

US ARMY HAWAII OUT PROCESSING

OUT-PROCESSING CENTER

Primary: (808) 655-4274

Secondary:



Sunday	Closed
Monday	7:30 a.m.-noon, 1-3:30 p.m.
Tuesday	7:30 a.m.-noon, 1-3:30 p.m.
Wednesday	7:30 a.m.-noon, 1-3:30 p.m.
Thursday	7:30 a.m.-noon
Friday	7:30 a.m.-noon, 1-3:30 p.m.
Saturday	Closed

BLDG 750

673 Ayres Ave.

Schofield Barracks HI 96857

□ Installation Out-Processing

- PCS and Separation Out-Processing Brief
- Out-Processing Map
- Info sheet: North Hawaii (Helemano, Schofield Barracks, Wheeler)
- Info sheet: South Hawaii (Shafter, JBPHH, PACOM)
- Medical Out-Processing (Desmond T. Doss Health Clinic only)
- Central Issue Facility Early Turn-In Memo Example
- Central Issue Facility Information Paper

**** Please see all slides and further details at Garrison Hawaii website:**

<https://home.army.mil/hawaii/index.php/garrison/dhr/mpd/out-processing-center>

US ARMY HAWAII OUT PROCESSING

□ Request Clearing Papers



CareerTracker

Clearing papers are issued:

- 14 days prior to AVAL/Report Date
- 40 days from DEROS for International Travel

In order to receive clearing papers, we will need a copy of the following documents:

1. Orders
2. ETP if needed for the installation you are going to (see *COVID microsite* and FAQs - Official Travel section for more information)
3. Approved DA Form 31 filled-out in accordance with AR 600-8-10

Chapter 4-7 Leave in Conjunction with Permanent Change of Station sub-section B. The DA31 must cover from date of departure from losing unit to reporting date on orders, even if early report is authorized. The TO date on the DA31 must be the same day as the reporting date in the PCS orders. Permission to report early does not change the reporting date.

*If you are ETSing then we will only need a copy of your orders.

Once complete, send an encrypted email from your work account to USARMY.SCHOFIELD.ID-PACIFIC.MBX.OUT-PROCESSING-HI@MAIL.MIL with the subject line of "Clearing Papers."

**** Please see full slide set and further details at Garrison Hawaii website:**
<https://home.army.mil/hawaii/index.php/garrison/dhr/mpd/out-processing-center>

US ARMY HAWAII SEPARATION OUT PROCESSING

TRANSITION CENTER

Primary: (808) 655-0175

Secondary:



Sunday	Closed
Monday	7:30 a.m.-noon, 1-4 p.m.
Tuesday	7:30 a.m.-noon, 1-4 p.m.
Wednesday	7:30 a.m.-noon, 1-4 p.m.
Thursday	7:30 a.m.-noon
Friday	7:30 a.m.-noon, 1-4 p.m.
Saturday	Closed

BLDG 750

Soldier Support Center
Schofield Barracks HI 96857

NOTICE: Separation packets are accepted Monday, Wednesday and Friday from 1-3 p.m. only.

TRANSITION CENTER

DD Form 214 is the most important military document a Service Member receives!

The Transition Center (TC), generates and issues DD Form 214's (Certificate of Release or Discharge from Active Duty), Honorable discharge certificates, Retirement Flag and Pin, Spouse Appreciation Certificates, Presidential Certificate of Appreciation and as applicable, submits request for Presidential Letter of Appreciation (PLOA) for Retirees with (30) or more years of creditable service for retired pay.

**** Soldiers of all ranks MUST be in duty uniform when clearing the installation.** The only exceptions are Soldiers who are pregnant or an agent of the Criminal Investigations Division (CID). Per USAG-HI-58, Para. 5 (C), Installation Out-Processing Procedures.

☐ Required documents on Report Date

☐ End Term of Service (ETS)

☐ Retirement

☐ Medical Retirement / Discharge

☐ MEB Resources

☐ How do I know if I have an approved MEB?

☐ Types of Chapters

☐ Chapter Packet Required Documents

**** Please see full slide set and further details at Garrison Hawaii website:**
<https://home.army.mil/hawaii/index.php/garrison/dhr/mpd/out-processing-center>

