

(1) Soldiers who arrive on or before their report date and sign in will begin in-processing immediately. Basic Allowance for Housing (BAH), Cost of Living Allowance (COLA), and Temporary Lodging Allowance (TLA) are authorized effectively by the date they sign in from leave.

(2) Soldiers arriving on island prior to their report date who wish to continue their leave do not have to sign in. However, those who wish to stay on leave will not receive TLA. They are encouraged to have a copy of their leave prior to arriving on the island. Soldiers can submit their leave 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.

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

d. All newly arriving Soldiers to USARHAW will attend a mandatory week of instruction that includes (among other topics) welcome brief, patching ceremony, newcomers physical training event, initial swim assessment, medical in processing, and a Community Readiness Exposition (CRE).

(1) 25th Infantry Division assigned Soldiers will attend a follow-on week of Basic Onboarding Lightfighter Training (BOLT). BOLT is intended to increase operational readiness, establish and uphold the Division's standards and discipline, embody the culture and preserve the rich legacy of the Tropic Lightning Division.

e. Community Readiness Exchange (CRE) – Conducted every Thursday from 0900-1100 in the 604 Ale House Ballroom, 1249 Kolekole Ave, Schofield Barracks, the CRE is part of the In-processing Program of Instruction (POI) and serves as a forum to welcome newly arrived USARHAW Soldiers, NCOs and Officers. The CRE introduces an explanation of the services and resources available on USARHAW installations.

f. Community Information Exchange (CIE) - Conducted in the 604 Ale House Ballroom, 1249 Kolekole Ave, Schofield Barracks on the fourth Thursday of every month at 1130. The Senior Commander hosts the CIE and it is a forum for sharing and exchanging current information of community interest. The event is open to all personnel. USARHAW Battalion and Brigade Command Teams are encouraged to attend and provide feedback to usarmy.schofield.25-id.list.25th-id-command-group@army.mil.

g. More information regarding this section of the regulation can be found on the U.S. Army Garrison Hawaii website, <https://home.army.mil/hawaii/index.php/25thID/newcomers> or questions can be directed to the U.S. Army Hawaii Reception Company Commander at (808) 220-5039.

h. The Total Army Sponsorship Program.

(1) BDE and BN Commander/Command Sergeant Majors will appoint in writing a primary and alternate Unit Sponsorship Coordinator (USC) to assist in the early identification of inbound/outbound Soldiers and Civilians and the overall implementation of this policy. For newly appointed USCs, ensure required training listed AR 600-8-8 is complete prior to gaining access to the Army Career Tracker (ACT). BDEs must provide a copy of the USC's appointment orders and training certificates to the 25ID G1 strength section via email to usarmy.schofield.25-id.list.g1-strength@army.mil. This is an inspectable item and is in the Organizational Inspection Program (OIP).

(2) Ensure sponsors are assigned no later than 120 days from the Soldier's report date, or within five working days of receipt of ACT notification for Initial Military Training (IMT) Soldiers. The gaining command will maintain the capacity to assign sponsors to un-programmed inbound Soldiers within 24 hours of their arrival. Distribution of inbounds should be managed in a way that provides the gaining unit 1SG/supervisor sufficient time to identify and appoint (in ACT) an appropriate sponsor within 120 days of Soldier's arrival.

(a) Battalion will electronically deliver a welcome packet to incoming personnel within 10 days of appointing a sponsor.

(b) To the greatest extent possible, sponsors will be leaders and are: equal in grade or higher than the incoming or departing Soldier, of the same sex, marital status, and military

career field or occupational series as the inbound Soldier and familiar with the unit, activity, and community. Commanders and supervisors will make every attempt possible to assign sponsors who are the same sex as the inbound Soldier—especially first-term Soldiers.

(c) Individuals will be exempt from performing sponsorship duties when they are: being replaced by the inbound Soldier, out-processing or within 90 days of PCS as of inbound Soldier's report date, pending unfavorable actions or undergoing administrative separation, projected to be absent during the first 60 days after the newcomer's arrival, or pending a medical or physical evaluation board.

i. Ensure sponsors perform their duties in accordance with the sponsor checklist located in AR 600-8-8 (TASP). Require sponsors to contact and maintain communication with their Soldier via email or phone at least monthly and then weekly when they are within 30 days of arrival.

j. Contact new Soldiers upon arrival to the island to ensure their needs, are being met and that proper sponsorship is occurring. Ensure sponsors greet all incoming Soldiers and Families at the airport upon their arrival.

k. Ensure Sponsors update the ACT sponsorship status at each stage of sponsorship process, and that all newly arrived Soldiers complete the sponsorship survey in ACT no later than (NLT) 45 days after arrival.

l. BDE/BN CDR must validate the monthly ACT sponsorship report by signing the report NLT on the 5th of every month.

m. If a Soldier is diverted to another unit, prior to his/her arrival or with Replacement Company, a new sponsor must immediately be assigned to the gaining unit's command. The USC from the losing unit will ensure a positive handoff to the gaining unit's USC.

n. 1SG/BN USC Responsibilities:

(1) Where feasible assign a sponsor of the same sex, marital status, and military career field or occupational series as the inbound Soldier. Commanders and supervisors will make every attempt possible to assign sponsors who are the same sex as the inbound Soldier—especially first-term Soldiers.

(2) Verify sponsors complete sponsorship training, report completion, and maintain a roster for all sponsorship coordinators.

(3) Ensure direct contact has been made by the assigned sponsors.

(4) Ensure sponsor's checklist is maintained on file until completion of the Soldier's assignment with the organization.

o. BDE S-1 / BN S-1 Responsibilities:

(1) BDE S-1 must validate all BDE UICs.

(2) BDE/BN S-1 must continue to provide the status of sponsorship to their Commander and Command Sergeant Major.

(3) BDE/BN S1 USC will provide BDE/BN CDR with a monthly command report containing detailed sponsorship status of all inbound Soldiers and BDE/BN CDR must validate the monthly ACT sponsorship report by signing the report NLT the 5th of every month and submitted to the next higher headquarters (HQs) and USARHAW Installation Sponsorship Liaison (ISL) at usarmy.schofield.id-pacific.mbx.sponsorship@army.mil.

(4) BDE S-1 zero balance all inactive derivative UICs and coordinate with G1 and G3 FM for deletion of all inactive derivative UICs prior to scheduled implementation date in the ACT sponsorship module.

p. USARHAW ISL Responsibilities:

(1) Develop an onboarding sponsorship tracking system for processing Soldiers and DA Civilians.

(2) Provide training for all sponsorship coordinators on their roles and responsibilities.

(3) Conduct sponsorship inspections annually with assistance from Division G1 as part of the Organizational Inspection Program (OIP).

(4) Maintain an installation unit sponsorship coordinator roster.

q. Sponsor Responsibilities:

(1) Complete assigned sponsorship training listed in Chapter 2-4, paragraph r.

(2) Adhere to sponsor checklist and report progress to the unit 1SG/BN USC.

(3) Upon assignment, ensure contact is made immediately with the incoming Soldier and provide information as needed to assist in their integration process and maintain communication for up to 45 days after the Soldier arrives.

(4) Acknowledge receipt of the Soldier in ACT after the initial face-to-face meeting.

r. Required Sponsorship Training: BDE/BN CSMs, USCs, and First Sergeants will complete the TASP training through the eSponsorship Application & Training (eSAT) available at <https://militarylearning.militaryonesource.mil>, and must also attend the sponsorship training provided by Army Community Service (ACS) Relocation Readiness Program. Sponsorship training must be tracked by the USCs and will be briefed during the quarterly sponsorship meeting.

s. For non-first term Soldiers, sponsors are expected to perform sponsorship duties based on the needs of the individual for no less than 45 days after their arrival to the island.

t. For the first term Soldiers, sponsors are expected to perform duties for the first 90 days after arrival. Sponsors of first-term Soldiers will act as mentors for their new arrival and orient them to their new surroundings and all aspects of Army life.

u. Supervisors and hiring officials should assign sponsors for new DA Civilian employees with special consideration for marital status and grade level. Sponsors will also send out welcome letters/packets to new DA Civilian employees signed by the Supervisor. Assigned

sponsors will maintain contact with new employees and are encouraged to greet them and their Families in person upon arrival at the airport/unit.

2-5. Celebration of Service (Retirement Ceremonies). USARHAW will provide Soldiers, regardless of component, and DA Civilians the opportunity to participate in a retirement ceremony, referred to as a Celebration of Service. Retirees will be recognized and honored for their dedicated service to the U.S. Army and the nation.

a. The Celebration of Service will be a quarterly event that recognizes service members and DA Civilians for their distinguished service, contributions, and sacrifices to the organization as they prepare to retire from the Army. The intent is to invite Families, friends, and the community to honor our retirees and conduct a professional celebration of service in accordance with Army Regulation and traditions. The quarterly Celebration of Service is the only command-sponsored ceremony for retirees in USARHAW.

b. For more information regarding this section of the regulation, questions should be directed to the 25ID and USARHAW G1 at 808-787-1452.

2-6. Civilian of the Quarter/Year Awards Program. The Civilian of the Quarter (COQ)/Year(COY) Awards Program applies to all Army appropriated funds Civilian Employees assigned to USARPAC P1 commands in Hawaii: (25th Infantry Division (25ID), Headquarters, US Army Hawaii (HQ, USARHAW), 3rd Multi-Domain Task Force (3MDTF), 8th Theater Sustainment Command (8TSC), 9th Mission Support Command (9MSC), 18th Medical Command (MEDCOM), 94th Army Air and Missile Defense Command (94AAMDC), and the 196th Infantry Brigade. To be eligible for these awards, nominees must have served in a permanent or term position for at least six months prior to their nomination.

a. The two award categories are: Category I: GS-12 and below or equivalents; Wage Grade and Wage Leader and Category II: GS-13 and above or equivalents; Wage Supervisor. Subordinate Commands will hold their own boards to identify their respective nominees and submit nominations IAW the published timeline. The quarterly winners will compete for USARHAW COY. The two annual winners of USARHAW COY will compete for USARPAC COY.

b. For more information regarding this section of the regulation, refer to Appendix B or direct questions to the 25ID and USARHAW G1 Team at 808-787-1452.

2-7. Army Volunteer Corps. Volunteers play an essential role in installation programs that impact the readiness of Soldiers, Families, organizations, and the installation. Recognition for volunteer service fosters retention and promotes continued Volunteer Program development. The success of the volunteer program is dependent on leaders assigning organization Points of Contact (POCs), who are designated to oversee, manage, and certify volunteer service hours through the Army Family Web Portal (AFWP) at <https://vmis.armyfamilywebportal.com/>. AR 608-1 can be referenced for more information.

a. Commanders at the Company/Troop, Battalion, and Brigade level must appoint a primary and an alternate POC to serve as the Volunteer Managers. These individuals will be responsible for managing and overseeing the use of the Volunteer Management Information System (VMIS) for the Unit/Organization. The POC will certify volunteer hours, accept applications from new volunteers, create volunteer position descriptions, maintain volunteer files, and provide

assistance to volunteers. The individual must be paid and employed by the Department of Defense (Active Duty, Civilian, etc.).

b. An appointment memorandum must be signed by the O5/O6 Commander or civilian equivalent leader. A copy must be provided to the Army Volunteer Corps Coordinator (AVCC) at ACS. The POC must notify the AVCC when they have been officially relieved or released from their POC appointment to update their status in VMIS.

c. The POC must complete the POC training offered by ACS AVCC to receive a certificate of completion. The training schedule can be found by calling ACS at (808) 787-4227. Upon completion of the requirements and submission of documents to the AVCC, the designated POC will complete the process by acknowledging the AFWP registration invitation to register as a POC.

d. It is the responsibility of the POC to ensure all statutory volunteers sign the DD Form 2793 (Volunteer Agreement Form) prior to the start of their volunteer service. A copy of the DD Form 2793 will be maintained by the OPOC. In addition, the POC will ensure all volunteers register and create an account in VMIS through the Army Family Web Portal. The POC must certify all volunteer hours in VMIS no later than the 15th of each month.

e. Volunteers are responsible for creating an individual account in VMIS, applying, and volunteering under an official volunteer position description, and utilizing VMIS to log and track their personal volunteer service hours.

f. For more information regarding this section of the regulation, questions should be directed to the Army Volunteer Corps Program Manager at 808-787-4227.

2-8. Reassignments. The reassignments process begins upon receipt of Assignment Instructions (AI). Soldiers will initiate the levy process to receive official orders by reviewing and updating their assignment elections within the Integrated Personnel and Pay System – Army (IPPS-A). It is mandatory for all to attend an in-person installation levy brief within 15 days of being notified of their upcoming reassignment. If attendance is not possible for reasons such as field exercise, temporary duty, emergency leave, etc. the Soldier will attend the next available levy brief upon their return.

a. Soldiers will have 30 days after receiving their AI to gather, complete, and submit all required documents through their S-1 to the Military Personnel Division (MPD) reassignments section via IPPS-A Personnel Actions Request (PAR).

b. Incomplete reassignment packets will be returned to the Soldier by their unit S-1 with an explanation of the reasoning for the rejection.

c. Permanent Change of Station (PCS) Orders will be produced within The Integrated Personnel and Pay System-Army (IPPS-A) and be available for Soldiers.

d. Soldiers are strongly encouraged to visit the Transportation and Passport offices, as applicable, upon receiving their PCS orders.

e. For more information regarding this section of the regulation, questions should be directed to the 25ID and USARHAW G1 at 808-238-6131.

2-9. Installation Out-processing Procedures and Sponsorship Program. The central clearance process begins upon receipt of orders for permanent change of station (PCS) or for transition out of active duty (i.e., retirement, expiration term of service, or chapters). In most cases, once the process control station (BLDG 750) receives a Soldier's PCS/transition orders, they will generate a DA Form 137-2 (Installation Clearance Record) and the DA Form 137-1 (Unit Clearance Record) in the Installation Support Module (ISM) database. All Soldiers who PCS/transition must have an approved Absence Request.

- a. Central clearance begins upon receipt of PCS or transition orders.
- b. Soldiers have 14 working days to clear units and installation.
- c. Soldiers must report to all installation agencies not pre-cleared in ISM for clearance stamps/signatures.
- d. Soldiers must use the Military One Source at <https://www.militaryonesource.mil/moving-pcs/moving-personal-property/> to schedule moves and contact the local Personal Property Preparing Office by emailing a full set of orders and any amendments to usarmy.schofield.402-afsb.mbx.hi-pppo@army.mil.
- e. Soldiers occupying Family quarters must visit the departing resident's link <https://www.islandpalmscommunities.com/departing-residents> to view move-out resources and submit a 28-day written notice.
- f. Transitioning Soldiers must review the USARHAW out-processing brief 30 days prior to departure at <https://home.army.mil/hawaii/garrison/dhr/mpd/out-processing-center/out-processing-brief>.
- g. Intra-command transfers require clearing the losing unit using DA Form 137-1.
- h. Inter-command transfers require clearing units and applicable installation support agencies using DA Form 137-1 and 137-2.
- i. Out-processing must be conducted in duty uniform, with exceptions for Soldiers with a profile authorizing them to wear the Army Physical Fitness Uniform (APFU).
- j. Soldiers must clear the Provost Marshal Office to verify proper disposition of Personally Owned Vehicles (POV).
- k. Processing Center certifies that Soldiers meet sponsorship requirements.
- l. Escorts may be appointed for Soldiers in specific circumstances, with commanders signing a memorandum appointing the escort.
- m. Process Control Station, Military Personnel Division (MPD) Responsibilities.
 - (1) Schedule final clearance appointments two days before the Soldier's departure.
 - (2) Issue Installation Clearance Records (DA Form 137-2) and Unit Level Clearance Records (DA Form 137-1).

(3) Verify proper clearance from all installation agencies and unit/S1 before accepting clearance records and issuing the final stamp.

n. Supporting Activities (Installation Agencies).

(1) Clear all Soldiers through the Installation Support Module database within 72 hours of notification or indicate the need for personal reporting.

(2) Affix stamp or signature on the Soldier's clearance record upon clearing.

o. Company Commanders/First Sergeants Responsibilities.

(1) Ensure departing Soldiers read the out-processing briefing slides in time.

(2) Ensure Soldiers separating under specific AR 635-200 chapters have appropriate escorts.

(3) Ensure NCOs and Officers have completed evaluations or a memorandum indicating one is being prepared.

(4) Ensure Soldiers have completely cleared the unit before reporting to the process control station.

(5) Validate and sign Soldier unit and installation clearance papers for final review.

p. For more information regarding this section, direct questions to the Deputy Chief, Military Personnel Division, Directorate of Human Resources, at 808-787-1088.

