

MilitaryInstallations Booklet for MCB Hawaii

Fast Facts

Location: Marine Corps Base Hawaii (MCBH) Kaneohe Bay is fondly referred to as K-Bay. It's located on the island of Oahu's Windward side on Mokapu Peninsula, and is 20 miles northeast of the Honolulu International Airport. K-Bay is the largest Marine Corps element on Oahu. The other major installation comprising MCBH is Camp H.M. Smith, overlooking Pearl Harbor. MCBH's [homepage](#). Welcome aboard video [website](#).

BRAC Status: No programmed changes.

Cost of Living: The cost of living is very high.

Base Operator: 808-449-7110, DSN 315-449-7110

Population: Over 25,000 Marines, sailors, family members and civilian employees live and work on MCBH.

Area Population: Honolulu County on the Island of Oahu ([U.S. Department of Commerce, United States Census Bureau](#))

Child Care: Marine Corps Base Hawaii has two [Child Development Center\(s\)](#) (CDC). Kupulau is located in building 6111 next to the Marine Corps Exchange and Laulima in building 6782 nearby. The CDC offers Full Day, Part Day, Preschool, School Age, Hourly Care and Special Needs Care. Hourly and Part Day care is currently done on a space available basis. Questions about the CDCs can be directed to Family Care Resource & Referral at 808-257-7430.

Schools: There are no Department of Defense Education Activity (DoDEA) Schools in Hawaii. All public schools are state schools managed by the [Hawaii's Department of Education](#). Visit the Military Families link and see all the school districts supporting the military bases and military housing community. Currently only [Mokapu Elementary School](#) is located on Marine Corps Base Hawaii. The MCBH School Liaison Program (SLP) is available to assist relocating families with school age children with their educational resources and support. Visit the [website](#) for additional information or contact them at 808-257-2019.

Youth Services: The [Youth Activities Departments](#) at Kaneohe Bay and Manana Housing are Member Organizations of the Boys and Girls Club of America. Programs are offered to youth 5-17 years of age, along with 18 year olds who are still in high school.

Marine & Family Programs: [Marine & Family Programs](#) 808-257-7786 or DSN 315-457-7786.

Housing: The Family Housing Department, 808-257-2676 / (DSN) 315-457-2676, provides government housing to families of Marines and Sailors assigned to Marine Corps Base Hawaii, Kaneohe Bay and Camp H.M. Smith. [Forest City Military Communities, LLC](#) (FCMC) is the managing member in a partnership with the Department of the Navy to manage, maintain and revitalize neighborhoods on and around Marine Corps Base Hawaii. Military families on a waiting list for government quarters or those who prefer to live off-base must compete with the civilian population for adequate rental housing in Oahu's high cost housing market. Rental houses are relatively scarce and generally small, with fewer bedrooms and less living space than on the mainland. Median home price is \$774,000. Median rental is \$1,456.25 for a one bedroom and \$3,040.91 for a three bedroom.

Employment:

The [Family Member Employment Assistance Program](#) with Marine & Family Programs provides valuable employment assistance and accurate, timely information about how to find employment in Hawaii for family members of Marines, Sailors, reservists and retirees. The unemployment rate is approximately 7.2% according to the [Bureau of Labor Statistics](#). Median household income is \$62,613 as of 2007 according to the [US Census Bureau](#). Call FMEAP at 808-257-8354 for further assistance.

Base Services:

[MCCS](#)
[Commissary](#)
[Bank of Hawaii](#), and [Windward Federal Credit Union](#)
[Navy Marine Corps Relief](#)
[ASYMCA](#)
[DEERS \(ID Card Services\)](#)

[Legal Services](#)
[Personnel Services \(IPAC\)](#)
[Vehicle Registration Services](#)

Medical Services: Marine Corps Base Hawaii, Kaneohe Bay has a medical clinic, 808-257-3365 x123, and dental clinic, 808-457-3100, located aboard the base. Clinic patients are often referred to [Tripler Army Medical Center \(TAMC\)](#) when certain medical specialties are unavailable at Kaneohe Bay. TAMC is approximately a 30-minute drive from Kaneohe Bay and a 10 minute drive from Camp Smith.

Special Message: Arriving families find it difficult to find a home whether rental or on base, large enough to accommodate their shipment of household goods. We suggest service members consider using non-temporary storage prior to their departure from CONUS locations. Non-temporary storage at their CONUS location is authorized and should be used for excess furnishings and cold weather clothing.