DDHC MEDICAL OUT PROCESSING OVERVIEW

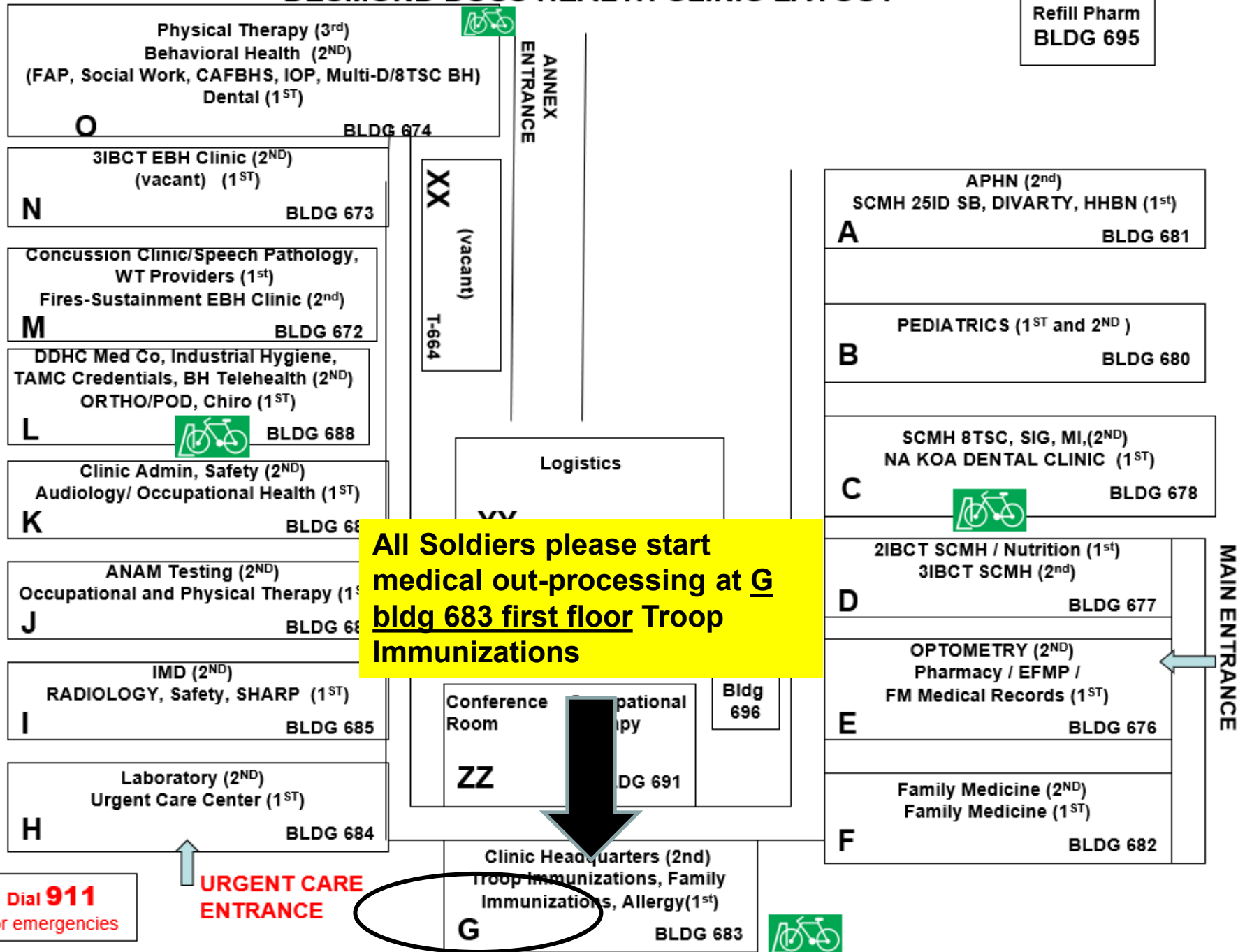
- **Soldiers medically out process at DDHC**
- **All will start at Troop Immunizations, bldg 683 1st floor**
 - **All Soldiers must be in a military uniform IAW Post Policy**
 - **MON, WED, FRI 0800-1100 & 1300-1500, TUES 0800-1100 & 1400-1500, THU 0800-1100**
- **All out processing Soldiers will be screened for mandatory assessments and medical readiness requirements**
- **All out processing Soldiers will provide orders to mail medical records to the Gaining installation for PCS or Army Records Processing Center for ETS-Retiring Soldiers**
- **Please start Medical Prep for out processing at least 2 weeks prior to final date**
- **Please start Retirement/ETS Physical exams at least 6 months prior to final date**

**** Please see full slide set and further details at Garrison Hawaii website:**

<https://home.army.mil/hawaii/index.php/garrison/dhr/mpd/out-processing-center>

DESMOND DOSS HEALTH CLINIC LAYOUT

Refill Pharm
BLDG 695



**All Soldiers please start
medical out-processing at G
bldg 683 first floor Troop
Immunizations**

DDHC MEDICAL OUT PROCESSING

- **All out processing Soldiers will be screened for the following mandatory assessments and medical readiness requirements**

ALL- Periodic Health Assessment (PHA)

ALL- Post Deployment Health Re-Assessment (PDHRA)

ALL Female Soldiers- Well Woman exam

ALL- Out-processing Behavioral Health checks

ALL- Separation History and Physical Examination (SHPE)

PCS/RC- Vision Readiness screening

PCS/RC- Hearing test

PCS/RC- Routine Immunizations

PCS/RC- Readiness related lab requirements

DDHC MEDICAL OUT PROCESSING

INSTALLATION CLEARANCE RECORD <small>For use of this form, see AR 600-8-101; the proponent agency is DCS, G-1</small> DATA REQUIRED BY THE PRIVACY ACT OF 1974						
AUTHORITY: Section 301, Title 5, USC. PRINCIPAL PURPOSE: To ensure Soldier readiness before PCS. To complete clearance verification before transition from active duty, transfer to another Service or Component, separation, discharge, or retirement. ROUTINE USES: To close out installation personnel and finance records. To ensure that debt to the government and its instrumentalities is identified and that action is taken to obtain payment before the Soldier's transition from active duty, separation or retirement. Forms will not be disclosed outside the Department of Defense (DoD) and DoD sponsored agencies. DISCLOSURE: Disclosure is voluntary; however, failure to complete this form may result in only partial payment of final pay.						
INSTRUCTIONS TO THE SOLDIER: This out-processing packet is designed to assist you and the installation in completing your final clearance as accurately and expeditiously as possible. It is your responsibility to complete this checklist properly. If you are separating or retiring from the Active Army, failure to complete this checklist correctly and entirely will result in you receiving 55 percent of your final pay pending verification by DFAS of any outstanding debts. Activities marked with an @ require clearance for all Soldiers separating or retiring from the Active Army, including AGR personnel. Activities marked with an asterisk (*) require clearance for Soldiers departing on PCS. Activities not marked will be cleared per installation instructions. This checklist must be completed before your final military pay appointment. Separation payments will not be released until installation clearance is completed. Provide any additional information in Remarks, block 16.						
SECTION A - PERSONNEL DATA <i>(To be completed by the commander, S1, processing control station, or appointed official)</i>						
1. NAME		2. RANK		3. ORDERS NO.		
4. GAINING UNIT		5. LOSING UNIT		6. DATE OF ORDERS (YYYYMMDD)		
7. REASON FOR CLEARING <input type="checkbox"/> PCS <input type="checkbox"/> ETS <input type="checkbox"/> RETIREMENT <input type="checkbox"/> OTHER (Specify)					8. DEPARTURE DATE (YYYYMMDD)	
SECTION B - INSTALLATION STANDARD CLEARANCES <i>(All signatures are required prior to reporting to the processing control station (section d) for final clearance. Not having these required signatures will cause a delay in your final clearance.)</i>						
9. INSTALLATION ACTIVITY	10. YES	11. DEBT AMOUNT	12. NO	13. NAME (Last, First, Middle)	14. TELEPHONE NO.	15. SIGNATURE
a. Personnel Information Station @*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
b. Personnel Management Station @*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
c. Medical Facility @*/PDHRA (DD Form 2900)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
d. TRICARE Service Center Health Benefits Advisor or Medical Element Equivalent @*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
e. Dental Facility @*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
f. DEERS/RAPIDS/ID Cards and Tags @*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
g. Transportation Office @*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
h. Central Issue Facility @*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
i. Education Center @*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
j. Army Emergency Relief @*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
k. Post Exchange @	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