2-10. Transition Assistance Program (TAP). The Transition Assistance Program (TAP) provides transition support to Soldiers, Department of the Army Civilians (DACs), and their Families, starting as early as 24 months before retirement or 18 months before separation, but no later than 12 months prior. TAP helps Soldiers leverage their Army-acquired skills for higher education, civilian employment, or starting a business. Leaders at all levels support TAP to conserve resources and take care of Soldiers. TAP also offers optional two-day career tracks for additional transition paths, including education, employment workshops, career exploration, and business startups.

a. Key Steps and Timeline.

(1) 18-24 months prior to separation: Register for TAP, complete self-assessment, initial counseling, individual transition plan, pre-separation counseling, and required courses (Managing Your Transition, Military Occupational Code Crosswalk, Financial Planning for Transition) at <https://portal.armytap.army.mil>.

(2) 9 months prior to separation: Complete the Department of Labor Employment Fundamentals for Career Transition course.

(3) 6 months prior to separation: Complete the Department of Veterans Affairs Benefits and Services course.

(4) 5 months prior to separation: Provide a resumé to the transition counselor and complete a two-day career track based on self-assessment.

(5) 90 days prior to separation: Complete a TAP capstone event to confirm all requirements are met and connect with post-separation resources.

(6) Final Steps: E-sign and submit the DD eForm 2648, verifying career readiness standards, to the transition center before clearing the installation.

b. Battalion Command Responsibilities. Battalion Commanders must appoint a Battalion Transition Advisor, typically the Retention NCO, to synchronize the unit's transition program with TAP. They must also review the TAP Commander's Report monthly to ensure Soldier enrollment and compliance.

c. Company Command Responsibilities. Company Commanders must ensure all transitioning Soldiers participate fully and meet TAP career readiness standards according to the timelines. They must ensure Soldiers deploying with less than 12 months remaining in service receive TAP counseling 90 days prior to deployment. Additionally, they must ensure Soldiers with approved retirement or ETS are redeployed 90 days prior to receive mandatory transition services. Company Commanders must ensure Soldiers in the Integrated Disability Evaluation System (IDES) or considered for early release begin TAP immediately. They must appoint an escort for Soldiers considered for involuntary separation or barred from reenlisting to ensure timely TAP enrollment. Finally, company commanders must e-sign the DD eForm 2648 verifying completion of career readiness standards or necessary warm handover points of contact.

d. TAP ensures all Soldiers have an assigned sponsor for integration. For assistance, contact G1 strength at usarmy.schofield.25-id.list.g1-strength@army.mil or contact the Deputy Chief, Military Personnel Division, Directorate of Human Resources at 808-787-1088.

2-11. Family Advocacy Program. The Family Advocacy Program (FAP) provides prevention programs, training, and support for abuse cases within the U.S. Army Garrison, Hawaii. It includes clinical services, transitional compensation, and safety measures for Soldiers and their Families. Commanders at all levels are responsible for supporting FAP initiatives and ensuring compliance with reporting and intervention protocols. Commanders must also take immediate steps to intervene in instances of known or suspected domestic violence and child abuse or neglect.

a. Key Responsibilities and Tasks.

(1) Commander, U.S. Army Garrison, Hawaii (USAG Hawaii): The Commander of USAG Hawaii is responsible for overseeing the FAP within Hawaii. This includes the implementation of prevention programs and training initiatives, establishing and maintaining reporting channels for abuse cases, and chairing the Incident Determination Committee (IDC) to review and determine the course of action for reported incidents.

(2) Commanders' Responsibilities: Commanders must promptly report all known and suspected incidents of abuse to the USARHAW Reporting Point of Contact (RPOC) and Military Police. Commanders should encourage victims to contact FAP Victim Advocates (VAs) for support and assistance. Commanders must ensure that Family members involved in abuse

are offered counseling, treatment, legal information, and safety planning. Additionally, commands may institute a 72-hour separation for Soldiers involved in intimate partner abuse to ensure safety.

(3) Commander, Desmond T. Doss Health Clinic (DDHC) and Tripler Army Medical Center (TAMC): The Commanders of DDHC and TAMC are responsible for providing clinical services, including assessment, treatment, and case management for FAP-related cases.

(4) Safety Measures: Safety is paramount involving an alleged abuse. Protective measures may include administrative barring from the installation and support for the acquisition of Temporary Restraining Orders (TROs). For non-physical assault allegations, a 72-hour period of physical separation may be implemented by the command contingent upon circumstances and in coordination with Law Enforcement and the FAP. In cases involving dual-military couples, the alleged offender may be temporarily housed in the barracks to prioritize the safety of the victim and any dependent children.

(5) Transitional Compensation Program: The Transitional Compensation Program authorizes payments for dependents when a Soldier is discharged for dependent abuse. FAP assists eligible Family members with the application process for benefits.

(6) Incident Determination Committee (IDC) and Clinical Case Staffing Meeting (CCSM): Commanders must ensure representation at IDC meetings and endorse CCSM treatment recommendations for affected individuals. Additionally, the command representative must complete the online IDC training prior to attending the meeting.

(7) Problematic Sexual Behavior in Children and Youth (PSB-CY): FAP follows DoDI 6400.01 and DoDM 6400.01, Vol. 1 guidance on responding to PSB-CY incidents. Incidents must be reported to Military Police and Child Welfare Services (CWS). An MDT is convened to ensure a coordinated community response and develop safety plans for Families involved.

(8) New Parent Support Program (NPSP): The NPSP offers home visits, parent education, safety information for newborns and toddlers, and referrals to services. All parents are encouraged to participate in the NPSP-HV to increase parental skills and reduce incidents of child abuse.

(9) Exceptional Family Member Program (EFMP): The EFMP provides comprehensive and coordinated services for Families with special needs, including medical, educational, housing, and community support. Mandatory enrollment and compliance with AR 608-75 are required.

(10) FAP Education Program: Commanders must be aware of abuse prevention measures, FAP services, and command responsibilities. Mandatory FAP training is required for platoon leaders and senior enlisted advisors.

b. Contact Information.

(1) Non-Emergency Lines: Military Police: 808-771-7114 (Schofield Barracks), 808-787-5392 (Fort Shafter); Emergency Line: 911.

(2) Child Welfare Services (CWS): 808-832-5300.

(3) Family Advocacy Program Manager (FAPM): 808-624-7233 (SAFE Line).

(4) FAP Clinical Programs: 808-433-8579 (Schofield Barracks), 808-433-6606 (Tripler Army Medical Center).

(5) Victim Advocacy Program: 808-624-7233 (24-hour SAFE Line).

(6) Legal Assistance Office: 808-787-3071; Office of Special Trial Counsel (OSTC): 808-787-5832.

(7) New Parent Support Program (NPSP): 808-787-4227.

(8) Exceptional Family Member Program (EFMP): 808-787-4227.

c. For more information regarding this section, direct questions to the Directorate of Family and Morale, Welfare and Recreation office at 808-787-4227.

2-12. Motorcycle Safety. Motorcycle accidents are a leading cause of Soldier fatalities and serious injuries. Leader involvement, at all echelons, is foundational to an effective motorcycle safety program. This regulation is built upon the Army-required Motorcycle Mentorship Program. This regulation promotes and fosters safe motorcycle riding through a USARHAW motorcycle safety program and directs Battalion Commanders establish a Motorcycle Mentorship Program, which will be evaluated as part of the Organizational Inspection Program.

a. This section applies to all Soldiers assigned to a USARHAW tenant unit who own and/or operate a motorcycle on or off-duty and on or off-post. Retirees, Civilians, and contracted laborers who are properly licensed to ride a motorcycle are not required to receive service-sponsored training or to prove they have taken other motorcycle training to operate a motorcycle on USARHAW installations.

b. **Mandatory Training.** Mandatory training consists of the Basic Rider Course (BRC), Basic Rider Course II (BRC-II), Experienced Rider Course (ERC), Motorcycle Sports Rider Course (MSRC), Advanced Riders Course (ARC), unit-conducted Motorcycle Refresher Training (MRT), or state-approved curriculum for motorcycle operators training. Training is provided at no cost and can be scheduled online at <https://airs.safety.army.mil>.

(1) BRC. All Soldiers who want to become motorcycle riders must complete this course before operating a motorcycle on or off post. Students use course provided motorcycles. Once complete with the course, riders are permitted to ride on and off post if they have a completed motorcycle packet found in Appendix C.

(2) BRC-II, ERC, MSRC, or ARC. Within 12 months of completing the BRC, motorcycle riders will complete one of the experienced/advanced rider courses. Riders who own a motorcycle and have attended the basic rider course will attend the training with their privately owned motorcycle. Riders must retake BRC-II, ERC, MSRC, or ARC every five years.

(3) MRT. Following a deployment of 180 days or more, Soldiers must complete a unit-run motorcycle refresher training during reintegration. Riders will attend using their own motorcycle. Mentors can download the Motorcycle Safety Program and Motorcycle Safety Program Coordinator courses from the US Army Combat Readiness Center.

(4) Motorcycle rider responsibilities. Maintain a valid state driver's license with

motorcycle endorsement. Maintain current state registration, safety inspection, and insurance card meeting minimum state requirements. Complete required safety courses at the specified intervals, update unit motorcycle mentor upon completing new courses, and carry the issued motorcycle safety foundation card when operating the motorcycle.

c. For more information regarding this section, refer to Appendix C or direct questions to the 25ID Safety Office at 808-787-4379.

Chapter 3

Policies for Operating within USARHAW Installations

3-1. Introduction. The following policies introduce and outline procedures for visiting, training and/or operating on USARHAW installations.

3-2. Physical Readiness and Holistic Health and Fitness (H2F). Physically fit Soldiers are essential to the Army and have a direct impact on combat readiness. While full and active participation by all Soldiers in structured and individual Physical Training programs is strongly encouraged and supported, adherence to the policies and procedures is required.

a. Holistic Health and Fitness (H2F) is an overarching framework that encompasses all aspects of human performance to optimize individual Soldier readiness, decrease preventable injury rates, and reduce medical-related attrition rates. The H2F System uses deliberate and purposeful training to build Soldier performance. All units will employ the H2F System to improve Soldier lethality and readiness, optimize physical and non-physical performance, reduce corrosive behaviors, rehabilitate/recondition musculoskeletal injuries, and improve unit morale and effectiveness.

b. Implementing the H2F System is every leader's responsibility and requires the identification, selection, and assignment of key personnel to ensure successful integration. Units must incorporate H2F in local policy, training, and operational planning.

(1) Units with H2F Teams will utilize the available Human Performance Teams (HPTs) comprised of Subject Matter Experts (SMEs) to develop unit level H2F systems that complement the respective unit Mission Essential Task List (METL), that meet unique organizational needs, and that achieve HQDA defined H2F system goals.

(2) Units without H2F Teams will establish a comprehensive plan to have their assigned personnel trained and certified as expeditiously as possible.

c. Holistic Health and Fitness Integrators (H2F-I) and leader education.

(1) The goal of H2F leadership education is to prepare leaders to communicate, understand, establish, and support H2F within their organization.

(2) H2F-I's (formerly Master Fitness Trainers) are 9E-SI6P/920-ASIP5 qualified and are intended to serve as unit advisors on physical and non-physical domain readiness issues, monitoring unit and individual physical readiness programs.

(3) Phase 1 of the Holistic Health and Fitness Course is Distance Learning through Army Blackboard and is accessible through Army Training Requirements and Resource System (ATARRs) enrollment Course 9E-SI6P/920-ASIP5 (DL). Units should continuously enroll Soldiers in Phase 1 of this course to maintain a pool of eligible Soldiers for local Phase 2 certification opportunities.

d. Physical Training. Physical Training conditions Soldiers from initial entry throughout their career, regardless of their assignment. Physical Training will be varied but grounded in Holistic Health and Fitness FM 7-22. Physical Training programs provide standards for each Soldier to measure their performance, serve as a medium to develop Esprit de Corps, and develop leader understanding of FM 7-22.

e. Special Conditioning Programs and Classes.

(1) Reconditioning and Rehabilitation Physical Readiness Training.

(a) Enrollment is indicated for Soldiers who have a physical limitation identified by a musculoskeletal injury (MSKI) profile which limits them from conducting physical training. Rehabilitation and reconditioning programs must be synchronized with the unit conditioning program. Exercises and drills for reconditioning should be based on the conditioning program. Reconditioning is a unit-driven and unit-run physical readiness training program. Units with H2F teams may utilize H2F personnel to advise and guide Soldiers and their leadership on how to properly modify their workouts within the limits of their current injury but H2F personnel will not serve as the sole developers of the training plan.

(2) Pregnancy and Postpartum Performance Training (P3T).

(a) Enrollment is mandatory for all pregnant Soldiers following Commander notification of pregnancy and for all Postpartum Soldiers for at least 180 days postpartum unless an Exception to Policy has been approved by the command. Soldiers may elect to return to their regular unit physical training between 180 and 365 days postpartum. Soldiers with pregnancy concluding prior to full term will return to regular unit physical training IAW the timelines prescribed in Enclosure 3 of Army Directive 2025-06. Exemptions may be granted on a case-by-case basis to support the overall health and wellbeing of the Soldier.

(b) Brigade or equivalent level commanders will maintain a certified ASI A6 "Pregnancy and Postpartum P3T Leader" trained Brigade level P3T Program Coordinator OIC and NCOIC on appointment orders. Units with P3T programs will maintain a program SOP. All units will execute P3T in accordance with TRADOC/CIMT standardized H2F physical training plans and under the supervision of appropriately trained personnel. Units without H2F teams in the vicinity of Schofield Barracks will participate in the Oahu North consolidated physical training for P3T. Units without H2F teams in the vicinity of Tripler Army Medical Center and Fort Shafter will participate in the Oahu South consolidated physical training for P3T.

(c) All units must maintain at least four (4) trained P3T Exercise Leaders in the grade of E-4 or above per 1,000 Soldiers. Additional trained personnel are recommended to maintain a rotating pool of support. Exercise Leaders will support the Brigade level P3T programs. Units without Brigade level P3T programs will provide Exercise Leaders to the Oahu North or Oahu South P3T program in accordance with annual OPORD requirements for support. See Appendix D for Oahu North and South areas and Appendix E for approved running routes.

Oahu North – Physical Training			
2BCT	3BCT	25 CAB	25 DSB, DIVARTY + all others
Mon, Wed, Thur, Fri 0800	Mon, Wed, Thur, Fri 0800 OR 1100	Mon, Wed, Thur, Fri 0800	Mon, Wed, Thur, Fri 0630
Warrior H2F Fitness Area, BLDG 2074	Bronco H2F Fitness Area, F Quad	Martinez Physical Fitness Center	Martinez Physical Fitness Center
Oahu North - Education			
Pregnant Education 1x week: Tuesdays Bldg. 2091, 2212 Kolekole Ave. 0700-0800		Postpartum Education 1x month: 2nd Wednesday Bldg. 2091, 2212 Kolekole Ave. 0700-0800	

Oahu South	
Pregnant Physical Training 4x week: Remote Program	Postpartum Physical Training 5x week: Remote Program
Pregnant Education 1x week: Remote Education	Postpartum Education 1x month: Remote Education

(d) The point of contacts for Oahu North/South P3T Programs are reachable at USARHAWP3T@army.mil.