Defense Service Network (DSN) Dialing Instructions

The DSN is the provider of long-distance communications service for the Department of Defense (DoD). Every installation has a special DSN number and the numbers vary by world-wide location. In order to place a call using DSN, the caller must be using a military phone on an installation. Cell phones cannot dial DSN numbers. When dialing a DSN number from a United States installation to another United States installation, it is unnecessary to dial the DSN 312 area code. When dialing a DSN number to/from overseas locations, the DSN area code must be included. The operator can be reached at commercial (719) 567-1110. Please note that long distance charges may be incurred.

Overview

Location

Marine Corps Base Hawaii (MCBH) Kaneohe Bay is fondly referred to as K-Bay. It is located on the island of Oahu's Windward side on Mokapu Peninsula, and is 20 miles northeast of the Honolulu International Airport. K-Bay is the largest Marine Corps element on Oahu. The other major installation comprising MCBH is Camp H.M. Smith, overlooking Pearl Harbor, and it is the headquarters for the Commander, U.S. Pacific Command, Joint Task Force Full Accounting, Commander U.S. Marine Corps Forces Pacific, and the Commander Special Operations Command Pacific. Other Marine Corps elements include Marine Corps Training Area Bellows in Waimanalo, Manana Family Housing Area in Pearl City, the Pearl City Warehouse Annex, and the Pu'uoloa Range Complex in Ewa Beach. MCBH referenced from here on will be all encompassing of the above mentioned. For a thorough history of the installation visit the installation [homepage](#). To watch the MCB Hawaii welcome aboard video visit this [website](#).

History

The [US Armed Forces in Hawaii](#) is very obvious. With all four branches of DoD services and the US Coast Guard within 25 miles from each other.

In 1918, the eastern shore of the peninsula, named Fort Hase, was commissioned and was then known as the Kuwaahoe Military Reservation. Army artillery moved into the area in response to World War I. In 1939, the Navy began a small seaplane base. Upon its completion, Naval Air Station, Kaneohe was created and its role was expanded to include the administration of the Kaneohe Bay Naval Defense Sea Area. On December 7, 1941, Pearl Harbor was attacked. However, it's a little known fact the Japanese first attacked Naval Air Station, Kaneohe Bay minutes prior to Pearl Harbor. In 1949, Naval Air Station, Kaneohe Bay, was decommissioned and the Navy relocated to Naval Air Station Barbers Point at Ewa Beach. In 1951, The Marines assumed control of the former naval air station since it seemed to be an ideal site for a combined air-ground team. Then on January 15, 1952, Marine Corps Air Station, Kaneohe Bay was commissioned. In April 1994, the Marine Corps consolidated all Marine Corps installations in Hawaii under a single command that became known as Marine Corps Base Hawaii. MCBH is ideally positioned in the Pacific for a strategic deployment to the Western Pacific. For a historic tour and guide of mokapu peninsula, visit the [website](#).

Mission

MCBH's mission is to provide facilities and services that support Combat Readiness and promote the well-being, morale, and safety of military and civilian personnel that live and work aboard the installation. We enhance Combat Readiness by providing the best training facilities in the world and by providing the best quality of service.

Population Served

Over 25,000 marines, sailors, family members and civilian employees living and working on MCB Hawaii and Marine

Corps elements in the Hawaii islands.

Military Operator in Hawaii

808-449-7110

DSN: 315-449-7110

Base Transportation

K-Bay provides two shuttle buses for active duty members only. There is a shuttle to the Tripler Army Medical Center (TAMC) and a liberty bus program to accommodate the active duty Service member's weekends.

Sponsorship

Sponsorship assistance is mandatory for Marines (per MCO 1320.11F) and Sailors (per NAVOPINST 1740.3C). It's highly recommended for all service members to contact their future command in Hawaii.

The major commands on MCBH have a Unit Sponsorship Coordinators (USC) in place to receive requests for sponsorship assistance. The USCs may also provide an address for forwarding mail.

Assigned sponsors should contact the inbound member to assist with the relocation process to Hawaii such as meeting at the airport upon arrival, transportation from the airport, assistance with temporary lodging reservations, check in process, etc.

For Marines or service members assigned to a Marine command, who are unable to contact the future command, should call the Installation Personnel Administration Center or IPAC Inbound Section 808-257-8566.

Navy assigned to a command on MCB Hawaii may contact the Finn Bldg at 808-257-0509.