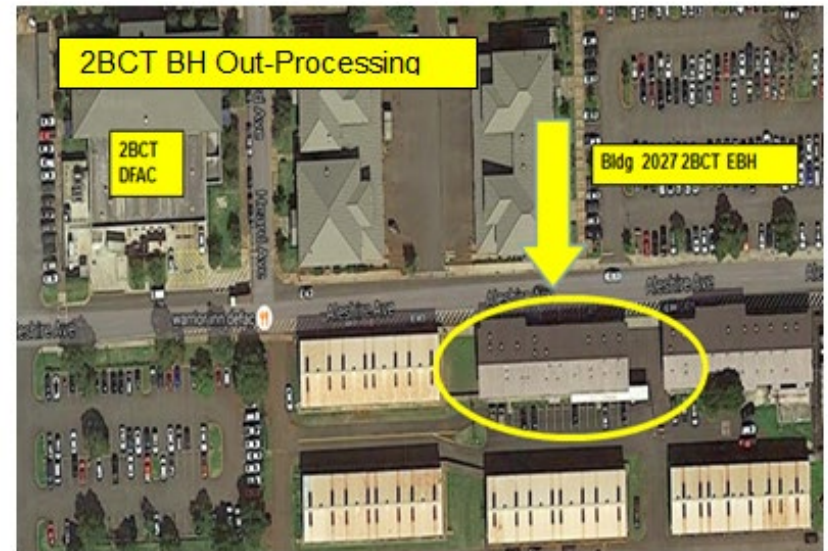
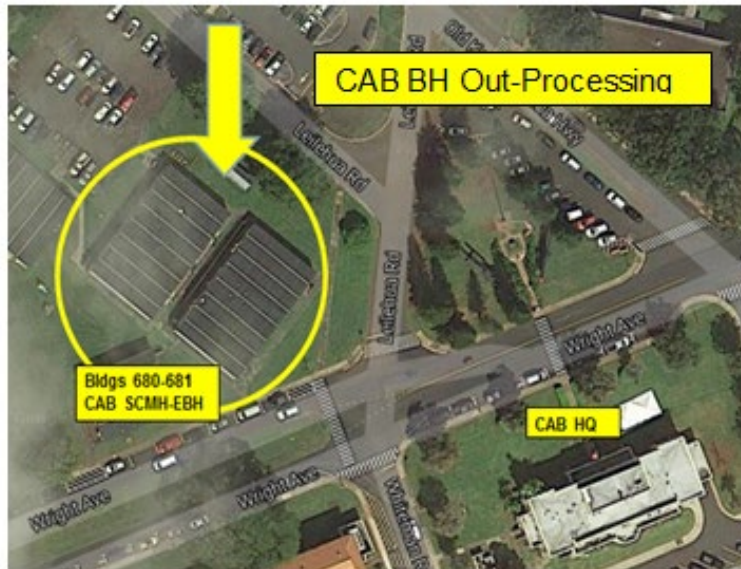
DDHC MEDICAL OUT PROCESSING

SECTION B - INSTALLATION STANDARD CLEARANCES (Continued)						
9. INSTALLATION ACTIVITY	10. YES	11. DEBT AMOUNT	12. NO	13. NAME (Last, First, Middle)	14. TELEPHONE NO.	15. SIGNATURE
l. Security Office *	<input type="checkbox"/>		<input type="checkbox"/>			
m. Provost Marshal Office @*	<input type="checkbox"/>		<input type="checkbox"/>			
n. Housing Office	<input type="checkbox"/>		<input type="checkbox"/>			
o. Army Community Services Center	<input type="checkbox"/>		<input type="checkbox"/>			
p. Commercial Activities	<input type="checkbox"/>		<input type="checkbox"/>			
q. Morale, Welfare, and Recreation Fund Manager	<input type="checkbox"/>		<input type="checkbox"/>			
r. Training Aids Center	<input type="checkbox"/>		<input type="checkbox"/>			
s. Commissary	<input type="checkbox"/>		<input type="checkbox"/>			
t. Child, Youth, and School Services	<input type="checkbox"/>		<input type="checkbox"/>			
u. Reserve Component Career Counselor	<input type="checkbox"/>		<input type="checkbox"/>			
v. Lodging Office	<input type="checkbox"/>		<input type="checkbox"/>			
w. Has the Soldier completed Soldier for Life-Transition Assistance processing? Exit Survey/DD Forms 2648/2648-1 and 2958 (USAR only) @	<input type="checkbox"/>		<input type="checkbox"/>			
x. Behavioral Health @*	<input type="checkbox"/>		<input type="checkbox"/>			
y. Family Advocacy @*	<input type="checkbox"/>		<input type="checkbox"/>			
z. Sponsorship Program Counseling and Information Sheet (DA Form 5434) *	<input type="checkbox"/>		<input type="checkbox"/>			
aa. Army Substance Abuse Program (ASAP)	<input type="checkbox"/>		<input type="checkbox"/>			
16. REMARKS:						
SECTION C - MILITARY PAY PROCESSING						
17. MILITARY PAY CLEARANCES						
a. DEFENSE MILITARY PAY OFFICE	b. NAME (Last, First, Middle)		c. TELEPHONE NO	d. SIGNATURE		e. DATE (YYYYMMDD)
(1) Travel Pay Processing @*						
(2) Separation Pay Processing @						
(3) Debt Processing @						
SECTION D - PROCESSING CONTROL STATION						
18a. Does the Soldier have a signed, authenticated, and dated Service Member Deployment History Out-processing Verification form? @* YES <input type="checkbox"/> NO <input type="checkbox"/>	b. NAME (Last, First, Middle)		c. TELEPHONE NO.	d. SIGNATURE		e. DATE (YYYYMMDD)
19a. Has the Soldier completed out-processing? @* YES <input type="checkbox"/> NO <input type="checkbox"/>	b. NAME (Last, First, Middle)		c. TELEPHONE NO.	d. SIGNATURE		e. DATE (YYYYMMDD)

DDHC MEDICAL BH OUT PROCESSING

** Check Your Clearance Records if “Pre-Cleared” Behavioral Health

- If already cleared for BH you do not need to go to BH
- ** If not cleared you must go to your BH clinic
- CAB SCMH and EBH are located on Wheeler Army Air Field bldgs 680-681, across from the CAB HQ
- 2IBCT EBH located at bldg 2027, across from 2BCT DFAC