3-3. Live Fire Exercises, Range Use, and Aviation Fire Suppression Support. This section applies to all units conducting LFXs on USARHAW installations or during Operation Pathways when 25ID is the ARFOR Headquarters. ARFOR establishes procedures for safe and effective LFXs, outlining commander, range personnel, and Soldier responsibilities to minimize risk and achieve training objectives. Compliance with these guidelines is mandatory.

a. Planning & Risk Assessment: Commanders will prepare Deliberate Risk Assessment Worksheets (DRAWs) (DD Form 2977, 27 Nov 24, ATP 5-19). Extremely High-Risk DRAWs require 25ID G3 approval 60 working days prior to the event. Leaders will adhere to installation range regulations and unit policies. RSOs will brief using the approved DRAW. The DRAW serves as the primary safety checklist.

b. All LFXs require an assigned Officer-in-Charge (OIC) and Range Safety Officer (RSO), certified by the Installation Range Division. Maneuver range OICs must be E-7 or higher; RSOs E-6 or higher. The RSO's sole responsibility is safety; they cannot participate in the LFX as a shooter or evaluator.

c. Protective Gear: Soldiers must wear approved body armor, ballistic helmets, gloves, eye protection (APEL), and hearing protection during maneuver LFXs and demolitions training. Ensure all personnel have properly fitted and inspected gear.

d. Range Types: Static ranges have fixed firing lines; maneuver ranges involve movement. Understand the characteristics of the range type before planning your LFX.

e. CO CDR/1SGs will validate stress fire scenarios. PL/PSG is the minimum rank for supervision. Stress fire scenarios must realistically challenge Soldiers without introducing unnecessary risk.

f. Weapons Qualification: All participants must be qualified on assigned weapon systems within six months of the LFX including crew-served weapons teams as outlined in the Integrated Weapons Training Strategy (IWTS). Mortar/artillery crews must be current and certified. No waivers to this requirement are permitted.

g. Terrain Replication: When able, units should execute maneuver LFXs on terrain similar to dry/blank fire exercises, approved by the BN/SQDN commander and documented on the DRAW. This authority may not be delegated. This enhances training realism and reduces unforeseen hazards. The similar terrain must replicate the range geometry, terrain and/or building positions, authorized direction(s) of fire, and authorized demolitions/breaching techniques/charges as the actual live fire objective.

h. Units will submit a range concept (sketch, scheme of maneuver, targets, Safety Danger Zones (SDZs), maneuver boxes, safe distances, DRAW) for approval IAW installation requirements. The range concept must clearly demonstrate a safe and effective training plan.

i. Range Deviations: SC/CG may grant deviations from AR 385–63/MCO 3570.1C 60 calendar days prior to the event, integrating risk management (see DA PAM 385-63 para 1-4). Deviation requests may be granted based on critical mission requirements.

j. Live Fire Certification. Use of field expedient or non-standard ordnance must be highlighted during the range certification. The Certification Authority (CA) will certify the scenario, targets, SDZ, and policy adherence. A range walk with the executing unit is required. Minimum rank for squad events and above is a field grade officer. Certification confirms the LFX meets all safety standards.

k. Tactical Exercise Without Troops (TEWT): Leaders, the OIC, and RSO will conduct a Tactical Exercise Without Troop (TEWT) to review the live fire plan, safety procedures, and policies. This may be combined with range certification. The TEWT is a critical step to identify and mitigate potential hazards.

l. Dry Runs: All Soldiers must participate in a dry run and blank live fire exercises before LFXs. Blank ammunition is encouraged for realism. LFXs within 24 hours of a dry run are high risk (Brigade Commander approval); after 48 hours, extremely high risk (CG approval). BN/SQDN CDRs are authorized to use Ultimate Training Munition (UTM) in lieu of blank ammunition for the validation iteration. There is no requirement for a separate dry and blank run. If the LFX includes day and night iterations, units will conduct a blank iteration before both day and night iterations. Night dry/blank runs will focus on fire control measures and signals. Deviations in the scenario that alters the maneuver or explosive charges used require a dry/blank re-certification prior to transitioning to live fires.

m. BN/SQDN CDRs may authorize select live munitions during the dry/blank validation. Munitions are limited to indirect fires, Close Air Support (CAS), Rotary Wing (RW), 40mm (Target Practice Trainer (TPT) only), flash bangs, ballistic and explosive breaching.

n. Medical Coverage and Rehearsals. Unit medics and evacuation vehicles will be present during all maneuver LFXs IAW installation range safety regulations. The OIC/RSO will ensure medics conduct a Casualty Evacuation (CASEVAC) rehearsal and route rehearsal prior to the start of live fire training. At a minimum, radio or telephonic rehearsal will be conducted. Ground

evacuation route from the training location to the nearest trauma center will be reviewed and validated.

o. Air MEDEVAC / DUSTOFF. 25 ID & USARHAW provides persistent Air MEDEVAC support to units training on 25 ID & USARHAW ranges and training areas. For medical emergencies, units can request Air MEDEVAC / DUSTOFF through a standard 9 line to Range Control. Schofield Barracks RC: FM 38.300 MHz. Makua Military Reservation Range Control: FM 40.700 MHz. Kahuka Training Area Range Control: 40.700 MHz. Pohakuloa Training Area Range Control: FM 38.300 MHz.

p. Safety Briefing: The RSO will conduct a detailed safety briefing utilizing the DRAW as a checklist. The safety briefing is mandatory for all participants. The safety brief will include training concept and tactical scenario; target arrays; ammunition handling, brass and ammunition inspections and accountability plan; duties and responsibilities of range personnel; on range medical capabilities; location of medical personnel and CASEVAC vehicles; CASEVAC plan; and key risks and controls defined on the DRAW.

q. Room Clearing. CDR/1SG (or XO with BN approval) must be present for multi-team/multi-room live fires. PL/PSG may supervise fire team/single-room live fires. (i.e. fire team react to contact, single-team/single-room live fires, and single-team/multi-room live fires).

r. OIC/RSO Training: Leaders will conduct training on OIC/RSO responsibilities (AR 385-63, DA PAM 385-63). Units will follow installation protocols and procedure when conducting training off the installation.

s. Explosive Breaching Certification: BN/SQDN commanders will certify medium residual risk training prior to live explosive breaching, including terrain walk-through, tactical concept of the operation, control measures, planned fires with respect to the surface danger zone (SDZ) and medical support.

t. Breaching Initiators: Breachers must certify on 9.6s and 6.4s delays before using the 3.8s delay. Breachers must consider the specific employment of the 3.8s delay due to the limited margin for error once the breacher initiates the delay fuse.

u. Unmanned Aerial Systems (UAS). All ranges employing UAS must abide by the 25 ID & USARHAW UAS Standard Operating Procedures (SOP) at [25ID and USARHAW UAS SOP](#). The proponent is 25ID G3 Aviation.

v. Risk acceptance, live fire certification, and validation authorities:

Training Audience (Echelon)	Authority Level
Squad	O-3, Company Commander
Platoon	O-5, Battalion Commander
Company	O-6, Brigade Commander

(1) Team, Squad, Company, and Platoon LFX Definitions. TM LFXs are defined as anything less than a SQD with a single Team Leader controlling the maneuver of a single team (less than five personnel). SQD LFXs are defined as more than one fire team and/or attachments with one SQD leader in control of all maneuvers. A SQD LFX can include limited additions such as a support by fire position, sniper support, or a Multi-purpose Anti-armor Anit-personnel Weapon System (MAAWS). PLT LFXs are defined as two or more maneuver SQDs (or vehicle sections) and a weapon SQD being used to support the maneuver of SQD size

elements who are using internal “organic” weapon systems; this includes indirect fire and AT weapon systems. O-6 commanders across USARHAW are charged to oversee LFX certification programs before the execution of any LFX.

w. 25 ID & USARHAW maintains habitual relationships with external units including joint partners and government agencies stationed or located in the State of Hawaii. These entities participate in the 25 ID & USARHAW Training Resource Integration Conference (TRIC) to request 25ID & USARHAW training resources. External units who do not participate in the TRIC will request 25 ID & USARHAW training resources IAW 25 ID & USARHAW Training Resource Guidance dtd. 27 March 2025.

x. Authorization for Aviation Fire Suppression Support via the Lightning Operations Center (LOC). USAG Hawaii maintains a signed agreement with Army Fire dated 03 March 2025 consistent with the Oahu 2018 Integrated Wildland Fire Management Plan (IWFMP) to request services of Army aircraft for fire suppression. This agreement extends to all Army installations and Army owned lands. Only qualified Incident Command Type 4 or Engine Bosses are authorized to utilize aircraft in this manner.

3-4. Tactical Vehicles on Installation and State Routes. Applies to all Army units operating military tactical vehicles or equipment on Hawaii public roads. Although each island is required to comply with State statutes, counties can levy additional requirements if deemed necessary for public safety. Point of contact is the Installation Transportation Division, 402nd Army Field Support Battalion Hawaii or usarmy.schofield.402-afsb.mbx.afsbn-hi-tmp@army.mil.

a. The Installation Transportation Office (ITO) serves as liaison between all supported units and State/County Department(s) of Transportation and publishes updated highway movement procedures and constraints.

b. The ITO coordinates with USAG Hawaii and unit Public Affairs Offices (PAO) for publicity on convoys of 50+ vehicles or routing to/from community interest areas such as Bellows AFS, Dillingham, the Kahukus, or between Kawaihae Harbor and Pohakuloa Training Area (PTA).

c. Supported units will submit a DD 1265 for convoy movement or a DD 1266 for oversized and overweight shipments to the Division Transportation Office (DTO, usarmy.schofield.25-id.list.g4-transportation@army.mil) who will forward to the ITO.

d. Special Instructions. Island of Oahu.

(1) Approved Convoy Times: 0830-1500 or 1800-0500.

(2) Serial size: 20 vehicles

(3) Minimum gap: 30 minutes between serials.

(4) Police Escort Requirements: Front and rear for loads 12' wide or more.

(5) Paumalu Street Bridge (North Shore): 25T weight limit.

(6) 99519 Salt Lake Blvd (Halawa Stream): 20T weight limit.

(7) H-3 Hirano Tunnel: Antennas must be tied down.

(8) Kaukonahua Road (Snake Road): not for convoys between Schofield Barracks and Dillingham Airfield (HI-803).

(9) Kunia Road: not for convoys or vehicles that are 5T or larger.

e. Special Instructions. Island of Hawaii.

(1) Approved Convoy Times: 0800-1530 or 1800-0500.

(2) Serial size: High Mobility Multipurpose Wheeled Vehicle (HMMWV) serials without trailers are limited to 15 vehicles. Other serials are limited to 10 vehicles.

(3) Minimum gap: 30 minutes between serials.

f. Ammunition and Explosives Routes for Entry. This section provides routes and guidance for transporting ammunition or explosives on Schofield Barracks and Wheeler Army Airfield. All vehicles transporting ammunition or explosives must be compliant with all U.S. Department of Transportation and Department of Defense regulations and must follow the routes included in Appendix F.

g. Driving and parking in the housing areas (internal side streets) and parking areas for Army & Air Force Exchange Service (AAFES) retail facilities (post exchange, shoppette, fast food, gas station, retail vendor establishments, etc.), commissary, post office and Morale, Welfare and Recreation facilities is prohibited.

h. From the Wheeler Ammunition Supply Point (WASP) to the exit at Kawamura Gate, vehicles will use Latchum Road to Lauhala Road to Kawamura Gate (reverse route is authorized).

i. From the WASP to Schofield Barracks ranges, vehicles will use Latchum Road to Airdrome Road to Kunia Gate, then cross Kunia Road and enter through Lyman Gate. From Lyman Gate, vehicles will use Lyman Road to Mellichamp Road to Trimble Road to Beaver Road. (Trimble Road east of Beaver Road is prohibited). Use Trimble Road west of Beaver Road to access all other ranges (reverse route is authorized).

j. To enter or exit through McNair Gate, vehicles must use McMahon Road to Ayres Avenue to Beaver Road (reverse route is authorized).

k. No vehicles transporting explosives will be left unattended at any time.

l. Vehicles transporting ammunition and explosives will not be parked on the side of the road along the explosives route(s) at any time.

m. For more information regarding this section of the regulation, direct questions to the USARHAW Safety Director at (808) 787-4379 or (808) 221-4784.

3-5. Spectrum Management on Oahu and PTA. Applies to all units on USARHAW installations requesting authorization to employ systems that emit energy in the electromagnetic spectrum. The electromagnetic spectrum (EMS) is a continuum of all electromagnetic waves arranged according to frequency and wavelength.

a. Tenant and visiting units will submit radio frequency (RF) requirements in Standard Frequency Action Format (SFAF) via their unit Spectrum Manager to the 25th ID G6 Spectrum

Manager through Spectrum XXI (SXXI).

b. Air Force, Marine Corps, Navy, and Coast Guard units operating on USARHAW installations, unless otherwise noted, should process all requests through their own respective organizational Spectrum Management Operations (SMO) Manager.

c. Organizations that do not have a SMO manager should submit requirements through their organizational communications support office, Signal Officer, or Communications Chief.

d. All emitters must have an approved Equipment Certification (DD1494) prior to requesting a frequency assignment.

e. Temporary frequency assignments such as communications equipment require a lead time of 45 days. Requesting unit submits the SFAF to 25th ID G6 Spectrum Management Office (SMO) at least 45 days in advance. Submit in Spectrum XXI and coordinate via email at usarmy.schofield.25-id.list.spectrum@army.mil. 25th ID SMO will coordinate SFAFs for Frequency use in Hawaii with 30th SIG BN NEC SMO for authorization.

f. Army-owned frequencies from 30MHz – 400 MHz only require local coordination with frequency assignment coordinators. Refer to your local Spectrum Manager for availability and more details.

g. Electromagnetic Warfare (EW) Testing, Training, and Evaluation (TT&E) on Army-owned frequencies only require local coordination with frequency assignment coordinators. Electromagnetic Attack (EA) jamming on these frequencies must be coordinated at least 72 hours prior to anticipated commencement of the event. All requests must include primary and alternate “Cease Buzzer” stop-jamming points of contact and phone numbers. Include the landline for the relevant range control, safety office, or 24-hour office. Cease Buzzer points of contact play a crucial role with ceasing all transmissions to ensure safety during TT&E activities.

h. EA communications jamming requests on other frequencies not owned by the Army require a lead time of 80 days.

i. CUAS EW Jamming with the Drone buster on Schofield Barracks at a single location requires 72 hours request lead time.

j. CUAS with non-Drone buster systems, such as Titan 3, requires 52 days request lead time.

k. GPS EA testing and training requires 95 days request lead time.

l. Submit all EW and GPS related spectrum requests via unit Spectrum Manager to the 25ID G39 spectrum manager in Spectrum XXI and coordinate via email at usarmy.schofield.25-id.list.g39-cema@army.mil.

3-6. Non-Federal Entity Operation on USARHAW Installations. IAW AR 210-22, Support for Non-Federal Entities (NFE) Authorized to Operate on Department of the Army Installations, NFEs are unofficial activities and include but are not limited to businesses, organizations, groups and/or associations that are not affiliated with the Federal government. NFEs are prohibited from conducting activities that:

a. May discredit the Army, DoD or the Federal government.

b. Impose a financial obligation on the Army or Non-Appropriated Fund Instrumentality (NFI).

c. Duplicate or compete with authorized Army or NAFI activities.

d. NFEs must have written consent to operate on an installation by the Garrison Commander (GC), to whom the Senior Commander has delegated this authority. NFEs authorized to operate on USARHAW installations may have this permission revoked by the GC at any time. The Directorate of Family and Morale, Welfare and Recreation (DFMWR) is the GC's overall monitoring agency for NFEs. It is important to note that DoD personnel may not participate in the day-to-day management for a NFE and will not be directed to work for one as an official duty. NFEs cannot use Army services such as: legal, audit, transportation, postal, printing, information management activities, clerical, financial, copying, management and procurement services.

3-7. Unauthorized Childcare. All childcare programs on USAG Hawaii installations are subject to Army Regulation 608-10. Residents desiring to provide childcare services in their private residences can only do so if they are under the direction of the Child and Youth Services (CYS) Certified Family Child Care Program. The only exception to this rule is when a provider conducts less than ten (10) hours of on-post childcare a week. Providers regularly conducting more than ten hours of on-post childcare a week who have not been certified as a Family Child Care Provider violate the Housing Lease Agreement and are suspected of jeopardizing the safety and well-being of children. Military members knowingly allowing unauthorized childcare in their quarters are subject to discipline under Article 92, Uniform Code of Military Justice, or adverse administrative action. All parties desiring to provide childcare more than 10 hours per week must contact CYS to start the certification process to become a Family Child Care Provider.

a. Reporting Procedures. Suspected instances of unlicensed care are reported to the Family Child Care (FCC) Director. Investigations involve a home visit conducted by the FCC Director's office in coordination with the Provost Marshal Office. Confirmed reports result in notifications to the Child Administrator, Child and Youth Services Coordinator, and the Garrison Commander within 48 hours.

b. Formal cease and desist letters are prepared by the FCC Director, signed by the Garrison Commander, and sent to the resident via certified mail. Copies are also distributed to Island Palms Communities and the sponsor's unit commander.

c. Follow-up visit occurs within 7-10 working days to verify compliance. If unauthorized care persists, the Garrison Commander is presented with a recommendation to terminate the resident's housing privileges.

d. The FCC Director can be reached at 808-787-4393.