Youth Sponsorship

The Youth Activities (YA) and Family Member Employment Assistance Program and Relocation Services (FMEAPRS) are supporting the Youth Sponsorship Program here at MCB Hawaii. If interested in a Youth Sponsor for your child (10 yrs & older), please contact YA Teen Center Program Site Manager at 808-257-7610 or the FMEAPRS office at 808-257-8354.

Temporary Quarters

Most military lodging facilities and major hotels on island DO NOT accept pets. K-Bay - The Lodge on Kaneohe Bay is the designated government lodging facility located on MCBH. It is best to use this facility, if available. If there are no rooms available, a Statement of Non-Availability may be issued which allows you to use off-base lodging facilities that are reimbursed by the government. You may choose to use an off-base lodging facility without first checking the government lodge for availability; however, you will only be reimbursed the amount it would have cost to stay at a government facility.

The Lodge on Kaneohe Bay has recently created limited pet friendly rooms.

Marine Forces Pacific, Camp Smith - Please contact the Temporary Lodging Allowance (TLA) Office on MCBH for lodging assistance. Check Topic Housing - Temporary Lodging for more information on facilities and processes for obtaining temporary lodging.

Relocation Assistance

The Family Member Employment Assistance Program and Relocation Services (FMEAPRS) provides assistance and support to all service members and their families moving to and from MCB Hawaii. These services include: Monthly New Arrivals Orientation, Monthly Sponsorship Training Classes Unit & Group Sponsorship Classes available upon request and monthly PCS and Move Workshop. Spouses are welcome to attend all events.

The Lending Locker is a temporary loan of basic household good items at no cost. Items include cookware, dinnerware, utensils, linens, fold-away cribs, highchairs, small appliances, fans, etc. This service is available to anyone in transition - inbound, outbound, or just married while waiting to receive a personal property shipment or relinquishment of quarters. PCS Orders and an appointment are required for this service and may be made by calling 808-257-8354.

Critical Arrival Information

Hawaii's Animal Quarantine Law

Hawaii is a rabies-free state. Hawaii's quarantine law is designed to protect residents and pets from potentially serious health problems associated with the introduction and spread of rabies. All dogs and cats, regardless of age (puppies and kittens included) or purpose, must comply with Hawaii's dog and cat import requirements.

Effective December 1 2009 inspection hours for dogs and cats at the Honolulu International Airport (HNL) will be between the hours of 8:00 am to 5:00 pm daily, including weekends and holidays. This information is particularly important for those who are qualifying their pets for direct release at the airport. Pet owners should be sure to arrange for their flights to arrive by 3:30 pm because it may take up to one hour for the airlines to transport a pet to the Airport Animal Quarantine Holding Facility and animals not arriving at the facility by 4:30 pm will not be released at the airport that day. Pets arriving in the late afternoon and evening will be held overnight until inspections are completed the following morning. Pet owners who are connecting to neighboring islands should pay particular attention to the change in inspection hours. (An advisory was posted on this website on August 17 2009 to advise pet owners of the probability of reduced inspection hours.)

Car Rental

Car rental is NOT a government reimbursed expense and is the responsibility of the individual.

Shipping a Privately Owned Vehicle (POV) to Hawaii

Only one (1) POV shipment per PCS Orders to Hawaii is allowed. Any additional POV shipment is the responsibility of the individual. Car rental is not a reimbursed expense and is the responsibility of the individual.

Opportune Lift (OpLift)

For a second (2nd) vehicle shipment option from CONUS to Hawaii, there's Opportune Lift (OpLift). This is a Navy program similar to the Space Available (Space A) passenger flight program in which a personal property, like a car, may be shipped on a Navy vessel traveling to Hawaii from ConUS for a small fee or no cost. The program is only for active duty service members on PCS orders to Hawaii or retiree's with a retiree ID card. The program only ships from San Diego to Hawaii.

For more information about OpLift to Hawaii from ConUS, please contact the information below:

Opportune Lift (OpLift)

San Diego, CA (ComNavSurFor)

commercial: 619-437-2991

DSN: 315-437-2991

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

Pet Travel

The Air Mobility Command (AMC) offers Space Available (Space A) pet travel. For details about the program, please visit the [AMC Travel website](#). Please review the [Space A Pet Travel Brochure](#) for more information.

Operation Military Pets - The [Society for the Prevention of Cruelty to Animals \(SPCA\)](#) helps keep military families together by providing financial assistance for pet relocation costs. All branches of the military can qualify for grants. Whether being relocated within the United States or anywhere in the world, SPCA International's Operation Military Pets is here to keep pets with the ones they love.

