



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

APVG-HHB-REC

Arrival Date/Time: _____

Name: _____

MEMORANDUM FOR New In-Processing **VIPs (LTC (taking CMD) and above/CW5/SGM)** assigned to the US Army Hawaii Reception Company

SUBJECT: USARHAW Reception Company VIP In-Processing Requirements and Expectations

1. Reception Company provides an expedited, self-paced in-processing for all VIPs. All VIPs must complete Day 1 through Day 4 requirements detailed in the checklist received after signing in. Upon completion of these requirements, VIPs will either return this memo physically to Reception Company at the Soldier Support Center (673 Ayres Avenue BLDG 750 Room 102, Schofield Barracks, HI 96857) or scan and email this completed memo to usarmy.schofield.25-id.list.usarhaw-repl-co-s1@army.mil.

ADDITIONAL RESOURCES:

2. **HOUSING & TEMPORARY LODGING ALLOWANCE (TLA):** In order to receive TLA entitlements, in-processing Soldiers are required to sign-in off leave. Soldiers will only receive TLA entitlements if they are staying at a TLA approved hotel. TLA is coordinated through the Housing Office located in BLDG 556 (344 Heard Ave, Schofield Barracks, HI, 96857) where you will receive a housing memorandum authorizing your TLA entitlements.

3. **BASIC ONBOARDING LIGHTFIGHTER TRAINING (BOLT):** BOLT is the CG's initiative to provide a top-notch integration experience for Soldiers entering the 25th Infantry Division. Soldiers going to other USARHAW units (e.g. USARPAC, TAMC, 8th TSC, etc) are not required to complete BOLT. Each Soldier, **regardless of rank or MOS** entering 25th ID will attend BOLT the week following the completion of in-processing with Reception Company. Deferments to attend BOLT can only be submitted through your BDE Operations.

4. **TRANSPORTATION:** There is a daily courtesy shuttle pick-up for all in-processing Soldiers who require transportation. Sign up at the USARHAW airport desk behind Baggage Claim 19 at Daniel K. Inouye Airport. If Baggage Claim 19 is closed or you

arrive after business hours, please contact U.S. Army Hawaii Reception Company CQ at (808) 859-5784 to arrange shuttle pick up.

5. **ON-POST RESOURCES:** The following are the majority of groups who brief during the in-processing cycle and their contact information should you need them:

Finance Office	(520) 706-8583
Housing Service Office (HSO)	(808) 787-7000
EFMP – FAP	(808) 433-4441 or (808) 433-8579
Army Community Service (ACS)	(808) 787-4227
Inspector General (IG)	(808) 787-3170
Army Substance Abuse Program (ASAP)	(808) 787-1477
Criminal Investigation Division (CID)	(808) 787-8156
Schofield Barracks Education Center	(808) 787-0640
Transition Assistance Program (TAP)	(808) 787-1036
Director of Emergency Services (DES)	(808) 787-6455
SHARP Hotline	(808) 798-6934
Equal Opportunity (EO)	(808) 223-8542
Army Wellness Center (AWC)	(808) 433-9462
Behavioral Health (BH)	(808) 433-3707
USO – Schofield Barracks	(808) 744-7879
Chaplain’s Office	(808) 787-1551 or (808) 655-8707

6. If you have any questions about in-processing please contact the Reception Company Command Team, 1SG Matthew Evans at (417) 650-8149 or matthew.f.evans.mil@army.mil or CPT Avery Palomino at (817) 528-4794 or avery.a.palomino.mil@army.mil.

I, _____ have received the VIP expedited checklist and understand all information detailed above.

\\ORIGINAL SIGNED\\
 AVERY A. PALOMINO
 CPT, AG
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