3-8. Fundraising on USARHAW Installations. Per AR 1-10, Fundraising within the Department of the Army is defined as any activity conducted for the purpose of collecting money, goods, or other support for the benefit of others to include organizations composed primarily of Army personnel or their Family Members. Per AR 1-100, The Army Gift Program, the Unsolicited Gifts and Donations Management policy outlines procedures for accepting unsolicited gifts (services, goods, or funds) from unaffiliated sources on USAG Hawaii installations, covering both routine operations and emergency situations. It ensures compliance with Army regulations regarding gift acceptance and management.

a. Unit Informal Funds and Soldier and Family Readiness Groups (SFRGs) are examples of authorized fundraising activities on installations, however only on an occasional basis.

b. Soldiers may participate in fundraising on a voluntary basis, off duty, and not in uniform. Soldier participation in fundraising activities must not adversely impact the unit mission. Leaders cannot solicit donations from Soldiers for fundraisers nor require them to participate in fundraising events.

c. Unit Commanders may authorize fundraising events within the unit area, with a favorable legal review from the Office of the Staff Judge Advocate or servicing Brigade Judge Advocate. Director Family Morale Welfare and Recreation (DFMWR) is authorized to approve fundraising events held outside of the unit area, with a signed request from the Unit Commander and a favorable legal review from the Office of the Staff Judge Advocate.

d. Fundraisers which include sales of food and beverages must have a food handlers (SERVSAFE) certificate from Tripler Army Medical Center (TAMC) preventive medicine.

e. Unsolicited gift offers of services or donated goods or funds from volunteer organizations or individuals that are not affiliated with the U.S. Army shall be referred to the DFMWR Business and Non-Profit Liaison, (808) 787-1278 or usarmy.wheeler.id-pacific.mbx.business-liaison@army.mil.

(1) Responsibilities.

(a) The USAG Hawaii Garrison Commander appoints the Garrison Gift Coordinator in writing and maintains standard operating procedures in accordance with Army regulation.

(b) Garrison Gift Coordinator: Manages all aspects of gift acceptance – processing, tracking, reporting, and coordination (both normal & emergency situations).

(c) Director, FMWR: Approval authority for Non-Appropriated Fund Instrumentalities (NAFI) gifts up to \$50k (delegated by Commander)

(d) Legal Office: Provides legal review of all gift offers.

(e) All Personnel: Refer unsolicited gift offers to the Garrison Gift Coordinator.

Chapter 4

Ceremony Support

4-1. Introduction. The following policies identify and outline procedures for requesting the band, salute battery, and Hui Ha'a for ceremonies across USARHAW.

4-2. Band Request and Utilization. IAW AR 220-90, para 1-6, the 25th Infantry Division "Tropic Lightning" Band is a separate company-level unit commanded by a warrant officer bandmaster (MOS420C) and is part of the 25th Infantry Division Special staff. The band's mission is to promote the 25th ID, USARHAW, U.S. Army and our national interests across United States Indo-Pacific Command (INDOPACOM) area of operations; enable commanders to shape the environment through targeted musical engagements; and set the conditions that lead to trust and confidence in the Army and its readiness.

a. Support to 25ID takes priority, followed by support to other Army organizations, other DoD branches, and finally civilian organizations. Community Relations (COMREL) civilian support

typically takes longer to plan; the Band Commander and operations section will synchronize with the USARHAW G3, USARHAW CoS, and Division Public Affairs to ensure a balance of military/civilian support in line with the Commanding General's objectives. Should a conflict in scheduling arise, the following precedence will be observed:

- (1) 25ID and all subordinate level events (battalion-level and above)
- (2) INDOPACOM tasked events
- (3) USARPAC tasked events
- (4) Military organization requests outside of 25ID
- (5) Funeral support
- (6) COMREL/Recruiting within Hawaii
- (7) COMREL/Recruiting within INDOPACOM

b. The 25th Infantry band will be granted, at a minimum, 15 days of managed leave as a unit semi-annually, once during the summer months and once during the December Holiday Season. The band commander will determine a time during the year when the impact on post missions is minimal to permit an absence of the band. Dates will be authorized by the Chief of Staff. Upon return from managed leave, the band will undergo a minimum of three (3) days reset training before performing a scheduled event.

c. For commitment procedures and policies regarding this section of the regulation, refer to Appendix G or direct questions to the 25ID Band Commander at (808) 787-6415 or email at usarmy.schofield.25-id.mbx.25th-id-band-request@army.mil.

4-3. Salute Battery Request and Utilization. Salute batteries are used for ceremonial events. The use of salute batteries has been significantly restricted to prioritize Soldier readiness. Salute batteries are authorized for US Presidential/Vice Presidential visits, changes of command for 2-star and above headquarters, and visits from Foreign Military Chiefs of Army or Defense. Salute batteries are no longer permitted for lower-level changes of command, Flying-V formations, or Patch ceremonies. Any exceptions to this policy require approval from the USARPAC Chief of Staff, and questions can be directed to the Secretary of the General Staff at 808-438-4905 or usarmy.shafter.usarpac.mbx.sgs-ops@mail.mil.

4-4. Hui Ha'a Koa Team Request and Utilization. The 25th Infantry Division Hui Ha'a Koa Team keeps Hawaiian tradition alive and celebrates the history and identity of the 25th Infantry Division through ha'a – chants that commemorate the Division's birth on the land of Leilehua, reputation for quick response in wartime, and its mission of peace and security in the Pacific. The 25th Infantry Division Hui Ha'a Koa Team keeps Hawaiian tradition alive and celebrates the history and identity of the 25th Infantry Division. The team is comprised of volunteers from across 25ID. This team performs various high visibility functions throughout the year. The Hui Ha'a Koa team will practice throughout the year to maintain continuity and proficiency for performances. Requests for the Hui Ha'a Koa Team may be subject to legal review and can be requested by email to usarmy.schofield.25-id.list.cmd-grp-staff@army.mil.

Chapter 5

Law Enforcement and Department of Emergency Services

5-1. Introduction. The following chapter covers requirements concerning registered sex offenders, restrictions on public expression and gatherings, and protocols for managing abandoned property and unauthorized activities. Further, this chapter addresses personnel debarment procedures, the use of unmanned aerial vehicles, firearm registration, and measures for controlling stray and feral animal populations. Adherence to these policies is essential for maintaining a safe, secure, and orderly environment for all personnel and residents.

5-2. Sex Offender Registration and Residency. Sex offenders must comply with applicable federal and state registration requirements. Additionally, all persons must comply with applicable laws prohibiting harboring, concealing, or withholding information about sex offenders. For purposes of this regulation, a sex offender is any person who is required by any state, territory of the United States, and/or the Government of the United States to register as a sex offender.

a. No sex offender may reside in privatized housing on any USARHAW installation. Any person living or working on the installation is required to register as a sex offender immediately upon being designated as such by a court or through another criminal process.

b. Exceptions. Affected individuals currently residing on post may request an exception to this policy from the Garrison Commander. Sex offenders desiring to move into privatized housing after the effective date of adjudication must have an approved exception to policy. Requests for exceptions must be mailed or hand delivered (if residing on post as of this policy's effective date) to the DES Community Compliance Office (CCO) at the following address: Community Compliance Office, Directorate of Emergency Services Room 302, Building 107, 745 Wright Avenue Wheeler Army Airfield, Schofield Barracks, Hawaii 96857-5000.

c. Any requests for exceptions submitted by facsimile, by electronic means, or by any means other than mail will not be reviewed. The Garrison Commander has complete discretion to grant an exception to policy for good cause shown by an affected person. Each request for an exception will be reviewed by the Garrison Commander on a case-by-case basis and will be decided under the circumstances of each case.

d. No decision of the Garrison Commander will be considered as a binding precedent upon any future case. The decision of the Garrison Commander to grant or not to grant an exception is final and not subject to any appeal.

e. Sex offender registration requirements can be found in Appendix H. Failure to report status as a sex offender when convicted of a qualifying offense may result in adverse administrative action or punishment under Article 92, Uniform Code of Military Justice, for Soldiers, and discipline under the personnel system for DA Civilian personnel. Civilians residing or working on the installation must follow this provision or risk debarment or loss of privileges.

f. For more information regarding this section, direct questions to the Chief Operations Officer, Directorate of Emergency Services at 808-351-6532.

5-3. Prohibited Protesting, Congregating or Distributing Written Materials. Outside of officially sanctioned activities, individuals will not gather on or distribute publications or printed material on any USAG Hawaii installation or Army-controlled property. This prohibition extends to picketing, demonstrating, conducting sit-ins, giving speeches, having protest marches or holding any kind of rally. This prohibition extends to areas of Army property accessible by the public and Fort DeRussy (encompassing the Hale Koa Hotel and grounds) in Waikiki, as well as all sidewalks and roadways on Fort DeRussy property. The Honolulu Police Department (HPD) has primary responsibility to police all City-owned areas, as well as to assist with primary law

enforcement obligations in the public-accessed areas of Fort DeRussy. This prohibition applies equally to any Army-controlled areas at Pohakuloa Training Area (PTA). Violations of this provision by Soldiers may result in adverse administrative action or punishment under Article 92, UCMJ, loss of housing provisions, or prosecution in U.S. Magistrate Court for civilian personnel.

5-4. Abandoned Vehicles and Prohibited Parking. Abandoned vehicles are a blight on our USARHAW installations. They have a harmful effect on the health and safety of the Soldiers, Family Members, Civilians, and other individuals who reside on, work on, and visit USARHAW installations and significantly harm Community Relations. Removing these vehicles is a costly drain on official resources. Parking is prohibited in specified places and is a citable offense, except to avoid traffic conflicts or comply with law enforcement or traffic control devices.

a. Senior Commander, USARHAW prohibits any person from abandoning a vehicle on any USARHAW installation. All Soldiers and DA Civilians are prohibited from abandoning vehicles in any place in the state of Hawaii not on USARHAW installations.

b. Soldiers violating this provision may face punishment for violating Article 92, Uniform Code of Military Justice, and/or adverse administrative actions. Civilians found leaving abandoned vehicles on Army property face prosecution in a state or federal court. Soldiers found leaving an abandoned vehicle on Army property prior to departing Hawaii may face adverse actions forwarded to their gaining unit.

c. Appropriate measures for Service Members who are on deployment orders, TDY, leave, or temporary reassignment leaving their vehicles on Army Installations are as follows; For the duration of absence, maintain current registration and inspection with the respective State. The vehicle must not appear derelict, in disrepair or in an abandoned condition (flat tires, parts missing, or on jack stands). Leaving a note on a vehicle window is discouraged as this creates a target for criminals.

d. A "vehicle" for the purpose of this policy means every device in, upon, or by which any person or property is or may be transported or drawn upon a road or highway, including cars, trucks, motorcycles, trailers, and any other vehicle that may be registered with Civilian vehicle registration authorities and legally operated on public streets, but specifically excluding devices moved exclusively by human power (such as non-motorized bicycles or scooters).

e. A vehicle shall be presumed abandoned when any of the following conditions exist:

(1) When a vehicle is not properly disposed of or shipped prior to a responsible owner departing the state on Permanent Change of Station (PCS), End Tour of Service (ETS), or Separation from Service Orders.

(2) When a vehicle becomes inoperable or unusable, when it is discarded or deteriorates to a degree it is unmovable or non-functional (including but not limited to missing tires, panels, glass, windshields, or windows, etc.).

(3) When a vehicle is being used for scrap parts (dismantled, missing major parts) or in a condition otherwise harmful to the environment, public health, welfare, peace, or safety.

(4) When a vehicle has its vehicle identification number and/or license plates removed, missing, or altered.

(5) When law enforcement personnel have a reasonable belief that a vehicle is

abandoned and effort(s) to contact the owner have failed.

(6) Any vehicle found parked on USAG Hawaii property without a valid registration and safety inspection sticker, as applicable, is deemed abandoned. The only exception is when the vehicle is parked in the assigned parking, driveway, or carport of the owner's residence.

(7) Vehicles parked elsewhere on the installation with a "For Sale" sign are treated as abandoned and towed at the owner's expense. The only exception is when the vehicle is parked in the assigned parking, driveway, or carport of the owner's residence. Vehicles parked at the DFMWR lemon lot, without proper registration with DFMWR, are treated as abandoned and towed at the owner's expense.

f. No person shall park a motor vehicle on a sidewalk, unless first responders are engaged in emergency operations; in a crosswalk; against the flow of traffic; in front of a driveway; in narrow places making passing difficult or dangerous; beside another vehicle parked parallel to the curb or on a roadway shoulder; where official signs prohibit parking, or where curbing is painted yellow, red, or the roadway is marked yellow or white; outside of two white painted parking lines on streets or in parking lots; on grassed or seeded areas unless directed by law enforcement or proper authority; within 20 feet of a fire hydrant, crosswalk, bus stop, or intersection; within 30 feet of the approach to any flashing signal, stop sign, yield sign, or traffic control signal; or in reserved parking spaces designated by the Directorate of Emergency Services (DES) Reserved Manager.

g. Privately-owned vehicles will not be impounded unless they interfere with military operations, traffic movement, threaten public safety, are involved in criminal activity, contain evidence of criminal activity, or are stolen or abandoned. Vehicles are towed at the owner's expense when required by law enforcement as evidence; when illegally parked or obstructing traffic, including on a sidewalk, within an intersection, on a crosswalk, in a fire lane, blocking a driveway, or blocking a fire hydrant, blocking an emergency exit of a public building, in a "no parking" area, "tow-away zone", "restricted/reserved parking" area, prohibited area, or grassed/seeded area not designated for parking, or interfering with street cleaning, tree pruning/removal, or other Garrison operations, and owner contact attempts fail; when violating an HRS that prohibits legal vehicle operation; when believed abandoned by law enforcement, with failed owner contact attempts; or when the operator is apprehended or detained by law enforcement, with no licensed operator available, for driving without a valid license, driving with suspended or revoked privileges, driving with suspended or revoked installation access, consuming or possessing open intoxicants while operating, operating under the influence of intoxicants (OVUII/DUI), operating under the influence of drugs, reckless driving, or excessive speeding (30 MPH above limit or 80 MPH and above).

h. Questions should be directed to the Deputy Provost Marshal at (808) 787-5642.

5-5. Debarments.

a. A bar order may be issued when an individual's misconduct, whether on or off post, establishes that his or her continued presence on the installation is not in the best interests of the Army or adversely affects the maintenance of good order and discipline. A bar order becomes effective by the date the order is issued. If an individual violates an order not to reenter an installation, he or she may be prosecuted for criminal trespass and subject to both fine and imprisonment. 18 U.S.C. § 1382 makes it unlawful to reenter an Army post after having been "ordered not to reenter by any officer or person in command or charge" of the installation.

b. The Senior Commander has authority to exclude individuals from a military post to assure the health, safety, and security of those who live and work on the installation or to protect

property. The Senior Commander delegates this authority to the Garrison Commander and can serve as an appeal authority when necessary. The Directorate of Emergency Services, Provost Marshal Office, and Community Compliance Office (CCO) carry out the administrative and ministerial functions to process bar orders. Commanders in the grade of O-6 will initiate bar orders for enlisted Soldiers in their command who are separated pursuant to AR 635-200, Chapter 14, and for officer personnel separated under paras. 4-2b and 4-2c of AR 600-8-24. This authority is exercised when a commander seeks to keep the prior Soldier from accessing unit areas / personnel. The Office of the Staff Judge Advocate (OSJA) / servicing unit Judge Advocate provides legal review in all debarment actions.

c. The Garrison Commander exercises discretion in the level and nature of any debarment. Debarments may be indefinite, limited to a specific period, and/or may prescribe certain areas on an installation that may or may not be visited by the subject of a debarment. The commander will consider the nature and severity of the risk presented to installation personnel and exercises wide discretion, as is supported in Federal case law. Commanders across USARHAW will initiate a debarment if Soldiers are separated with an Other Than Honorable discharge.

d. The USAG Hawaii CCO maintains a Standard Operating Procedure (SOP) ensuring due process rights for persons subject to debarment. Debarments are usually initiated using military police / investigative reports documenting sufficient misconduct / need for a debarment. Personnel seeking to bar an individual from post may contact the CCO office through the Schofield MP Station Desk (808-771-7114). Upon issuance of a bar, Military Police desk personnel enter information pertaining to the bar into the Army Law Enforcement Reporting (ALERTS) system. Debarments of USAG Hawaii are shared with other DoD installations in Hawaii. Personnel receiving a debarment order are notified of their right to submit evidence in appeal to the Garrison Commander. All appeals to debarments receive legal review from OSJA as they are processed by the Garrison Commander for decision/action.

5-6. Prohibited Use of Unmanned Aerial Vehicles / Drones. Unmanned Aerial Vehicles more commonly called “drones,” present unique and potentially dangerous risks to DoD installations. Many of the most commonly available drones are manufactured in countries that are foreign adversaries of the United States and contain software that can be used to film, map, and communicate information about very sensitive military areas. The Department of Defense has banned the use of commercially available drones on all military installations.

a. Reporting procedures.