Passport

It's highly recommended to have a passport since travel to Hawaii is primarily done by air. Please review the information about passports on the [State Department Website](#).

Firearms

The [Honolulu Police Department website](#) offers specifics to this topic.

Per website - Registration, mandatory, exemptions

Reference: HRS 134-3

Every person arriving in the state who brings or by any other manner causes to be brought into the state a firearm of any description, whether usable or unusable, serviceable or unserviceable, modern or antique, shall register the firearm within 72 hours (three days) after arrival of the person or firearm, whichever arrives later.

Every person who acquires a firearm pursuant to section 134-2 shall register the firearm in the manner prescribed by this section within five days of acquisition.

Registration shall not be required for:

Any device that is designed to fire loose black powder or that is a firearm manufactured before 1899;

Any device not designed to fire or made incapable of being readily restored to a firing condition; or

All unserviceable firearms and destructive devices registered with the Bureau of Alcohol, Tobacco, and Firearms of the United States Department of the Treasury pursuant to Title 27, Code of Federal Regulations.

Registration Process

After purchase or acquisition of the firearm return to the HPD Firearms Section no later than 5 calendar days with the following.

Valid photo identification.

Your original firearms permit.

The firearm for inspection.

Complete the firearms registration form and sign the firearms registration card.

Out-of-State Registration

There is no 14-day waiting period for Out-of-State Registration. Once the firearm arrives in the state you have 3 calendar days, (72 Hours), to bring it in to the Honolulu Police Department Firearms Section.

Please have a valid photo identification and proof of citizenship, if born outside the United States, bring proof of citizenship such as an Original US Passport, Original Naturalization Certificate, Original Born Abroad Certificate, or if you are in the military your Enlisted (ERB) or Officer (ORB) Record Brief will suffice only if the document states you are a United States Citizen.

Joint Registration

Married couples who would like to have their firearms jointly registered in both names need to also bring the Original Marriage Certificate.

Sponsorship

Moving is a way of life for service members and their families. Resources like [MilitaryINSTALLATIONS](#), [Plan My Move](#) and [Military OneSource](#) can help smooth that transition. But, for many newcomers, a sponsor adds that personal touch. The Sponsorship Program supports sponsors with training and access to important information and resources.

Sponsorship Program goals include the following:

Providing newcomers with a sense of belonging

Easing the transition for inbound service members or civilians and their family members

Increasing productivity

Helping newcomers make informed decisions

Cultivating new friendships

Improving morale

A sponsor is assigned by a newcomer's gaining unit and helps the newcomer before, during and after a move. If you haven't been assigned a sponsor, you can request a sponsor through your new unit. Units try to match sponsors and service members by rank and family status.

Sponsorship duties include the following:

Contacting the service member and family with an introductory email

Following up with the member's preferred method of contact

Sending information about the new community and duty assignment, responding to questions and providing resource information

Confirming transportation and lodging arrangements

Assisting with post office arrangements

Meeting service members and family members upon arrival

Accompanying service members to unit check-in point

Introducing service members to the Military and Family Support Center and loan closet, if available

Orienting service members and families to the installation and key locations, such as the commissary

Note: Responsibilities may vary based on service-specific policies and guidance.

For more information on the Sponsorship Program, contact your installation Relocation Assistance Program office or, in the Marine Corps, the Information and Referral office.

Sponsorship training

If you are already a sponsor, visit [My Training Hub](#) and log in with your Common Access Card, or CAC, to take the eSponsorship Application & Training. The course will walk you through your sponsorship duties and help you find the resources and information your newcomer is going to need.

Families can be an important part of the sponsorship process. If your family members want to learn more about sponsorship, they can access the Sponsorship Awareness for Families through [My Training Hub](#) with an email address and password. The Sponsorship Awareness for Families course includes the same resources and information as the

CAC-enabled version.

Service-specific information

Army - Sponsorship is mandated for all soldiers in grades of E1-06, and encouraged for Army civilian employees. Sponsors will be assigned via the Army Career Tracker Sponsorship Module and must complete sponsorship training course #1B-F43(v) in the [Army Training Requirements and Resources System](#). Soldiers who are PCSing must complete DA Form 5434 in the Army Career Tracker Sponsorship Module to provide gaining commands pertinent information required to assign a sponsor who can meet their needs.