DDHC MEDICAL OUT PROCESSING

End of overview

DDHC MEDICAL OUT PROCESSING

Master Out Processing Info Sheet

MEDICAL OUT-PROCESSING	PLEASE START 2 WEEKS PRIOR TO FINAL DATE	MON, WED, FRI 0800-1100 & 1300-1500, TUES 0800-1100 & 1400-1500, THU 0800-1100		** PLEASE START RETIREMENT/ETS PHYSICALS MINIMUM 6 MONTHS PRIOR TO FINAL DATE
DDHC TROOP IMMUNIZATION	DDHC BLDG 683 1st floor, START AT IMMUNIZATIONS	MON, WED, FRI 0800-1100 & 1300-1500, TUES 0800-1100 & 1400-1500, THU 0800-1100	433-8800	ID/ORDER/CLEARING PAPERS. MUST HAVE "TMC" STAMP WHEN DONE
DDHC SOLDIER MEDICAL	DDHC BLDG 679, SOLDIER MED RECORDS	Mon/Tues/Wed/Fri: 0800-1100, 1300-1500, Thurs: 0800-1100, closed 1300-1500	433-8200	ID/ORDER/CLEARING PAPERS.
DDHC FAMILY MEDICAL RECORDS	DDHC BLDG 676, FAMILY MED RECORDS	Mon/Tues/Wed/Fri: 0800-1100, 1300-1500, Thurs: 0800-1100, closed 1300-1500	433-8443	ID/ORDER/CLEARING PAPERS.
BEHAVIORAL HEALTH CHECK	DDHC BLDG 683 1st floor, START AT IMMUNIZATIONS	Mon/Tues/Wed/Fri: 0800-1100, 1300-1500, Thurs: 0800-1100, closed 1300-1500	433-8800	ID/ORDER/CLEARING PAPERS. ** CHECK IF BH PRE-CLEARED **
SEPARATION HISTORY & PE (SHPE) - PHYSICALS EXAMS	DDHC BLDG 683 1st floor, START AT IMMUNIZATIONS	Mon/Tues/Wed/Fri: 0800-1100, 1300-1500, Thurs: 0800-1100, closed 1300-1500	433-8800	ID/ORDER/CLEARING PAPERS.
	IF SEPARATING THROUGH IDES / MED BOARD, SEE YOUR PEBLO AT TAMC	Mon-Fri 0700-1500	433-2539	ID/ORDERS/CLEARING PAPERS
POST DEPLOYMENT HEALTH REASSESSMENT (PDHRA)	DDHC BLDG 683 1st floor, START AT IMMUNIZATIONS	Mon/Tues/Wed/Fri: 0800-1100, 1300-1500, Thurs: 0800-1100, closed 1300-1500	433-8800	ID/ORDER/CLEARING PAPERS.
CAB MEDICAL and EBH OUT-PROCESSING	WAAF BLDGS 680-681 ACROSS FROM CAB HQ	0700-1200 M-TU-THUR-FRI; 1300-1530 WED	656-1628	ID/ORDER/CLEARING PAPERS.
2BCT BH OUT-PROCESSING	SCH BKS BLDG 2027 ACROSS FROM 2IBCT DFAC	0700-1200 M-TU-THUR-FRI; 1300-1530 WED	655-8984	ID/ORDER/CLEARING PAPERS.
TRICARE ENROLLMENT INFO	TRICARE ENROLLMENT INFO			1-888-874-9378 ** Sponsor/Family Members are responsible to complete a TRICARE Region transfer or PCM change upon arrival at new duty locations

DDHC MEDICAL OUT PROCESSING

Agency Info Sheet

INSTALLATION AGENCIES	e-clearance	Retirement	ETS	CHAPTER	PCS	LOCATION MEDICAL AO NORTH Schofield Barracks, WAAF, HMR	LOCATION DENTAL AO NORTH Schofield Barracks, WAAF, HMR	AO NORTH DOCUMENTS All Installation Activities require ID Card, Orders, and DA 137-2 and additional as below
START POINT FOR MEDICAL OUT-PROCESSING		X	X	X	X	DDHC BLDG 683 1st floor, IMMUNIZATIONS MON, WED, FRI 0800-1100 & 1300-1500, TUES 0800-1100 & 1400-1500, THU 0800-1100 433-8800		ID/ORDER/CLEARING PAPERS. MUST HAVE "TMC" STAMP WHEN DONE
SOLDIER MEDICAL RECORDS		X	X	X	X	DDHC BLDG 679, SOLDIER MED RECORDS TUES-1245-1500 FRI-0645-1145, 1245-1500 433-8200		ID/ORDER/CLEARING PAPERS.
FAMILY MEDICAL RECORDS		X	X	X	X	DDHC BLDG 676, FAMILY MED RECORDS 0700-1200 M-TU-THUR-FRI; 1300-1530 WED 433-8443		ID/ORDER/CLEARING PAPERS.
PDHRA CHECK		X	X	X	X	DDHC BLDG 683 1st floor, IMMUNIZATIONS MON, WED, FRI 0800-1100 & 1300-1500, TUES 0800-1100 & 1400-1500, THU 0800-1100 433-8800		ID/ORDER/CLEARING PAPERS.
SEPARATION HEALTH PHYSICAL EXAM (SHPE)		X	X	X	X	DDHC BLDG 683 1st floor, IMMUNIZATIONS MON, WED, FRI 0800-1100 & 1300-1500, TUES 0800-1100 & 1400-1500, THU 0800-1100 433-8800		ID/ORDER/CLEARING PAPERS.
BEHAVIORAL HEALTH CHECK		X	X	X	X	DDHC BLDG 683 1st floor, IMMUNIZATIONS MON, WED, FRI 0800-1100 & 1300-1500, TUES 0800-1100 & 1400-1500, THU 0800-1100 433-8800		ID/ORDER/CLEARING PAPERS.
CAB MEDICAL and BH OUT-PROCESSING		X	X	X	X	WAAF BLDGS 680-681 ACROSS FROM CAB HQ 0700-1200 M-TU-THUR-FRI; 1300-1530 WED 656-1628		ID/ORDER/CLEARING PAPERS.
2BCT BH OUT-PROCESSING		X	X	X	X	SCH BKS BLDG 2027 ACROSS FROM 2BCT DFAC 0700-1200 M-TU-THUR-FRI 1300-1530 WED 655-8984		ID/ORDER/CLEARING PAPERS.
TRICARE ENROLLMENT INFO		X	X	X	X	1-888-874-9378 ** Sponsor/Family Members are responsible to complete a TRICARE Region transfer or PCM change upon arrival at new duty locations		ID/ORDER/CLEARING PAPERS.
START POINT FOR DENTAL OUT-PROCESSING						DDHC BLDG 674 first floor M-F 0715-1615 ph # 808-433-8824/8930		P/U DENTAL RECORDS