(1) On installation. Upon observation of an unauthorized unmanned aircraft system (UAS) or drone activity on installation, a patrol will be dispatched to observe and attempt to identify the operator. If contact is made, the operator will be interviewed to determine their affiliation. These incidents are typically minor violations, often involving recreational users, and are generally addressed with a verbal warning or a 1408 citation outlining applicable policies and the proper approval process for UAS operations. All incidents, regardless of resolution, require a detailed journal entry documenting the observation, operator information (if available), and any enforcement action taken.

(2) Off Installation. When a UAS or drone activity is sighted, particularly near the installation fence line, a patrol will respond to an on-post location to verify the sighting and document observations in a journal entry. Reporting should detail what is observed, including the UAS's location and activity. Additionally, assistance will be requested from local law enforcement (HPD) if the UAS appears to be operating off-installation or if further investigation is deemed necessary.

b. Violations of this provision may result in adverse administrative action, punishment under Article 92, Uniform Code of Military Justice, loss of housing privileges, or prosecution in U.S. Magistrate Court.

5-7. Policy to Register Firearms on USARHAW Installations. This policy is informed by Hawaii Revised Statutes § 134, which covers firearms, ammunition, and dangerous weapons, as well as specific statutes such as HRS § 134-3 on mandatory registration, HRS § 134-8 on the prohibition of automatic firearms and silencers, and HRS § 134-51 on deadly weapons prohibitions and penalties. Additionally, the memorandum is guided by the Assimilative Crimes Act (18 USC § 13) and the Uniform Code of Military Justice (UCMJ). It applies to all individuals on USAG-Hawaii, including servicemembers, civilians, family members, contractors, and visitors. The policy mandates compliance with federal, state, and local firearm registration laws and establishes procedures for the registration, transport, use, and storage of privately owned firearms on installations.

a. Firearms must be physically (hand-carried) registered within five (5) calendar days after the arrival of the person or of the firearm, whichever arrives later, with the Honolulu Police Department Records and Identification Division, Firearms Section located at 801 South Beretania Street, Honolulu, Hawaii 96813. Lost or stolen firearms must be immediately reported to the PMO.

b. After registering downtown, personnel who reside on USARHAW installations and wish to store their privately owned firearms in their quarters must register them with the Provost Marshal Office (PMO) within five (5) calendar days after occupying Island Palm Communities quarters or acquiring such firearms and after registering with Honolulu Police. Personnel residing in barracks must follow the same registration requirements before storing them in unit arms rooms. Units maintain standard operating procedures for storage, sign-out and return of weapons and ammunition. Unlike paragraph 5-7a, firearms will not physically be carried into the PMO for registration.

c. Firearms may not be stored in Unaccompanied Personnel Housing. Occupants of Island Palm Communities quarters may store only their own privately owned firearms and must obtain authorization to do so. Firearms must be secured in locked containers, cabinets, racks, or with a locking mechanism that immobilizes the trigger, and must remain unloaded inside the quarters. Keys to the locking devices must be kept by an adult or stored securely out of children's reach. Ammunition must be stored separately in a secure container. If necessary, firearms and ammunition can be stored in the unit arms room with the unit commander's approval. The firearm owner is responsible for any costs associated with securing their firearms.

d. People under 18 years of age will not possess or use Privately Owned Firearms, except when an adult directly supervises the individual who uses any weapon emitting a projectile.

e. Individuals may only use small arms on USARHAW installations after gaining approval from Range Operations, Training Support System, USARHAW. Use of ranges requires approval 14 days in advance and adherence to Range Operations procedures.

f. Transport. All carried or transported Privately Owned Firearms (POF) will be unloaded with the magazine or clip removed, breech opened and placed in its own case or enclosed container. When POFs are transported in a vehicle, individuals must place the firearm unloaded in the above manner, in a compartment, if available; separate from all occupants of the vehicle. On any USAG-Hawaii installation, POFs and ammunition may only be stored in the possessor's quarters or unit arms room. As exceptions, individuals may carry or transport unloaded firearms, or ammunition, or both, to and from authorized practice or hunting areas, from the place of

purchase to the quarters or unit arms room in an enclosed container, between residences or unit arms rooms upon change of residence or unit, or between these places and a place of repair, sale, or shipping.

g. Violations of this provision may result in adverse administrative action, punishment under the UCMJ loss of housing provisions, or prosecution in U.S. Magistrate Court.

5-8. Stray and Feral Animal Control Policy. It is prohibited to feed colonies, strays, wildlife, or feral animals on USARHAW installations. Feeding animals in a manner that creates a nuisance – attracting large groups, causing unsanitary conditions, or disturbing neighbors. Both jurisdictions strongly advocate for and support Trap-Neuter-Return (TNR) programs as the most effective long-term solution for controlling feral animal populations, and discourage practices that contribute to population growth, like consistently providing food sources.

a. US Army Garrison Hawaii retains a formalized partnership with United States Department of Agriculture (USDA) for wildlife damage management on Oahu. USAG Hawaii is responsible for coordinating requests for service, ensuring compliance with environmental regulations and managing public communication regarding cat control efforts. United States Department of Agriculture (USDA) Wildlife Services will provide a dedicated technician, conduct Wildlife Damage Management (WDM) operations—primarily targeting feral swine—and submit monthly reports detailing their activities. Both parties must jointly approve all operations and adhere to established safety and legal standards.

b. Purpose: To establish procedures for the management of wildlife on USAG Hawaii properties on Oahu to protect human health and safety, prevent property damage, and maintain ecosystem integrity.

c. Scope: This regulation applies to all personnel, contractors, and visitors operating on property controlled by USAG Hawaii. It specifically addresses the management of feral swine, feral/free-ranging cats, and feral chickens. The management plan is detailed in the Integrated Pest Management Plan retained on file by USAG Hawaii.

d. Authority: Interagency Agreement No. 25-73-15-6728-IA between USAG Hawaii and USDA APHIS Wildlife Services.

e. Responsibilities.

(1) USAG Hawaii. Is responsible for requesting, funding, and overseeing the WDM services provided by USDA-Wildlife Services. This includes initiating requests for operations, particularly concerning feral swine and cat management. They will also ensure compliance with critical environmental regulations like the National Environmental Policy Act (NEPA) and the Endangered Species Act (ESA) for all requested services. Financial obligations include providing funding through a Military Interdepartmental Purchase Request and formally approving the Work/Financial Plan and Interagency Agreement.

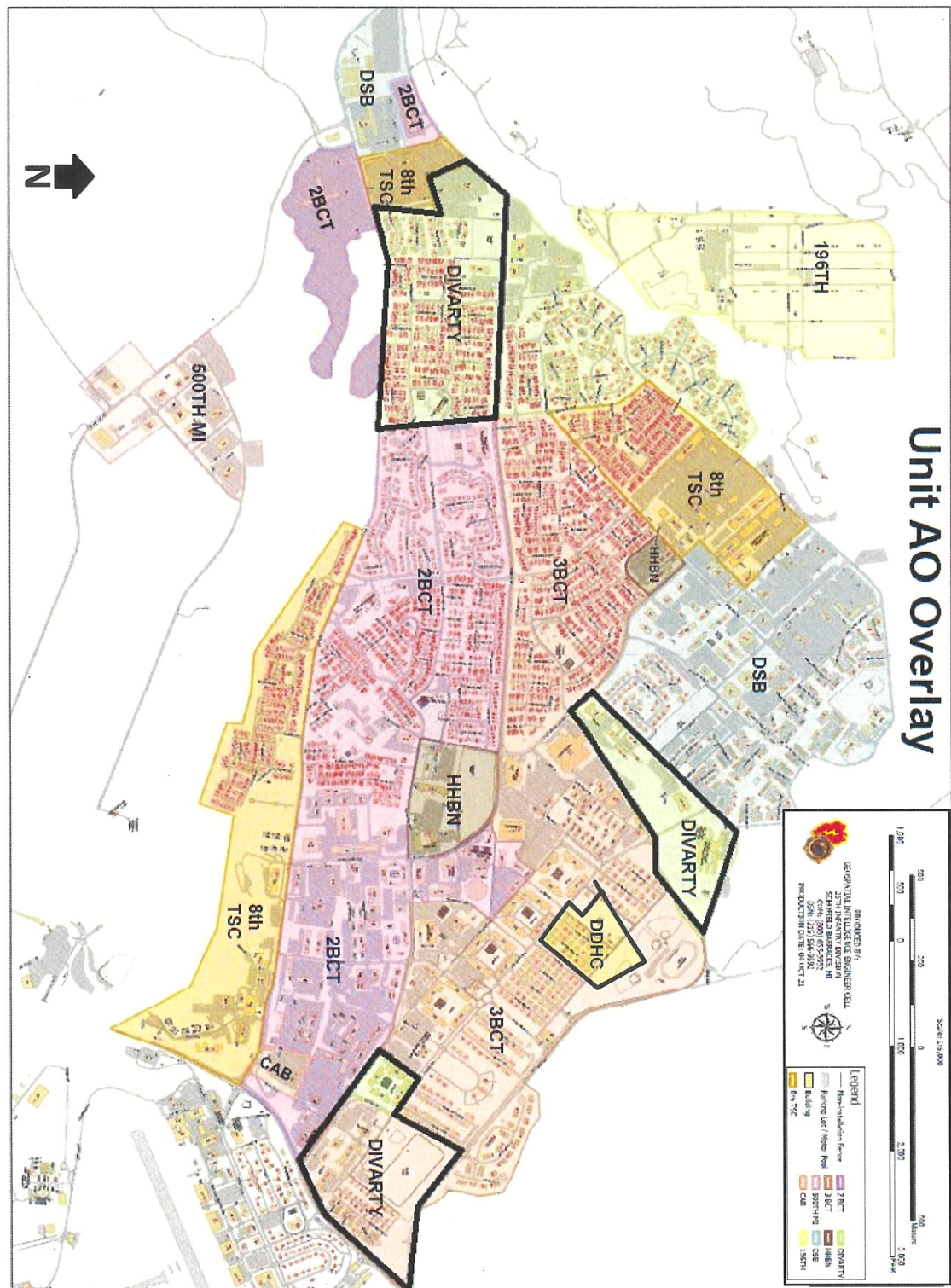
(2) USDA-Wildlife Services. Hawaii assumes the primary operational responsibility. They will dedicate one full-time biological science technician to conduct WDM activities. Key tasks include focused control of feral swine, responding to emergency situations involving pigs near personnel within 24 hours, and humane removal and disposal of carcasses. Additionally, they will perform humane euthanasia of feral cats captured and screened by USAG Hawaii, adhering to American Veterinary Medical Association (AVMA) guidelines, and manage the proper disposal of those remains. Incidental removal of feral chickens during other pest control operations is also included. WS-Hawaii will maintain detailed reporting through monthly

submissions, ensure all operations adhere to established policies and applicable laws, and verify all personnel meet stringent firearm safety standards.

f. Soldiers found violating this provision are subject to discipline under Article 92, Uniform Code of Military Justice or adverse administrative action. Army Civilians may be punished under the Code of Federal Regulations or in Federal Magistrate Court.

g. Questions regarding wildlife handling and trap-neuter-release programs should go through the service member chains of command.

Appendix A. Unit Areas of Responsibility



Appendix B. Civilian of the Quarter/Year Program

a. Nomination Timeframes:

Recognition Period	Nomination Deadlines No Later Than (NLT)
First Quarter: 1 January – 31 March	Due NLT second Friday in April
Second Quarter: 1 April – 30 June	Due NLT second Friday in July
Third Quarter: 1 July – 30 September	Due NLT second Friday in October
Fourth Quarter: 1 October – 31 December	Due NLT second Friday in January
Annual: 1 January – 31 December	Due NLT last day in January

b. As the staff lead for this program, USARHAW G1 will:

- (1) Receive and process quarterly and annual nominations.
- (2) Compile and forward nomination packages to the incentive awards committee for voting.
- (3) Notify leadership and supervisors of results.
- (4) Prepare DA Form 1256 (Incentive Award Nomination and Approval) for cash and time-off awards and USARHAW commander certificates of appreciation for approval.
- (5) Process awards in AutoNOA.
- (6) Ensure awardees receive their awards in a timely manner.

c. Major Subordinate Commands in USARHAW will:

- (1) Ensure nominations meet awards criteria and are submitted within the established suspense.
- (2) Ensure a nomination for each category outlined in paragraph 2 is forwarded electronically to the USARHAW G-1 POC.
- (3) Update civilian employee personnel records in AutoNOA for their COQ and COY winners using the “Activity Created Honorary Award” category.

d. Nomination Procedures. Each organization listed below will determine their final quarterly selectees and may not submit more than two nominations (one per category) on a quarterly and annual basis. Nominations must be reviewed by the organization’s awards panel prior to submission.

- (1) 25th ID & HQ, USARHAW
- (2) 3rd MDTF
- (3) 8thTSC
- (4) 9th MSC

(5) 18th MEDCOM

(6) 94th AAMDC

(7) 196th Infantry Brigade

e. Nomination Packet Contents. A complete nomination packet includes:

(1) Nomination Coversheet (figure B-1).

(2) Civilian Recognition Program Nomination Form (figure B-2). Include accomplishments performed during the award period for which the individual is being nominated. Individuals will be evaluated based on the following criteria:

(a) Leadership and/or job performance: extraordinary leadership accomplishments, characteristics demonstrated, and performance. Scope, level of responsibilities, and the impact on the mission and organization.

(b) Collaboration: Employee contributes to team performance by providing encouragement and support, assisting others to overcome obstacles, and successfully accomplishing goals; Employees who foster communication, trust, cooperation and respect for differences and contributes towards an effort that significantly impacted the division or organizational goals and/or mission.

(3) Justification narrative on plain paper, not to exceed one page, double spaced, Arial font, size 12, with one-inch margins on all sides (figure B-3).

f. Voting Members of the COQ/COY selection committee include:

(1) Dir, HQ USARHAW

(2) CDR or Designee, 3rd MDTF

(3) CDR or Designee, 8th TSC

(4) CDR or Designee, 9th MSC

(5) CDR or Designee, 18th MEDCOM

(6) CDR or Designee, 94th AAMDC

(7) CDR or Designee, 196th Infantry Brigade

g. Non-Voting Members of the COQ/COY selection committee include:

(1) Staff Judge Advocate

(2) USARHAW G1 Representative

h. COQ/COY winners will schedule and obtain photos through the Visual Information Ordering website (<http://www.vios.army.mil>). Unit commands within USARHAW must obtain

permission from their civilians to publish their photos on the COQ/COY Awards Wall and/or social media websites. Photos for quarterly and annual winners will be displayed on the USARHAW COQ/COY Awards Wall on the second floor of Building 580, Schofield Barracks, HI.

i. COQ. USARHAW G-1 will prepare appropriate certificates for presentation to respective quarterly winners. Each USARHAW quarterly winner will receive a certificate, an eight-hour time off award and \$250 cash award.

j. COY. Each USARHAW annual winner will receive a certificate, 16-hour time off award, and \$500 cash award. The winners will be encouraged to apply for future professional training and developmental opportunities.

k. Awards will be processed by USARHAW G1.

**UNITED STATES ARMY HAWAII
CIVILIAN RECOGNITION PROGRAM NOMINATION COVERSHEET**

Check the appropriate box if nominating for an award: 1st:Jan-Mar // 2nd:Apr-Jun // 3rd:Jul-Sep // 4th:Oct-Dec

Civilian of the Quarter (COQ): ☐ 1st Quarter / / ☐ 2nd Quarter / / ☐ 3rd Quarter / / ☐ 4th Quarter

Civilian of the Year (COY): ☐

RECOGNITION CATEGORY

Check the appropriate box(es):

Category I: GS-12 and below or equivalents; and Wage Grade (WG) and Wage Leader (WL) ☐

Category II: GS-13 and above or equivalents; and Wage Supervisor (WS) ☐

NOMINEE INFORMATION

Nominee's Full Name: _____

Title, Pay Plan-Series-Grade: _____

Agency/Command: _____

Office Address: _____

Office Phone: _____ Fax: _____ E-mail: _____

SUPERVISOR'S CERTIFICATION

Supervisor's Full Name: _____

I affirm this employee's records have been reviewed and there are no current EEO complaints or personal adverse actions pending against the nominee, and no past history of adverse findings in EEO complaints or adverse actions based on performance or conduct.