Marine Corps - Gaining unit commands within the continental United States assign sponsors upon request. Overseas commands assign sponsors automatically; however, if one is not assigned, you may send a request to the gaining command using the [Sample Sponsorship Request form](#). Contact the installation Information and Referral office for more information.

Navy - Command sponsor and indoctrination responsibilities begin upon receipt of permanent change of station orders and continue until the sailor has become an integral part of the new command. Commanding officers should ensure all incoming personnel receive command indoctrination training within 30 days of arrival or within three drill weekends. Local commands can get assistance with the Sponsorship Program through the Fleet and Family Support Center.

Air Force - Gaining unit command support staff assigns sponsors upon receipt of assignment notice. Assigned sponsors then make contact with their inbound service members. Commands and sponsors may contact the Relocation Assistance Program managers at the Airmen and Family Readiness Center for additional information or assistance.

National Guard Bureau - Air National Guard and Army National Guard members should follow service-specific guidance (Air Force and Army).

Youth Sponsorship Program

Even before they arrive, kids have the chance to get to meet a new friend and become acquainted with their new installation through the [Youth Sponsorship Program](#). They can exchange emails, talk on the phone or chat online. For more information, visit [MilitaryINSTALLATIONS](#) and click on Youth Services and your new installation. The youth program staff at your new installation can offer more information on the Youth Sponsorship Program. Families with children may also want to visit [Military Kids Connect](#), an online community for military children and youth. The site offers games, videos and links to teen-led installation tours.

Directions to Installation

Arriving at Honolulu International Airport

It's recommended to use the USO services to contact your future command and/or request for transportation assistance. □

The USO office is located on ground level in the main tower terminal between sections "E" & "F" at the baggage claim area. For inquiries, please call the USO Hawaii Office at the Honolulu International Airport at 808-422-1213.

Arriving with Pets at the Honolulu International Airport

Honolulu is the only port of entry for all animals. All animals must arrive in Honolulu for inspection and quarantine.

Dogs and cats arriving in Honolulu will be taken from the aircraft by airline personnel and delivered to the Airport Animal Quarantine Holding Facility. Pets are taken out of their carriers and placed in indoor kennels and provided with fresh water. Food may be provided at owner's request.

Pets arriving during the day are transferred to the main Animal Quarantine Station in Halawa Valley on one of two van runs each day. If a pet arrives after 3:00 p.m., it will spend the night at the airport facility and will be transferred to the main Animal Quarantine Station the next morning.

Arriving at the MCB Hawaii main gate

Upon arrival in Hawaii, all Marines and Navy personnel assigned to a Marine command must report to the IPAC Customer Support Branch located on MCBH K-Bay Bldg 1043 1st Deck, 808-257-8566.

Shuttles to the installation

There is no public transportation directly to the installation. Taxi/cab fare is approximately \$45.00 - \$60.00 and is a reimbursable travel expense up to \$75.00. Ensure to ask for a military discount and for a receipt

Driving Directions

To MCBH K-Bay from the Honolulu International Airport.

Take the H-1 Freeway West (H1 Waianae) as you're departing from the Honolulu International Airport.

Proceed on H-1 West, and then connect on to the H-3 East freeway to Kaneohe.

Proceed on H-3 until you reach the main gate of MCBH Kaneohe Bay.

Directions to temporary lodging on MCBH K-Bay Enter the base through the main gate on the H-3 freeway. The Lodge on Kaneohe Bay is the base's temporary lodging for families and is located on the right side as you enter into the base, Bldg 3083.

Directions to the Five Palms

Formerly known as the Unaccompanied Personnel Housing (UPH) for Enlisted and Bachelor Officer Quarters (BOQ) for Officers.

Enter the base through the main gate on the H-3 freeway and drive up the second (2nd) traffic light. At that second (2nd) traffic light, turn left onto Mokapu Road. Make a right turn on Reed Road which is just before the Navy's static plane display. At the four (4) way stop sign, drive straight passing the O'Club on the right. The Five Palms office will be on the left hand side in Bldg 503, 808-257-2409 or DSN 457-2409

Directions to Waikiki from Airport

If you're staying in a hotel in Waikiki, follow the signs to "H1 Honolulu." From H1 take the "Nimitz" cut-off which becomes Ala Moana Blvd after approximately seven miles. Take a right on Kalia Rd for the Hale Koa Hotel, or continue on Ala Moana Blvd for one more blocks, to Kalakaua Ave.