DDHC MEDICAL RECORDS OUT PROCESSING

- **SOLDIER MEDICAL RECORDS OUT PROCESSING**
- **PCS Soldiers must provide 1 copy of orders for the medical records (MEDREC) to be mailed to their gaining installation**
- **ETS-Retirement Soldiers must provide 1 copy of orders for the medical records (MEDREC) to be mailed to Army Records Processing Center MEDCOM HQ San Antonio**
- **ETS-Retirement Soldiers must sign out dental records and turn it in to the medical record section, building YY when out processing medical records. Dental records are mailed with medical records.**
- **ETS-Retirement Soldiers fill out and sign DD form 2870 to request a copy of medical records, takes up to 30 work days.**
 - **MON, TUES, FRI 0700-1200 hrs, THURS 0700-0900 hrs and 1000-1200 hrs, and WED 1300-1530 hrs at Bldg 679**

DDHC MEDICAL RECORDS OUT PROCESSING

- **FAMILY MEMBER MEDICAL RECORDS OUT PROCESSING**
- **Soldiers with Family members (FM) must provide 1 copy of orders with FM names shown for the FM medical records to be shipped**
 - **DDHC MON, TUES, FRI 0700-1200 hrs, THURS 0700-0900 hrs and 1000-1200 hrs, and WED 1300-1530 hrs at Bldg 676.**
 - **Complete and sign DD form 2870 Medical Record request for Family Members.**
 - **Soldier must have ID Card of Spouse and FMs 18 yrs/older at time of MEDREC pick up.**

DDHC MEDICAL OUT PROCESSING

- **TRICARE Transferring to a new duty station**

It is the Sponsor/Family Members responsibility to complete a TRICARE Region transfer or PCM change upon arrival at new duty locations. If Sponsor/Family members have questions they should call TRIWEST @ 1-888-874-9378

TRICARE Info Briefings website- [TRICARE Briefings | Health.mil](https://www.health.mil/tricare-briefings)

Embedded file is a Tricare info sheet, double click to open



Microsoft Word
Document

Separation History and Physical Examination (SHPE)

**Desmond Doss Health Clinic (DDHC)
Patient Administration Division (PAD)**

Is SHPE mandatory?

Yes!

- **Active Duty Soldiers**
- **Reserve Component Soldiers who have served on active duty for 180 days or more**
- **If you do not have a completed SHPE, DDHC staff cannot sign off on your clearance papers when you out process**

Why is SHPE mandatory?

- **Per HQDA EXORD 162-15- To provide Soldiers with enough time prior to separation so the VA has the completed exam if a Soldier plans to file for VA Disability**
- **To provide a single separation examination that supports the VA disability compensation program and the DoD mandatory separation history and physical examination.**
- **Ref: HQDA EXORD 162-15 Separation History and Physical Examination, Directive-type Memo (DTM) 14-006 SHPE**

When must I complete my SHPE?

- **SHPE must be completed within 180 days prior to separation date**
- **VA needs minimum 30-90 days to process the exam (sooner is better than later)**
- **Soldiers that do not start the SHPE process until less than 30 days prior to separation will likely not be able to utilize the VA for the exam, and must utilize their assigned SCMH**

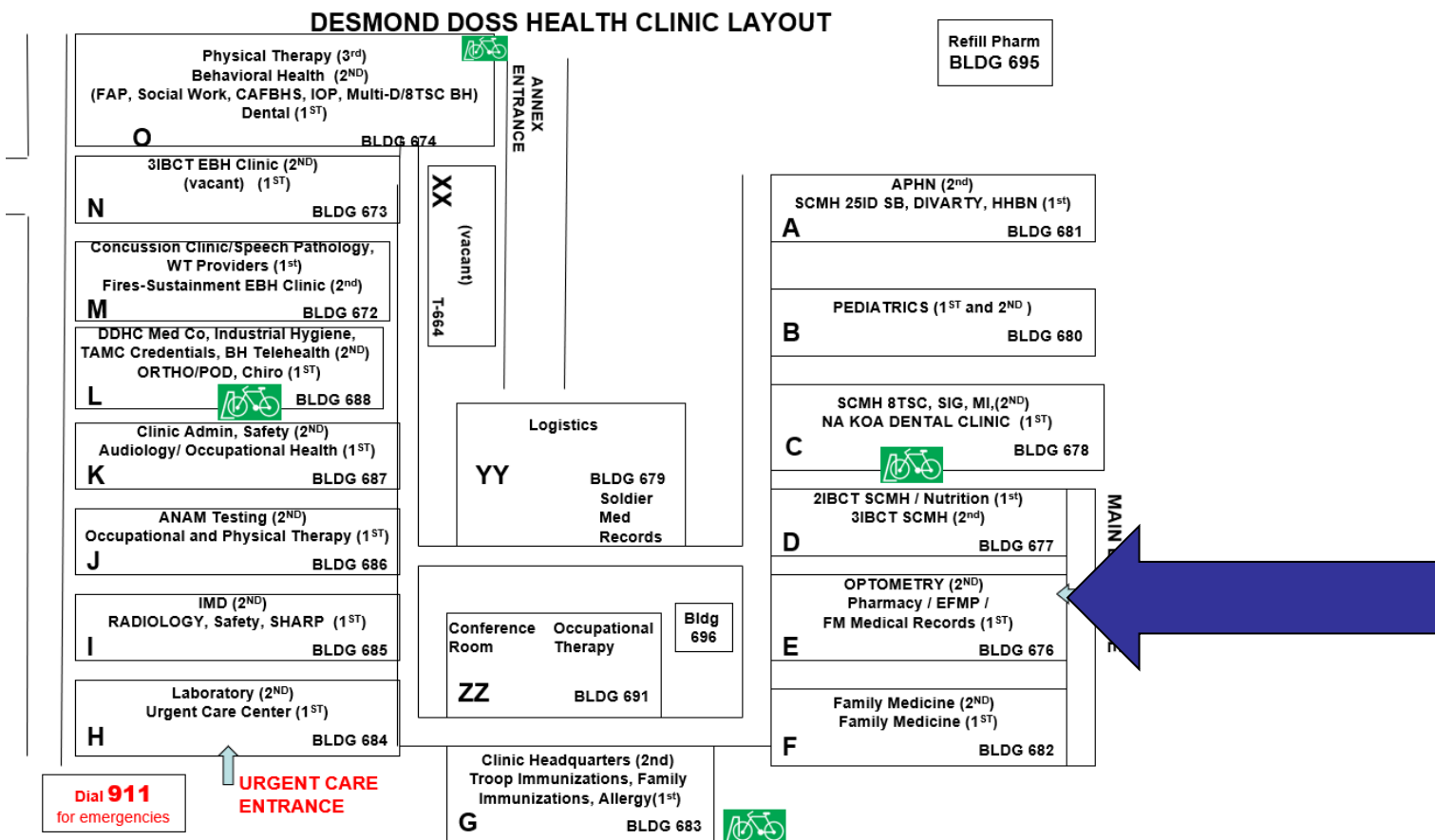
- **ETS-Retirement Soldiers fill out and sign DD form 2870 to request a copy of medical records, takes up to 30 work days.**