Signed: _____ Dated: _____

ENDORISING OFFICIAL (06/GS-15/Above OR Equiv) & POINT OF CONTACT INFORMATION

Endorser's Name/Signature: _____

Office Phone: _____ Fax: _____ E-mail: _____

Point of Contact Full Name: _____

Office Phone: _____ Fax: _____ E-mail: _____

**NOMINEE'S AUTHORIZATION FOR RELEASE OF INFORMATION (TO BE
COMPLETED UPON NOTIFICATION OF SELECTION)**

"Under the provisions of the Privacy Act, I hereby authorize the use of personal information contained in the nomination by United States Army Hawaii and my photo for publicity and promotion of the Civilian Recognition Program."

Selectee's Signature: _____ Date: _____

Figure B-1: Nomination Cover Sheet (Civilian of the Quarter)



CIVILIAN RECOGNITION PROGRAM NOMINATION FORM



NOMINATING ORGANIZATION OR STAFF OFFICE

NAME OF NOMINEE (FIRST MIDDLE INITIAL LAST)

LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:

Bullet Accomplishments (COQ: Six lines maximum)

- Civilian of the Quarter: 6 Lines maximum
- Describe significant leadership accomplishments/how employee performed assigned duties
- Only use bullet format
- Action, Result, Impact bullet format is best; two-lined bullets carry less impact--polish bullets to perfection!
- Quantify your bullets; include Army, ACOM/ASCC level inspections--no wrap around bullets
- Do not submit more lines than authorized; only the six lines will be scored

COLLABORATION:

Bullet Accomplishment (COQ: Six lines maximum):

- Line 1
- Line 2
- Line 3
- Line 4
- Line 5
- Line 6

Revised 5 March 2021

Figure B-2: Nomination Form (Civilian of the Quarter)

Nomination for Civilian of the Quarter/Year

First Name MI. Last Name: (Organization Name/ Division/ Position Title): Mr./Ms. First Name Last Name has been essential to the _____ Division team's success in accomplishing its day-to-day mission. He/She loyally serves with the utmost professionalism.

Explain: What is unique about Mr./Ms. Last Name and his/her efforts that anticipates the needs of his team members and external customers alike.

Mr./Ms. Last Name is an integral part of the PTA staff, balancing many/command priorities to provide first class training to our Soldiers, Marines, Airmen and Seamen. His/Her "Can-do" spirit has facilitated training rotations for several Infantry Regiments from Month thru Month Year. Exemplifying the Army core values, having a positive work ethic, and being that dependable employee that his/her peers and superiors can depend on, has established Mr./Ms. Last Name as the cornerstone of his department.

Mr./Ms. Last Name has coordinated and briefed numerous distinguished visitors including the PACOM Combatant Commander, the Assistant Secretary of the Army, Congressional delegations and local elected officials. Mr./Ms. Last Name is a proven leader, respected expert and seasoned warrior who pulls together myriad resources, usually at the last minute, to pull off seamless training events that provides a challenging and realistic training environment. He is most deserving of this award.

B-3: Sample Narrative (Civilian of the Quarter)

Appendix C. Motorcycle Safety

a. Commander responsibilities.

(1) Counsel all new Soldiers who ride or are considering purchasing a motorcycle on their responsibilities.

(2) Establish a Battalion Motorcycle Mentorship Program. The program will be evaluated as part of the Organizational Inspection Program.

(3) Ensure all appointed Motorcycle Mentors are grade E-6 or above and are experienced riders (five years of riding experience or more). Motorcycle Mentors must be designated on appointment orders by a company commander or higher.

(4) Provide Soldiers with the time to take all necessary training courses to be compliant with this policy subject to unit readiness requirements and training constraints.

(5) Educate all riders and non-riders on motorcycle awareness as part of the unit's privately owned vehicle and privately owned motorcycle accident prevention program.

(6) Ensure all Soldiers who operate motorcycles have been counselled by the unit Commander and have completed a Motorcycle/Rider Inspection Checklist (figure I-1). The minimum PPE safety requirements must be worn on and off Army Installations IAW AR 385-10, para 13-16.

b. Motorcycle mentor responsibilities. Create an individual file for each motorcycle rider in the unit Motorcycle Mentorship program records. Review the file with the rider and re-inspect the motorcycle and documentation with the rider semi-annually. When required, plan and conduct MRT.

c. Rider certification process. Soldiers will provide the required course certificates to their motorcycle mentor. The following documents are required:

(1) A certification card (or state-approved course certificate) for the course(s) they completed.

(2) State driver's license with motorcycle endorsement.

(3) State motorcycle registration and safety inspection for their privately owned motorcycle.

(4) Proof of motorcycle insurance.

(5) A signed copy of the Statement of Motorcycle Operator Responsibilities Agreement signed by the Soldier's Commander (figure I-2).

d. Violations of this policy can result in the loss of motorcycle privileges on all USARHAW installations.

Motorcycle/Rider Inspection Checklist						
SECTION 1- Personal Data						
Name: (Last, First, MI)				Date:	Unit (Company/Platoon/Section)	
Operator's License Motorcycle Endorsement Yes No		State	Expiration date	Motorcycle Safety Course Date and Card Number		
SECTION 2 - Vehicle Information						
State Registration Plate Number and Expiration Date				State Safety Inspection Expiration Date		
Make	Model		Color	Year		
SECTION 3 - Insurance Coverage						
Insurance Company				Expiration Date		
SECTION 4 - Vehicle Inspections						
Evaluate each item as: S-Satisfactory, U- Unsatisfactory, or N/A-Non-applicable				Date:	Date:	Date:
1. Frame- Visual check for damage and/or objects that would interfere with safe vehicle operation.						
2. Horn - Present and operational (Audible/Loud).						
3. Mirrors (2) - One mounted on the left and right sides of handlebars or fairing						
4. Windshield- (Optional) if present, must be transparent if rider views road through windshield						
5. Lights-						
a. Headlight, (multi-beam) present and operational.						
b. Taillight- Minimum one fully operational taillight.						
c. Brake light- Minimum one fully operational.						
d. Turn signals- If manufactured prior to 1980: N/A. After Jan 1980, operational turn signals required.						
e. Reflectors- Minimum one red reflector. May be separate or part of taillight assembly.						
6. Handlebars- Flexible height (below shoulder height when mounted)						
7. Brakes- Present and operational, front and rear.						
8. Wheels- Check rims for cracks, dents, or rust, and proper fittings.						
9. Tires- Proper tire pressure (PSI). Check for dry rot, tire damage, and excessive/uneven tread wear.						
10. Passenger Seating: Fixed seat w/passenger footrests						
11. Fenders- Minimum of one fender (rear end) required.						
12. Cables- Check the brake, clutch, and throttle cables for kinks or cracks. Throttle returns to idle freely.						
13. Muffler/Exhaust System- Present and Operational. No excessive noise/open exhaust pipe.						
<i>This form was prepared by the USARHAW Safety Office LAW AR 385-10 and Hawaii State Statutes. It serves as a means of documenting required unit level motorcycle safety inspections.</i>						

Figure C-1: Motorcycle/Rider Inspection Checklist

SECTION 4 - Vehicle Inspection (Continued)				Page 2 of 2		
Evaluate each item as: S-Satisfactory, U-Unsatisfactory, or NIA-Non-applicable						
14. Kick Stand or Center Stand- Available, springs in place w/tension to hold in place when in folded position.						
15. Oil/Hydraulic fluids- Check engine, wheels, and on ground for obvious signs of leakage.						
SECTION 5 - Personal Protective Equipment/Clothing						
16. Helmet - Department of Transportation (DOT) or SNELL approved sticker. Serviceable chinstrap.						
17. Eye Protection - Full face shield or ANSI Z87.1 rated glasses or goggles.						
18. Suggested: High visibility garment and/or vest- high visibility color day/retro-reflective at night.						
19. Gloves - Heavy-duty full-fingered gloves.						
20. Footwear - Over the ankle, enclosed sturdy footwear or boots.						
21. Pants and shirt or jacket - Must cover full length of arms and legs						
Note: No one may rent, lease, or loan a motorcycle to another person without providing the required protective eye and headgear protection, unless the other person provides their own. Passengers must wear required protective headgear.						
REMARKS:						
Corrective Action Completed: Yes/No						
Inspected By	Date	Signature				
Inspected By	Date	Signature				
Inspected By	Date	Signature				
Inspected By	Date	Signature				
Inspected By	Date	Signature				
Inspected By	Date	Signature				
SECTION 6-Rider Validation-after CO level validation, form can be reused for up to 6 inspections						
Company Mentor	Date	Signature				
Battalion Senior Mentor	Date	Signature				
Brigade Safety	Date	Signature				
USARHAW Safety	Date	Signature				

Figure C-1: Motorcycle/Rider Inspection Checklist pg. 2

MEMORANDUM OF UNDERSTANDING
BETWEEN MOTORCYCLE OPERATOR
AND
USARHAW UNIT

SUBJECT: Motorcycle Operator Responsibilities Agreement

1. I am a military service member assigned to an Army Installation in Hawaii. I identified myself as a potential motorcycle rider (current or future). I understand my safety responsibilities as an operator of a motorcycle.
2. I understand before I operate a motorcycle either street or off road, on or off an Army installation, or on or off duty, I will be appropriately licensed, will successfully complete a Motorcycle Safety Foundation (or a state approved) course, and comply with the Personal Protective Equipment (PPE) requirements stated in paragraph 3.
3. As an operator of a government/or privately owned motorcycle (either street or off- road versions) I understand that all motorcycle safety equipment will be fully operational, and the headlight turned on at all times (when equipped). Whenever I operate a motorcycle, I will wear the appropriate PPE which includes: a U.S. Department of Transportation approved helmet properly fastened under the chin (even if the state does not require it); impact or shatter resistant goggles, wraparound glasses, or full-face shield properly attached to the helmet that meets American National Standards Institute (ANSI) Safety Code Z87.1 for impact and shatter resistance; sturdy footwear (leather boots or over the ankle riding shoes); long sleeve shirt or jacket; long trousers; and full fingered gloves. I understand that bright colored or reflective outer garments are strongly encouraged.
4. I fully understand my responsibilities to comply with all the requirements for motorcycle operation and that these requirements apply to me on and off duty and on or off post. I will never ride while under the influence of drugs (legal or illegal) or alcohol. I will avoid riding at an excessive speed, and I will be extra cautious riding over rough terrain.

Rider Name Printed

Commander Name Printed

Rider Signature/Date

Commander Signature/Date

Figure C-2: Motorcycle/Rider MOU

Appendix D. Area of Operations North and South Cantonment Areas

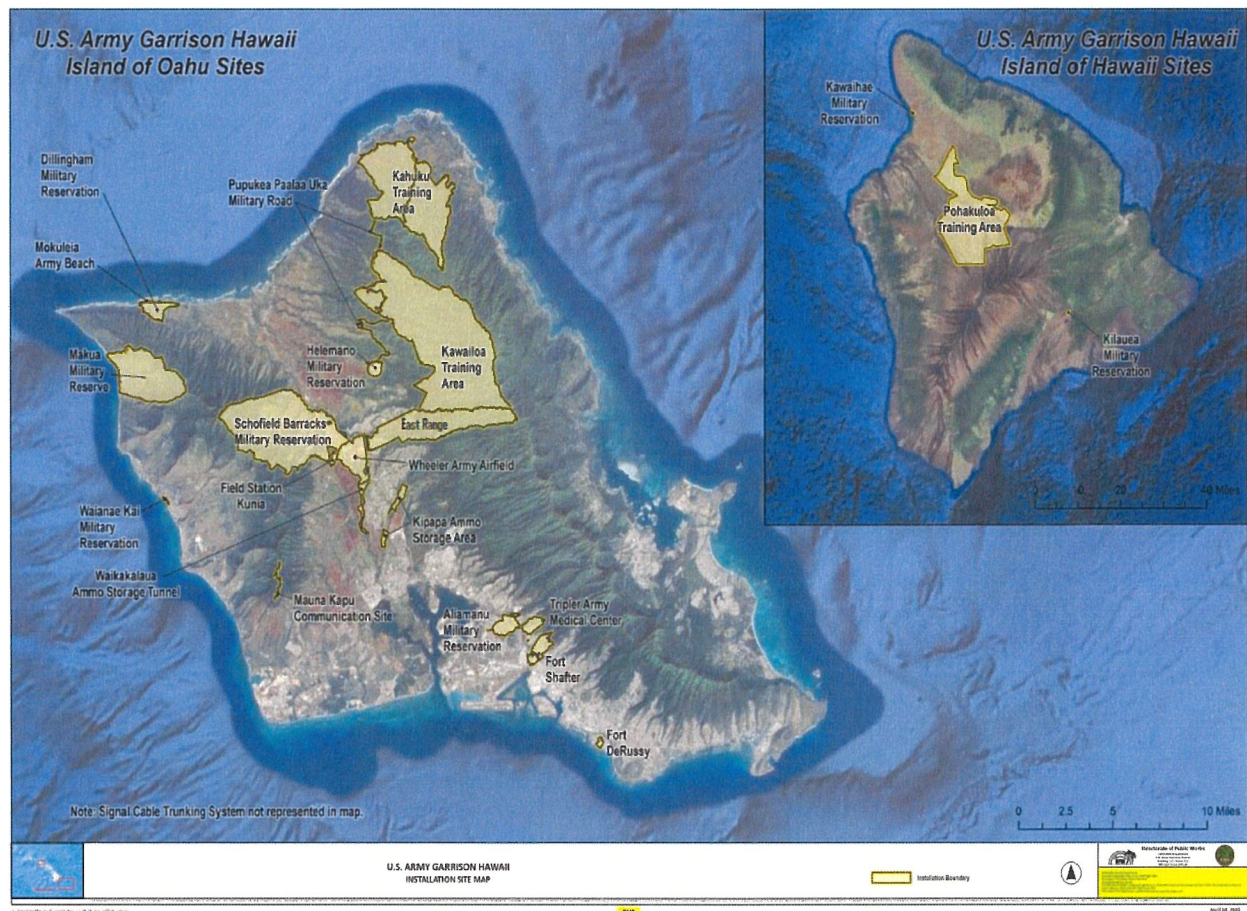


Figure D-1: Area of Operations North and South, Oahu

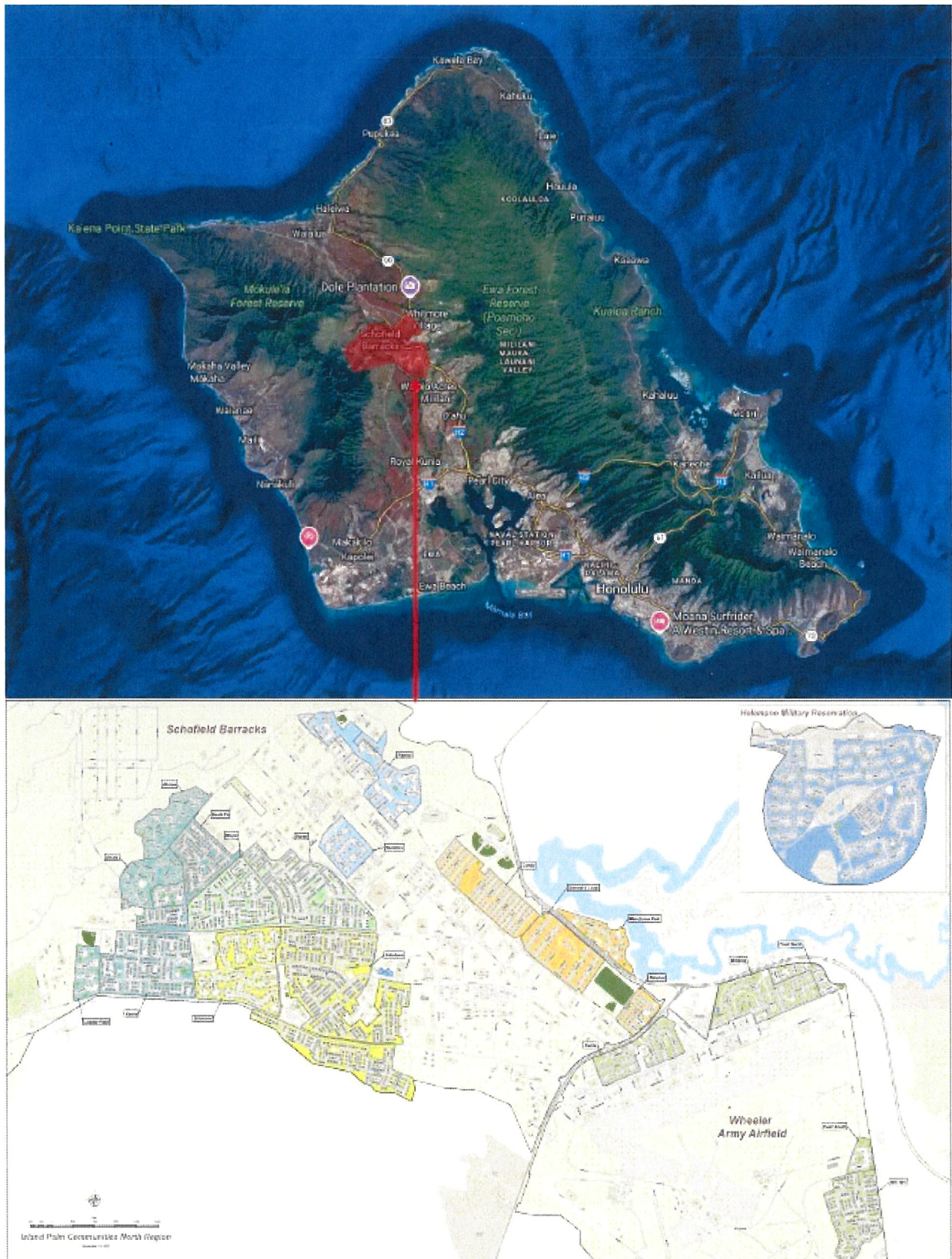


Figure D-2: AO North Cantonment Areas



Figure D-3: AO South Cantonment Areas

Appendix E. Approved Running Routes for Physical Training

a. Military personnel participating in PT will observe the following:

(1) Personnel responsible for conducting PT running formations must ensure unauthorized roadways and streets are not used, and designated roads and streets are utilized when necessary. Commanders should contact the Directorate of Emergency Services for guidance or clarification. (See the below maps for approved routes.)