Check-in Procedures

Travel Planning

Service members arriving with family members should make reservations at "The Lodge on Kaneohe Bay" which is the temporary lodging facility on MCBH. The Lodge on Kaneohe Bay can be contacted at 808-254-2806 or [online](#).

Geo-Bachelors arriving without their family members and single officers may contact the [Five Palms](#) to make reservations for temporary lodging at these respective offices:

E6 to E9 - Unaccompanied Personnel Housing (UPH) at 808-257-2409

Officers - Bachelors Officer Quarters (BOQ) at 808-257-2409

If government lodging is available, it must be utilized first. If reservation/arrangement is made at other than a government lodging facility, reimbursements may not be authorized.

Check-in Procedures

Report in to the new command/unit immediately upon arrival. Arrival entitlements are tied into the check in procedures. Any delays will result in non-reimbursable expenses and/or forfeit of entitlements. Upon checking-in, the service member will begin to receive:

HI rates for Basic Allowance for Housing (BAH)

Cost of Living Allowance (COLA)Eligible members

Arrival Temporary Lodging Allowance (TLA)

Dislocation Allowance (DLA)

For Marines, check-in attire is service Alpha. For Navy personnel, check-in attire is summer whites.

Marines

The [IPAC Inbound Section](#) is the central point of check-in. With IPAC in place, there's a two step "Check-In" process.

All Marines must report to his/her Hawaii command and will receive:

A billet assignment to submit to IPAC

Command sponsorship for family (if applicable)

Then check into to the IPAC Inbound Section to complete in-processing.

Marines must complete the check-in process. Marines may delay or forfeit arrival entitlements if they go on leave status after checking into the command but fail to check into IPAC. There are non-retroactive entitlements/reimbursements which cannot be recouped should this occur.

Navy

Sailors arriving to MCBH must contact their future commands to receive their check-in instructions.

What to do if you Get Married En route?

If you get married en route to Hawaii, you must inform your Hawaii command immediately and follow the procedures. The military WILL NOT PAY for travel and housing of your spouse if you do not follow the future command's instructions.

Motor Vehicles

Registration and licensing requirements

State laws vary when it comes to motor vehicle insurance requirements, licensing and registration. The term vehicle generally includes automobiles, motorcycles, vans, trailers and boats regularly parked or garaged overnight. Service members and their families will want to understand their state's laws on registration and licensing before moving to a new state. Visit the [USA.gov Motor Vehicle Services page](#) for links to state-specific websites.

Motor vehicle laws

State and local laws regulate the operation of motor vehicles, and these laws can vary by location. Many states regulate the following:

- Seatbelt use

- Child safety seats

- Motorcycle operation

- The use of cellphones and other digital devices while driving

Learn more about motor vehicle laws in your state at the [Distraction.gov State Laws page](#).

Installation Specific Information

Registration & Licensing Requirements

Hawaii State law requires you to have sufficient liability insurance and a valid driver's license in order to operate a vehicle. The term "vehicle" generally includes automobiles, motorcycles, vans, trailers and boats regularly parked or garaged overnight. Further, your vehicle must be properly registered. Even though you are in the Military, you may be required to register your vehicle in-state and obtain an in-state license within a few months of moving. Access complete information on insurance, driver's licensing, and where and how to register your vehicle by visiting the [State Department of Motor Vehicles](#) website.

State Laws

You and your passengers must always wear seatbelts while driving; you will be ticketed and issued heavy fines if seatbelts are not secured. State law requires that all children under 7 years of age be properly restrained in child seats. Some states also require younger, smaller children to sit in the back seat.

Motorcycles and their operators are subject to special laws. If you own and operate a motorcycle, you must comply with those laws. Visit the State Department of Motor Vehicles website for more information.

Many States and local jurisdictions have strict laws about the use of cell phones and other digital devices while driving. Research these laws on the State Department of Motor Vehicles website. Tickets will be issued and fines assessed for violating these laws. Play it safe and always use a "hands free" device if you must use a cell phone or other PDA while driving. Hands-free devices must be used while operating a motor vehicle on ALL military installations worldwide.

[Satellite City Halls](#) provide many government services and handle all vehicle registration and renewal transactions for the general public. The satellites are administered by the City's Customer Services Department. For general information concerning the satellites and their services, call 808-768-3798. Driver's license offices are also decentralized; for information, call 808-532-7730.