Documents needed for VA SHPE

- **VA Form 21-526EZ “Application for Disability Compensation”**
- **Submit a copy of your Service Treatment Medical Records, using DD form 2870**
- **Complete, sign, and submit DD Form 2807-1, “Report of Medical History**
- **VA will schedule an exam to evaluate claimed conditions**

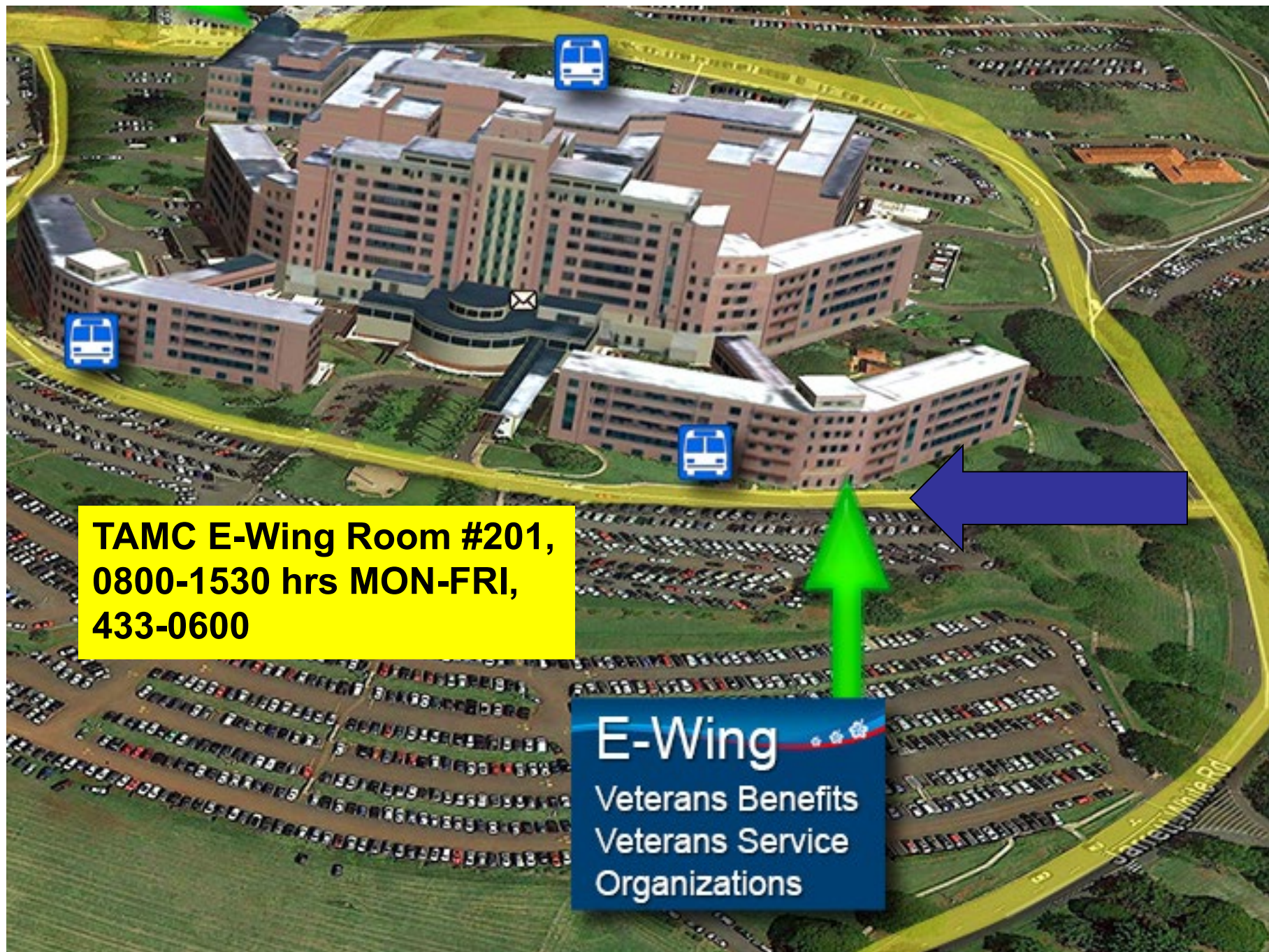
How do I schedule my VA SHPE?

- Please call DDHC PAD Chief at 808-433-8445
- DDHC E Bldg 676 1st floor, rm 119 or 117



Can I walk in at the VA for my SHPE?

- **Yes! Walk ins welcome at Veterans Benefits Administration**
- **TAMC E-Wing Room #201, 0800-1530 hrs
MON-FRI, 433-0600**
- **You can request a copy of your medical records to be made at DDHC at least 30 days prior to visit to VA**
- **Bring your medical records with you to VA**
- **Bring the completed physical forms when you start medical out-processing**



**TAMC E-Wing Room #201,
0800-1530 hrs MON-FRI,
433-0600**

E-Wing
Veterans Benefits
Veterans Service
Organizations

Where can I complete my SHPE if I waited too long and now I'm clearing?