(2) Running and conducting PT in parking lots is not permitted unless specifically designated and secured. No push-ups or sit-ups are permitted on non-secure roadways.

(3) A written exception must be granted from the Commander, US Army Garrison, Hawaii to be permitted to call cadences when running along main thoroughfares, streets, and other areas where housing is located on both sides of the street.

(4) Running formations will not exceed 3 files, nor will the formation extend over the centerline of the road. This includes the cadence caller and the formation leader.

(5) Safety personnel/road guards will be placed at the front and rear of each formation and will wear protective orange-blazer vests or reflective belts. During periods of darkness, safety personnel will carry flashlights or light batons.

(6) Troop columns marching on vehicular roads at night will be marked at both the head and rear of the column by guards with flashlights or other suitable lighting devices. These guards will maintain sufficient distance from the column to ensure ample warning to vehicle drivers.

(7) Foot troop columns have the right-of-way over all traffic and will march on the right side of the roadway.

(8) During PT, runners must completely clear the roadways when emergency vehicles, responding to an emergency with flashing lights, are approaching.

(9) Units marching in formation on streets will march as close to the curb as possible, with commanders or leaders on the right file, or at the head or rear of the column.

(10) Units will maintain a minimum distance of 25 yards between elements.

(11) Units will normally crossroads by means of flanking movements, except at intersections, to minimize interference with traffic.

(12) No PT formations are allowed off the installations unless specifically authorized by the first O-5 Commander within that organization.

b. Joggers/runners running on their own and pedestrians will observe the following:

(1) No more than two people running abreast on sidewalks or authorized roadways.

(2) Where sidewalks are not provided, when using authorized roadways, stay to the left side of the roadway or shoulder facing oncoming traffic, which may approach from the opposite direction.

(3) All personnel will wear a reflective vest or belt during limited visibility to include hours of darkness while running or jogging on the installation. The vest or belt must be visible from the front and rear and unobstructed by clothing or equipment.

(4) Joggers/runners and pedestrians must yield the right-of-way to all vehicles.

c. All motorists will adhere to posted speed limit signs and passing troop formations at 10 MPH.

d. When any vehicle stops at a marked crosswalk or at any unmarked crosswalk at an intersection to permit joggers/runners and pedestrians to cross the roadway, the driver approaching from the other direction will not pass the stopped vehicle.

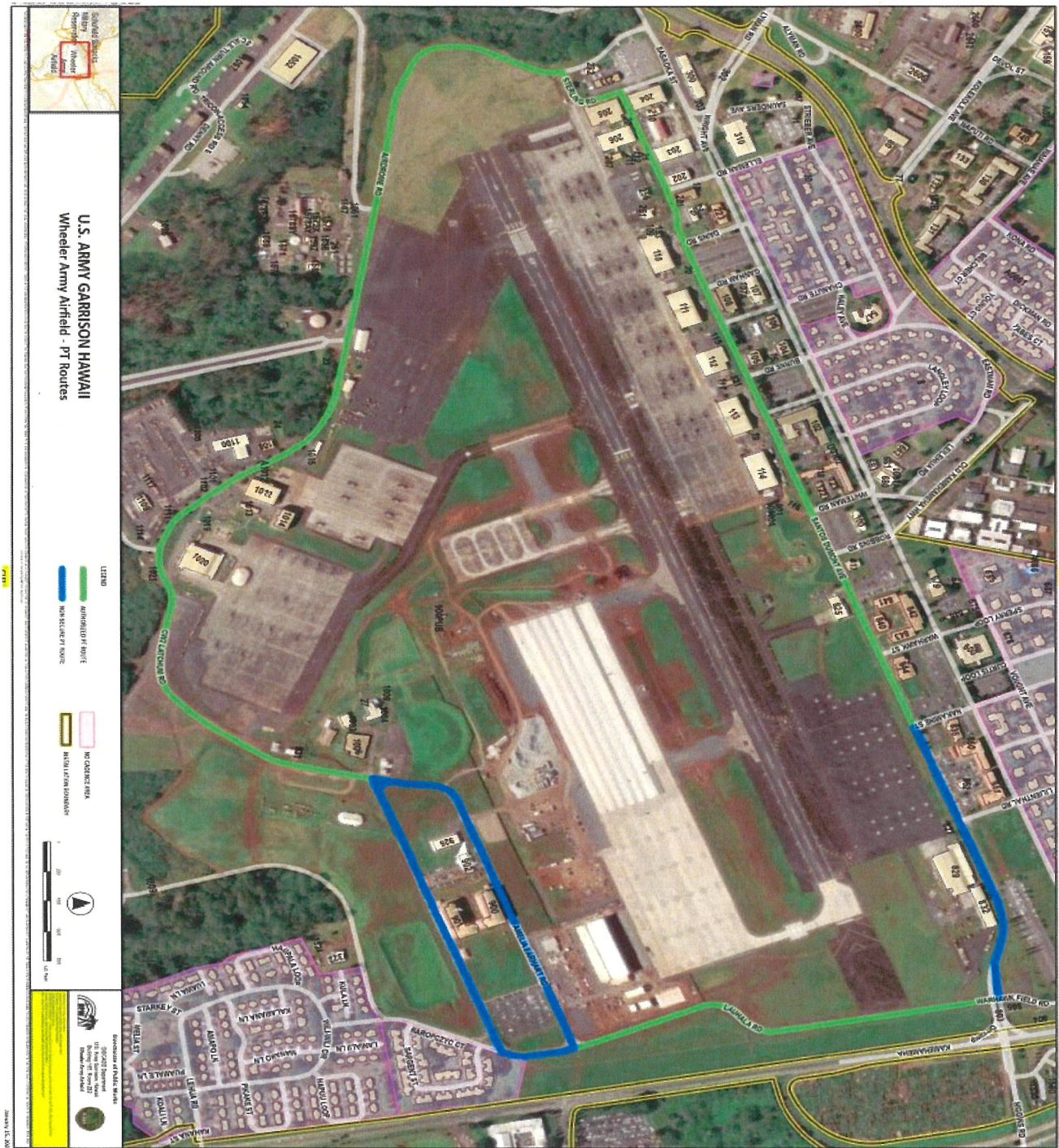
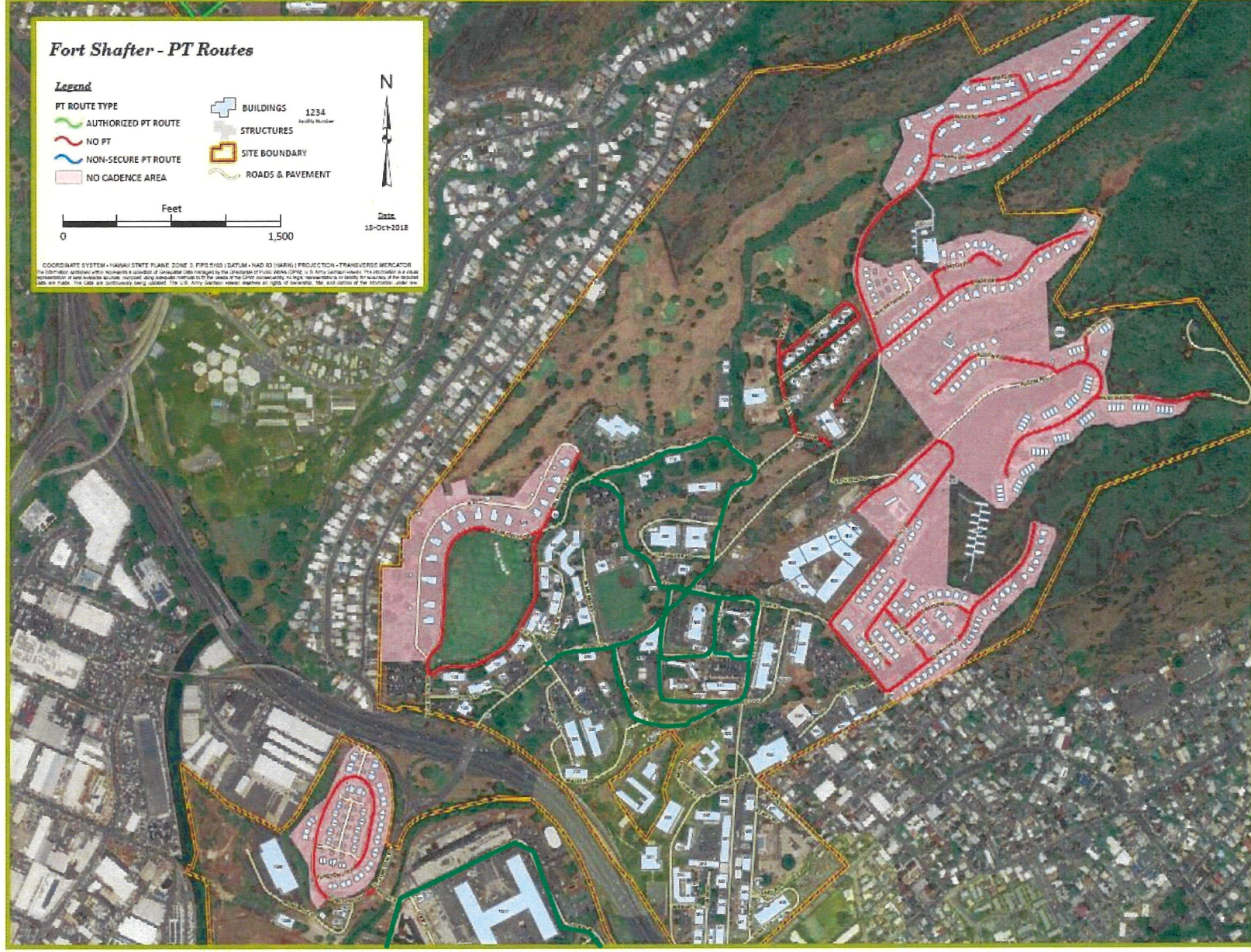