Services:

[Ala Moana Satellite City Hall Information Panels \(14mb PDF\)](#)

City job information

Collection of water bill and property tax payments

Disabled parking permits

Drivers' license duplicates and renewals only at Pearlridge, Fort Street, Windward City and Hawaii Kai

Fireworks Permits

Licenses for dogs, mopeds and bicycles

Motor vehicle registration renewal and transfer

Pet spay/neuter certificates

Picnic and camp permits Camping permits will only be issued from the Fasi Municipal Building - Parks Permit Office and the Kapolei & Wahiawa satellites.

TheBus passes sales and information

Voter registration, certification, and information

Payment options that are accepted in person: CASH or CHECKS ONLY

Installation Specific Information*Cell Phone use while Driving*

Honolulu's ban on drivers using cell phones and other electronic devices goes into effect July 1, 2009. Mayor Mufi Hannemann signed Bill 4 into law and the law prohibits the use of cell phones without a hands-free device while operating a motor vehicle. It also prohibits text messaging, the use of laptop computers, e-mailing and electronic game-playing while driving. Violators will be subject to fines of \$15 to \$100. The legislation exempts emergency responders performing official duties and the use of two-way radios used for work-related duties. The measure does not prohibit the use of a vehicle's radio, CD player or navigational equipment, equipment providing emergency assistance to the vehicle operator, or video entertainment to passengers in rear seats.

Hawaii's Booster Seat Law

As of January 1, 2007, Hawaii is the 35th state to have a booster seat law. This law requires children between the ages of four (4) through seven (7) to ride in a booster seat whenever traveling in a motor vehicle. The only exemptions are if the child is over 4'9" or if the vehicle has lap-only seat belts in the rear seat.

A Hawaii State tax credit of \$25 per year applies to the purchase of a booster or child safety seat. The driver is held responsible for compliance with the law. Violators are required to attend a 4-hour class and may be assessed a fine of \$100-\$500 depending upon the number of offenses.

For more information about Hawaii's Child Safety Seat Law, visit [this site](#). For more information about child safety seat, contact the [Keiki Injury Prevention Coalition](#) at 808-537-9200.

Hawaii's Seat Belt Law

Hawaii's current seat belt laws require buckling up of all front seat occupants, as well as passengers in the back seat under 18. Seat belt violators will be assessed a \$97 fine.

The Click It or Ticket campaign combines the efforts of the state departments of Transportation, Health and Education; the four county police departments representing Honolulu, Kauai, Hawaii and Maui counties; University of Hawaii; the Federal Highway Administration; the Federal Motor Carrier Safety Association, local business and religious leaders, and Safe Community coalitions. The National Highway Traffic Safety Administration, under the U.S. Department of Transportation, oversaw and funded the national campaign.

For more information about the Click It or Ticket campaign, contact the Safe Community Office at 808-587-6300 or visit the [Hawaii Department of Transportation's web site](#).

Hawaii's current seat belt laws require buckling up of all front seat occupants, as well as passengers in the back seat under 18. Seat belt violators will be assessed a \$92 fine.

Registering Vehicles with the State of Hawaii

Prior to registering a vehicle on base, vehicle owners must register it with the state of Hawaii within ten (10) days of the vehicle's arrival. Vehicle owners may keep original plates, must register it to get a Hawaii vehicle sticker. Proof of ownership or a certificate of registration; shipping documents, Hawaii no fault insurance and proof of a safety inspection is required.

The Motor Vehicle Department at the Satellite City Halls will only accept service payments by cash or check. No credit cards or debit cards will be accepted.

Vehicle Safety Inspection

Hawaii requires annual vehicle safety inspections and it is required prior to registering a vehicle. All privately owned vehicles, regardless of state of registration, must display a valid state of Hawaii inspection sticker. Also, the

mechanical conditions and equipment present must meet, and continue to meet, the requirements for state inspection.

Any authorized vehicle service station displaying the "Official Vehicle Safety Inspection Station" sign can conduct the inspection. For inspection, bring the following:

- a valid identification card
- a valid drivers' license
- a Non-resident Certificate Form

No-Fault Insurance

Prior to arriving on island, consult your current insurance company about Hawaii no-fault insurance. If possible, obtain a valid Hawaii no-fault insurance card showing policy number and expiration date prior to or upon arriving on island. Failure to show proof of insurance is an automatic fine of \$1000.

Lease Cars

To obtain a base decal for a leased car, the lease agreement must have the service member's name and the car VIN on it and a copy of the lease agreement.

Driver's License

Hawaii recognizes other state driver's licenses. When the current license expires, if you wish to apply for a Hawaii driver's license, you must present your Social Security Card, and a current out-of-state license.