Soldier Centered Medical Home (SCMH) Locations

- **2IBCT- D bldg 677 first floor 433-8210**
- **3IBCT- D bldg 677 second floor 433-8276**
- **CAB-AVN- clinic across from CAB HQ 656-1628**
- **25ID DIVARTY, 25ID SUST BDE, 25ID HHBN, 25th ID 2-11 FA, 25th ID 3-7 FA- A bldg 681 first floor 433-8475**
- **8 MP BDE, 130 ENG BDE, 500 MI BDE, 30 & 307 SIG BN's, ARNG, USAR- C bldg 681 second floor 433-8475**

Who scans my SHPE into my electronic medical record?

- **For SHPE completed at VA bring the forms with you when you start medical out-processing, deliver to PAD staff for scanning into electronic medical record**
- **For SHPE completed at SCMH, SCMH staff scans into electronic medical record**

Soldier Centered Medical Home (SCMH) Locations

2IBCT

D BLDG 677, 1st floor, 433-8210

CAB-AVN

** Wheeler Army Air Field BLDG 680-681 across from CAB HQ
656-1628

3IBCT

D BLDG 677, 2nd floor, 433-8276

25ID DIVARTY, 25ID SUST BDE, 25ID HHBN

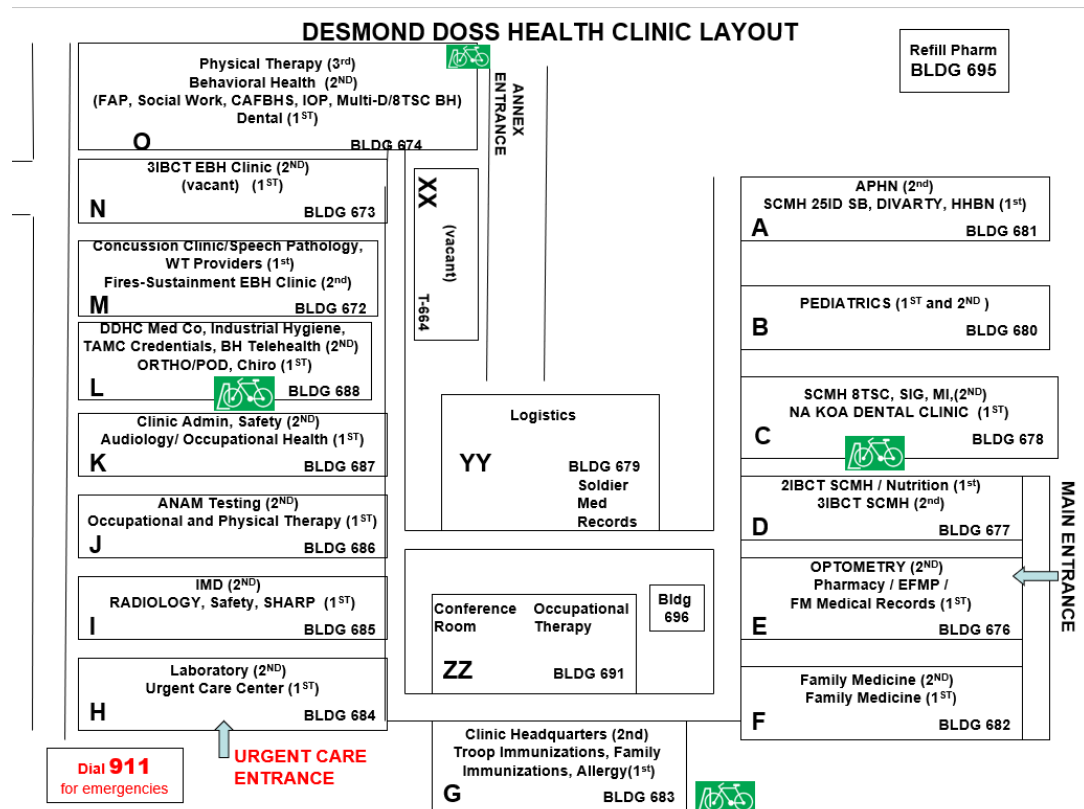
A BLDG 681, 1st floor, 433-8475

8 MP BDE, 130 ENG BDE, 500 MI BDE, 30 & 307 SIG BN's,

ARNG, USAR

C BLDG 681, 2nd floor, 433-8229

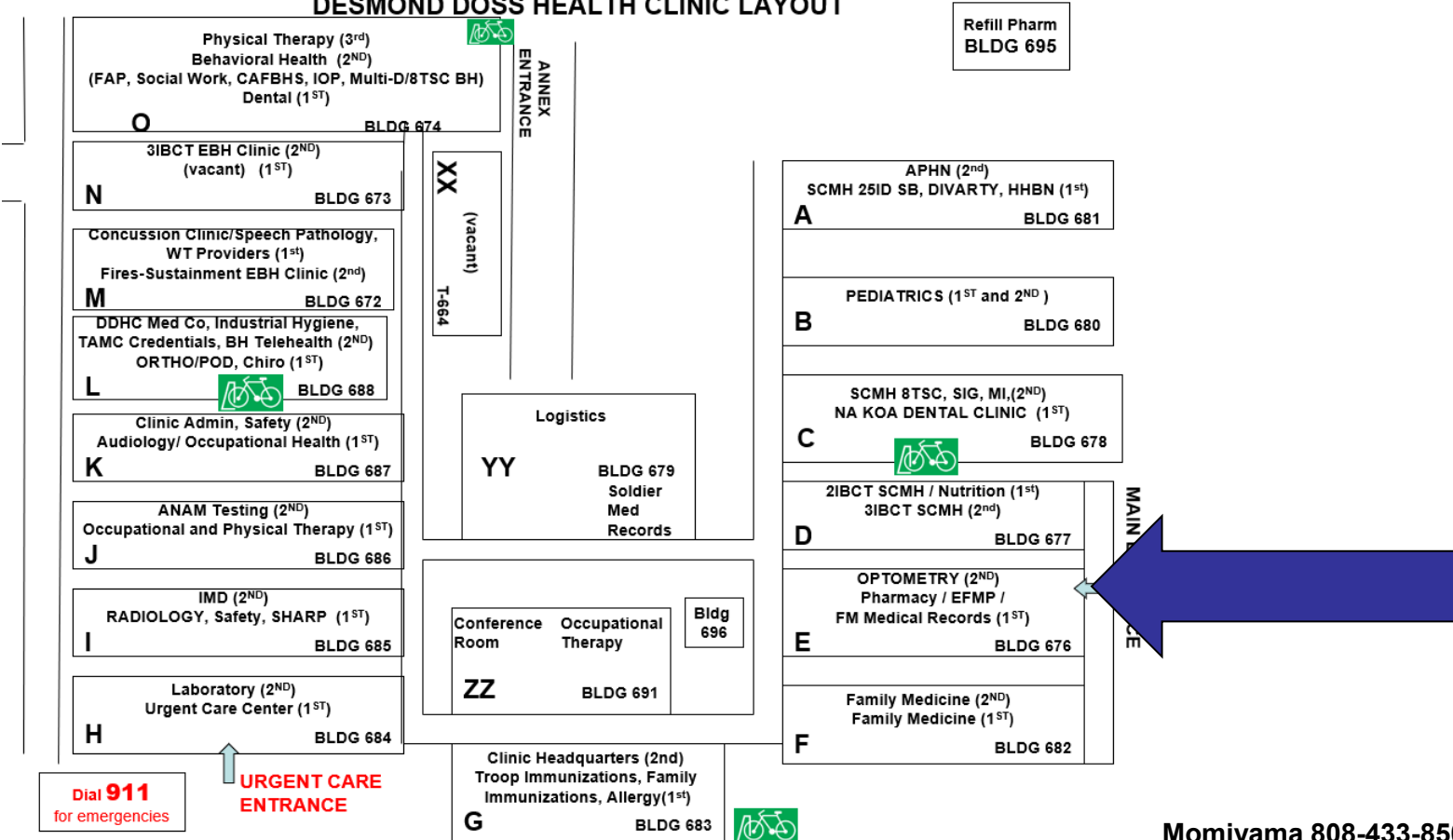
SCMH Map



SHPE questions?

- Please call DDHC PAD Chief at 808-433-8445
- DDHC Bldg 676 1st floor, rm 119 or 117

DESMOND DOSS HEALTH CLINIC LAYOUT



Exceptional Family Member Program (EFMP) Info

EFMP Info

- The Exceptional Family Member Program (EFMP) is designed to assist an active duty service member with the special needs of their Exceptional Family Members (EFM), at new duty locations/or in cases of reassignment.
- Assistance is emphasized in the assignment process, but also includes family support from branch specific Family Service Centers.
- Special needs include any special medical, dental, mental health, developmental or educational requirement.
- A DoD mandatory program. Enrollment is good for 3 years and should be updated anytime in between and prior to PCS if there are any significant changes to a family members requirements.

EFMP Process

- All Soldiers assigned to the Continental United States (CONUS) that are identified to relocate to a duty location Outside of the Continental United States (OCONUS), to include Alaska and Hawaii, who elect an accompanied tour (with dependents) are required to have all Family members complete the EFMP Overseas Screening.
- This also includes OCONUS-to-OCONUS PCS moves (ie- Hawaii to Alaska, Germany to Hawaii, etc)
- OCONUS includes Europe, Germany, Italy, Turkey, South Korea, Japan, Okinawa, and Guam.
- Army regulations do not require screening for Permanent Change of Station (PCS) moves within the Continental United States (CONUS) or from Hawaii to CONUS.

EFMP Enterprise Website

- All Hawaii Soldiers preparing for OCONUS-to-OCONUS PCS moves that have Family Members must register on the new Enterprise EFMP (E-EFMP) to create a DA 5888 checklist for a Family Member Travel Screening (FMTS) package