Figure E-2: Wheeler Army Airfield PT Routes





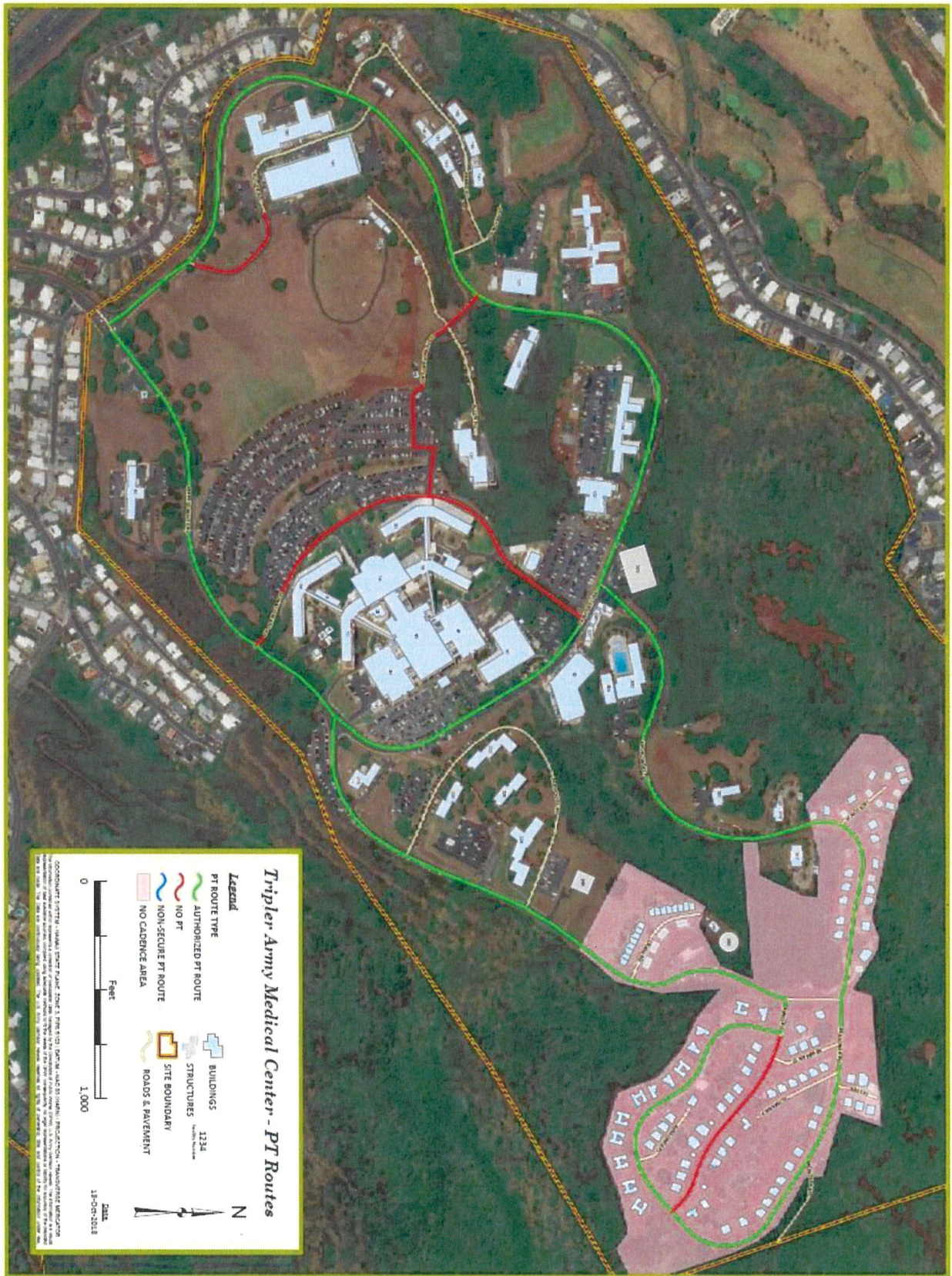


Figure E-5: Tripler Army Medical Center PT Routes

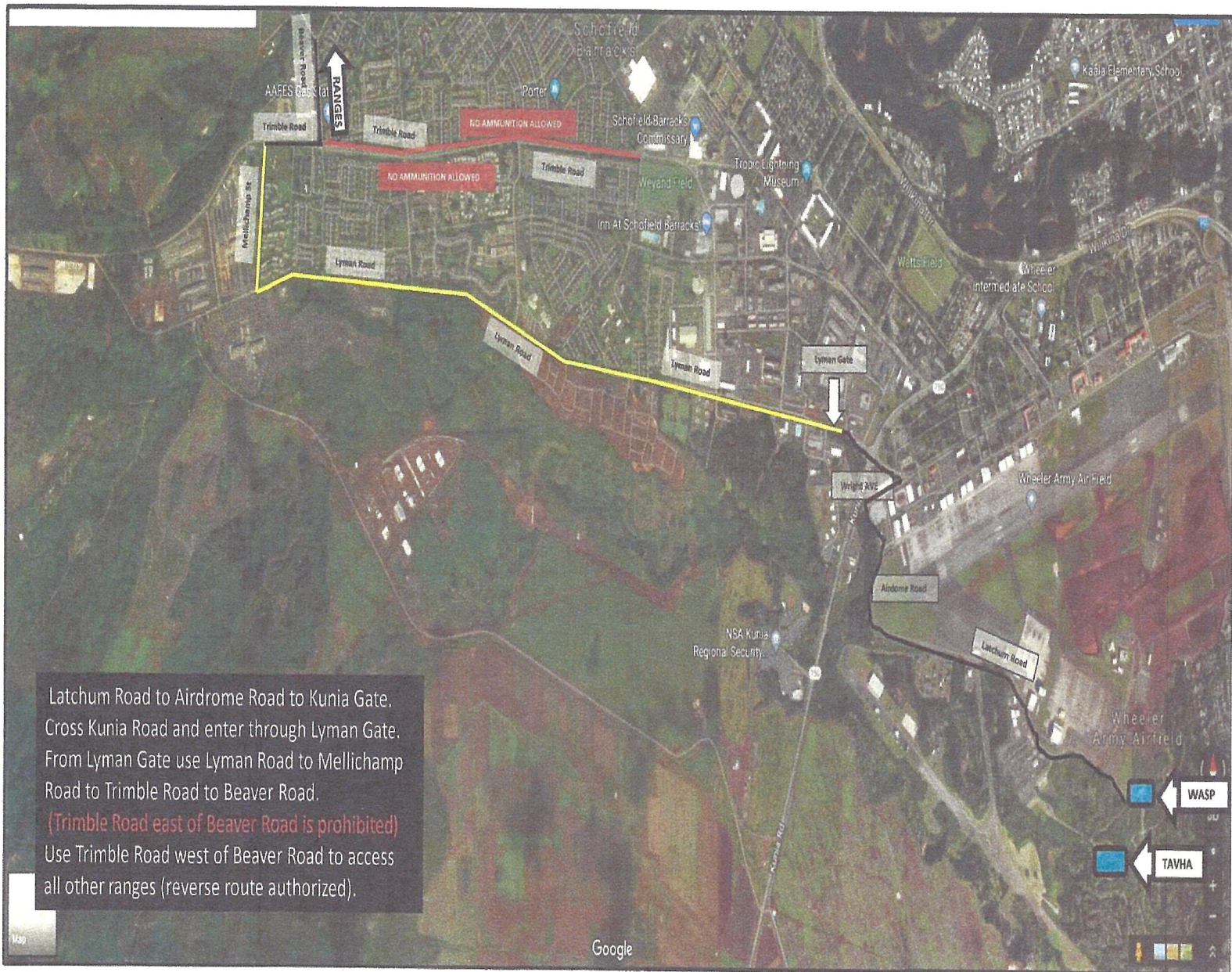


Figure F-1: Route 1



Figure F-2: Route 2

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Appendix G. Band Request and Utilization

1. References:

- a. Army Regulation (AR) 220-90, Army Bands, 9 November 2016.
- b. Department of the Army Pamphlet 220-90, Army Bands, 18 November 2016.
- c. AR 360-1, The Army Public Affairs Program, 08 October 2020.
- d. ATP 1-19, Army Bands, 28 July 2021.
- e. AR 600-25, Salutes, Honors, and Courtesy, 10 September 2019.
- f. Training Circular 3-21.5, Drill and Ceremonies, 03 May 2021.
- g. Department of Defense Directive 5410.18, Public Affairs Community Relations Policy, 20 November 2001.

2. Commitment Procedures

a. Band commitments will be IAW policies and procedures of AR 220-90, AR 360-1, and this memorandum. Performance requests must comply with these policies prior to obligating the band.

b. The band can be tasked through the normal operations procedure under "Tasks to Subordinate Organizations-HHBN-25th ID" ex- "Provide ceremonial music to support the UNIT NAME change of command ceremony, coordinate with POC for specific instructions," no later than 12 weeks prior to the event, but no greater than 26 weeks before the requested performance dates. Examples are Graduations, Troop Returns, and Change of Command Ceremonies. Priority for tasks goes to 25th ID, USINDOPACOM, USARPAC, USARHAW.

c. To remain in compliance with the 25th Infantry Division initiatives, exemptions to request lead times must be approved by the appropriate authority as follows:

8-12 weeks: G3

4-8 weeks: CoS

<4 weeks: Command Group

d. Exceptions to normal operations. Short notice taskings (within 4 weeks) from USINDOPACOM and USARPAC are considered exceptions particularly when involving FO/GOs, dignitaries, and other VIPs. In addition, the 25 ID and USARHAW command group may direct short notice taskings based on operational or ceremonial needs.

e. For all other on-post activities, submit requests for band support directly to band operations email to usarmy.schofield.25-id.mbx.25th-id-band-request@army.mil no later than 45 days prior to the event but no greater than 180 days before requested performance dates. Examples are Lighting ceremonies, Prayer Breakfasts, and Dining In/Out functions.

f. Submit requests for band support for off-post events on DD Form 2536 (Request for Armed Forces Participation in Public Events) to usarmy.schofield.25-id.mbx.25th-id-band-request@army.mil NLT 45 day prior to the event. USARHAW missions, regardless of when

requested, will always have priority over off-post missions, unless otherwise directed by the Chief of Staff.

g. The Commander, 25th ID Band, will review all requests to determine supportability based on previously scheduled training or commitments, band manning levels, and compliance with applicable regulations, policies and law. Based on Staff Judge Advocate (SJA) review, the band commander maintains approval/disapproval authority for all performance requests. Based on the availability of resources, the following requests will be approved:

- (1) Memorials and Funerals

- (2) All battalion and higher-level changes of Command/Responsibility

- (3) All Military School Graduations

- (4) Division or USARHAW Retirement Ceremonies

- (5) Individuals Retirement Ceremonies for careers over 30 years and the rank of COL and above, CW5, or SGM/CSM/SMA; any exceptions to this must be approved by the Chief of Staff, 25th Infantry Division.

- (6) Battalion and higher ball

- (7) Music in the Schools Month & Month of the Military Child.

h. The SJA will review all off-post event requests and provide a recommendation to the band commander, in coordination with either Chief, PAO (civil requests) or G3 (troop support requests). Requests determined by SJA as not in accordance with regulations, policies or law, are referred to the Chief of Staff prior to notifying the requestor. Legal sufficiency must be resolved prior to obligating the band.

i. Bugler Support. The only exception to the prescribed procedures for band commitments is bugler support. Bugler support (funerals and memorials) comprises a major portion of band requests. The inherent short notice for funeral and memorial services necessitates that request for bugle support be processed as quickly as possible. All funeral requests must be processed through the Casualty Assistance Center (CAC), who will then contact the band. Other non-funeral memorial bugler requests may be coordinated directly with the band operations sergeant.

j. Rehearsal Support. To maximize band support USARHAW wide and ensure balanced instrumentation, the 25th ID Band is limited in its ability to support a rehearsal. Requestors are encouraged to use the Sound Support Branch for the rehearsals. A single Soldier representative may be sent, when determined by the band commander, to support a final rehearsal. General officer-level ceremonies are entitled to full band support for the dress rehearsal. Rehearsal for marching ceremonies performed outside immediately prior to the ceremony (i.e. the morning of) will not be supported.

k. Support for Social Functions. Support for social functions is outlined in AR 220-90, para 2-3 and 2-4, and ensures band support is consistent with DA guidelines. Band support for social functions is authorized if the following criteria are met:

- (1) The function is "organizational" in nature and is sponsored by an active-duty military activity. Examples include Army Birthday Ball or official Dining In/Out activities. Examples where

band support is not authorized are promotion parties, wedding receptions, retirement parties, and other social events.

(2) Band support at social functions is limited to “incidental” music when the purchase of entry tickets and/or meals/beverages is required. Musical support is “incidental” if it does not constitute a primary attraction or when there is very little probability that it will increase the participation of the event. Examples of “incidental” music are background music for receptions/dinners, patriotic programs, and trumpet/drum support of ceremonial events. Band support is not “incidental” when it is essential to the conduct of the event. For example, dance music is essential to a dance/ball and cannot be officially supported.

l. Environmental Weather Conditions. For Soldier and equipment protection, all approved band missions may be terminated due to inclement weather. A risk assessment for outdoor support requests will be conducted when the Wet Bulb Globe Temperature Index exceeds 90 degrees Fahrenheit, or the wind-chill equals 32 degrees Fahrenheit or below. The band will not cancel support because of the weather unless approved by the Chief of Staff.

m. Transportation. The band will use government funded non-tactical vehicles for transportation to and from missions. Missions requiring air travel will be coordinated between the requestor and the band as to the appropriate source of funding.

3. If 25ID Band is deemed unable to support, units can also request from the other component and joint service bands on Oahu, which include:

(1) Pacific Fleet Band (U.S. Navy) 808-474-3693

(2) Marine Corps Forces Pacific Band (U.S. Marines) 808-257-7440

(3) Air Force Band of the Pacific (U.S. Air Force) 808-448-4320

(4) 111th Army Band (Hawaii National Guard) 808-672-1664

REQUEST FOR ARMED FORCES PARTICIPATION IN PUBLIC EVENTS (NON-AVIATION)				OMB No. 0704-0290 OMB approval expires 20260131	
The public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Service, at the address and data collection information on the form. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE APPROPRIATE ADDRESS ON THE BACK OF THIS FORM.					
ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.					
PURPOSE: This form is used to request all Armed Forces MUSICAL UNIT, TROOP, COLOR/HONOR GUARD, GUEST SPEAKER, and/or EXHIBIT/EQUIPMENT participation in public events. The information is required to evaluate the event for appropriateness and compliance with DoD policies and for coordination with the units involved. Please complete all sections.					
SECTION I - EVENT DATA					
1. SPECIFIC REQUIREMENT (i.e., Musical Unit, Color Guard, Military Equipment, Troop Formation Number)					
2. INCLUSIVE DATES/TIME OF EVENT (YYYYMMDD/0:00 a.m. or p.m.)					
START DATE	END DATE	TIME	REHEARSAL DATE/TIME (if applicable)	☐ CHECK IF 1-DAY EVENT	
3. TITLE OF EVENT (and website, if applicable) (List other potential engagements for requested military support in item 21)					4.a. EXPECTED ATTENDANCE
4.b. MEDIA COVERAGE (X all that apply)			4.c. YOUR MEDIA/PR POC (Name/telephone/email):		
☐ LOCAL	☐ TELEVISION	☐ SOCIAL MEDIA	NAME		
☐ REGIONAL	☐ RADIO	☐ NONE	TELEPHONE		
☐ NATIONAL	☐ PRINT		EMAIL		
4.d. VIP ATTENDANCE (X if applicable)					
5. SITE OF EVENT (e.g., park, auditorium, airport) (NOTE: This site must be accessible to and usable by persons with disabilities.)			6. ADDRESS OF EVENT (Street, City, State, ZIP Code)		
7. PROGRAM (Describe program theme and objective, audience and civic makeup, and the purpose of Armed Forces participation.)					
8.a. HAVE OTHER ARMED FORCES UNITS BEEN REQUESTED TO SUPPORT THIS EVENT? (If so, specify.)			8.b. HAS DoD SUPPORTED THIS EVENT IN THE PAST? (If so, specify previous military support.)		
9. IS THERE ANY CHARGE? (e.g., admission, parking, if so, specify.)			10. IS THIS EVENT BEING USED TO RAISE FUNDS FOR ANY PURPOSE? (If so, specify how funds will be distributed.)		
11. WILL ADMISSION, SEATING, AND ALL OTHER ACCOMMODATIONS AND FACILITIES CONNECTED WITH THIS EVENT BE AVAILABLE TO ALL PERSONS WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, RELIGION, AGE, DISABILITY, SEX, GENDER IDENTITY, OR SEXUAL ORIENTATION? (X appropriate box)					YES ☐ NO ☐
SECTION II - REQUESTING ORGANIZATION DATA					
12.a. NAME AND WEBSITE OF REQUESTING ORGANIZATION					
12.b. SOCIAL MEDIA HANDLES:					
FACEBOOK	INSTAGRAM	TWITTER	OTHER		
(X appropriate box for each item.)					
13. IS THE REQUESTING ORGANIZATION A CIVIC ORGANIZATION? (e.g., a non-governmental organization primarily focused on improving broad based communities at large.)					YES ☐ NO ☐
14. DOES THE EVENT HAVE THE OFFICIAL BACKING OF THE LOCAL GOVERNMENT?					YES ☐ NO ☐
15.a. DOES THE REQUESTING ORGANIZATION EXCLUDE ANY PERSON FROM ITS MEMBERSHIP OR PRACTICE ANY FORM OF DISCRIMINATION IN ITS FUNCTIONS BASED ON RACE, COLOR, NATIONAL ORIGIN, RELIGION, AGE, DISABILITY, SEX, GENDER IDENTITY, OR SEXUAL ORIENTATION?					YES ☐ NO ☐
15. b. DO ANY OF THE FOLLOWING APPLY TO YOUR EVENT? (X all that apply.) ☐ POLITICAL EVENT ☐ RELIGIOUS EVENT ☐ IDEOLOGICAL EVENT					
16. REQUESTER'S REPRESENTATIVE (Please PRINT all contact information.)					
a. NAME (Include Mr./Ms./Military Rank)			b. ADDRESS (Street, City, State, ZIP Code)		
c. PRIMARY TELEPHONE (Include area code)		d. ALTERNATE TELEPHONE (Include area code)		e. FAX NUMBER (incl. area code)	
				f. E-MAIL ADDRESS	
SECTION III - REQUESTING ORGANIZATION SUPPORT DATA					
17. See page 2, paragraph 3 before completing this section. Please answer the following questions ONLY for musical support requests. Is the requester offering to: (X appropriate box for each item.)					YES ☐ NO ☐
a. Fund the standard Military Services allowance for meals, lodging, and incidental expenses for Armed Forces participants?					☐
b. Fund transportation costs, meals, and hotel accommodations for unit representatives to visit the site prior to the event?					☐
c. Fund transportation costs from home station to the event and return for Armed Forces participants?					☐
d. Fund transportation costs for Armed Forces participants between the site of the event and the hotel?					☐

DD FORM 2536, JAN 2023

PREVIOUS EDITION IS OBSOLETE.

F-1: Request for Participation in Public Events

Appendix H. Sex Offender Registration and Residency

a. Responsibilities.

(1) Commanders and Directors:

- (a) Provide a written statement to or brief all personnel about this regulation.
- (b) Identify personnel affected by this policy.
- (c) Report personnel affected by this policy to the designated official in the DES.
- (d) Ensure compliance with this regulation.

(2) Director of Emergency Services:

- (a) Maintain a database of registration information on all the people required to register.
- (b) Provide capacity to photograph, fingerprint, and palm print registered sex offenders.
- (c) Monitor and ensure compliance with this policy to include investigating reports of violation of this policy.
- (d) Receive and process requests for exceptions to this policy.
- (e) Coordinate all registration packets immediately with Debarment Office to ensure GC is notified and considers a possible debarment action, as deemed appropriate.

(3) Staff Judge Advocate:

- (a) Provide legal advice addressing matters related to this policy.
- (b) Provide updates to the proponent of this policy when required by changes in applicable law or when otherwise necessary.

(4) Directorate of Public Works and Island Palm Communities (IPC):

- (a) Incorporate this policy in housing procedures.
- (b) Provide notice of this policy to all individuals who reside on a USARHAW installation.
- (c) Provide notice of this regulation to all individuals who submit applications to live in housing on any USARHAW installation. All lease agreements should refer to this regulation.

(5) Civilian Personnel Advisory Center. Provide a copy of this regulation to all new employees as part of in-processing.

b. Registration Requirements.

(1) Sex offenders who will reside on or work on any USARHAW installation must register with DES on or before the date that they begin to reside or work on the USARHAW installation.

(2) All people required to register with DES will provide the following information to that office:

(a) Name, aliases, social security number (SSN), age, race, sex, date of birth, height, weight, hair color, eye color, fingerprints, palm prints, and photograph.

(b) Internet and social media identifiers and addresses, email addresses, usernames, and passwords.

(c) Address of any permanent residence and any temporary residence and telephone numbers (fixed and mobile).

(d) Date and place of employment on the installation, and name, address, and telephone number of employer (this includes full-time and part-time employees, contractors, employees of contractors, and volunteers).

(e) Vehicle make, model, color, and license plate number.

(f) Name of higher education facility and list of classes if enrolled in an educational facility or taking any classes on the installation.

(g) Name of the crime or crimes for which the offender is registering/registered, date of release from prison or placement on probation, parole, or supervised release.

(h) Identity of the jurisdiction (state or federal government) requiring the offender to register.

c. If any of the above information provided changes, the sex offender will submit updated information to DES within 72 hours of the change.

d. If the sex offender obtains a court order removing the registration requirement, the sex offender will provide a certified copy of the court order to DES.