- <https://efmp.army.mil/EnterpriseEfmp/>
 - - log in requires CAC or DS log-in
 - - sponsors should create DS Log-in for adult family members without a CAC, and EFMP can share information on how to do this
- **Hand-written DA form 5888 and DA form 7246 are no longer authorized or accepted, only the electronic forms generated by the E-EFMP.**
- Email is the best source to getting TAMC EFMP questions answered at usarmy.tripler.medcom-tamc.list.pe-efmp@health.mil

E-EFMP If Already Enrolled

- Soldiers with Family Members already enrolled in EFMP should ensure enrollment is current by scheduling an appointment with your family member's PCM well before to the PCS
- If a new enrollment or update is needed the sponsor or EFMP MTF Case Coordinator can request that action through E-EFMP, to be followed by sponsor completion of demographics and HIPAA release, and then the PCM will be able to complete the enrollment through E-EFMP
- E-EFMP does not send automatic notifications, so feel free to alert your provider that the enrollment/update is ready for completion when you see it has moved to the MTF Provider box in E-EFMP
- Sponsors or adult family members can sign the completed enrollments in E-EFMP after reviewing the forms online
- Email is the best source to getting TAMC EFMP questions answered at usarmy.tripler.medcom-tamc.list.pe-efmp@health.mil

EFMP Screening for OCONUS-to-OCONUS PCS

- Once created on E-EFMP, the DA 5888 checklist and FMTS package are completed electronically only.
- E-EFMP does not send automatic notifications, so you must regularly check to see when your screening forms have moved to the “MTF Provider” box in E-EFMP
- Notify your Primary Care Manager (PCM) via the MHS Genesis messaging system and let them know the screening forms are ready on the E-EFMP website.
- Your PCM is responsible to complete the screening and electronically sign the forms.
- **Hand-written DA form 5888 and DA form 7246 are no longer authorized or accepted, only the electronic forms generated by the E-EFMP.**

EFMP Screening Completion for PCS Orders

- Once the DA 5888 checklist and FMTS package are completed electronically on E-EFMP, the Soldier can download and send via encrypted e-mail to the orders POC at the USAG-HI Military Personnel Division (MPD) to complete the PCS orders process.
- **Hand-written DA form 5888 and DA form 7246 are no longer authorized or accepted, only the electronic forms generated by the E-EFMP.**



Tripler Army Medical Center

Location

Tripler Army Medical Center EFMP 3A 123, Oceanside

Hours of Operations

Monday thru Friday: 7:30 a.m. - 3:30 p.m.

Saturday and Sunday: Closed

Federal Holidays: Closed

Screening hours by appointment only

Contact Us

Tripler Central Appointment Line

(888) 683-2778 (888-MTF-APPT)

Nurse Advice Line

1-800-TRICARE, option #1

Tripler Army Medical Center EFMP Email:

usarmy.tripler.medcom-tamc.list.pe-efmp@health.mil