If your out-of-state license has expired, you will be required to file an application form, complete a written examination, pass an eye test, and pass a road test.

Effective April 30, 2008, the expired driver's license of a member of any component of the United States armed forces who is on active federal service and whose driver's license expired while deployed outside of the United States, shall remain valid for ninety days after the service member's return to the United States.

Beginning November 3, 2008, Hawaii driver's licenses issued to applicants 25 through 71 years of age shall expire on the first birthday eight years from the date of issuance. Licensees under the age of 25 shall be issued a four year license, except for provisional licenses which shall expire on applicant's 19th birthday.

Registering a vehicle on MCBH

All privately owned vehicles operating on any MCB Hawaii installations, housing sites, or training areas must be registered at the base pass house. Service members are required to present these items at time of registration:

- Certificate of Ownership
- Proof of current registration or Hawaii State Registration
- Proof of Hawaii No-Fault insurance
- Hawaii State Vehicle Safety Inspection Certificate (yellow copy)
- DF-L-50 (Non-resident Certificate)
- Valid driver's license
- Valid Military ID Card
- Power of Attorney (if other than person named on the registration)

Overseas Car Sales

Overseas Car Sales customers beware! When registering your brand new overseas car sales vehicle with the State of Hawaii's Motor Vehicle Department, you will be paying a "Used Car Sales Tax" fee of \$1,250.

Note -- Persons younger than 18 years old, including military personnel, may not operate a privately owned motor vehicle in the State of Hawaii, on or off base, unless licensed by the State of Hawaii.

Motorcycles

Motorcycles and their operators are subject to special laws. If you own and operate a motorcycle, you must comply with those laws. Visit the [City and County of Honolulu's website](#) for more information.

Currently Hawaii does not have laws about the use of cell phones and other digital devices while driving. However, cell phones and other digital devices while driving on all military bases in Hawaii are prohibited. Violators may risk losing their driving privileges on all military installations.

Access complete information on insurance, driver's licensing, and where and how to register your vehicle by visiting the [City and County of Honolulu website](#).

Education - General Overview

Public School

There are no DODDS Schools in Hawaii.

The USMC School Liaison Program is designed to create connectivity between military parents, schools, and the Marine Corps. Our top priority is to provide parents, students, and educators timely and relevant information to enhance learning and promote academic success.

All public schools are state schools managed by the [Hawaii's Department of Education](#). Visit the Military Families link and see all the school districts supporting the military bases and military housing community.

By law, all children are required to attend school from the year they become age 6 until age 18, or until graduation from high school if that comes earlier. Certain exceptions are allowed with Department of Education (DOE) approval. Kindergarten is not required, but is offered in the public schools. Children may start kindergarten in September of the calendar year in which they reach age 5.

The Hawaii Public School System statewide student-teacher ratio as agreed upon by the Teachers' Union-DOE contract is 26.5 to 1. The ratio in grades K, 1 and 2 is 20 to 1. Some class sizes may vary slightly, but the actual ratio is usually agreed upon.

Grading System

Hawaii does not have a standard grading system.

Health Requirements for New Entrants to Hawaii Schools

If your child will begin school for the first time in Hawaii, this information is very important to you. The Hawaii School Attendance Law requires all children entering school in the state for the first time to meet certain health requirements before they can be admitted to school. School is defined as any:

Kindergarten

Elementary

Secondary school

Public or private school

Includes all day care facilities

Head Start Program

Preschools and special education centers for children

If you have a child who will be entering school for the first time in the state, you must provide to the school:

Tuberculin test or chest X-ray results: All students must show evidence of a negative TB test or X-ray before they can be admitted to school.

Test results must be completed and documented within one year prior to entry into Hawaii's school system. X-ray required if skin test is positive. Only PPD tests (not tine) are acceptable.

Complete health record to prove that a physical examination, a negative tuberculin test, and all required immunizations have been completed.

In lieu of a completed health record, a signed statement from your doctor within seven (7) days of starting school to prove that your child is in the process of completing the health requirements. In this case, the law allows your child 90 days to complete all the health requirements with the exception of a tuberculin test.

If all health requirements are not met within the specified time limits, your child will be withdrawn from school.

Physical Examination

Physical examinations are mandatory for children and adolescents entering Hawaii's public schools for the first time.

Physicals must be completed and documented within one year prior to entry into Hawaii's school system.

Student's Medical Report (State of Hawaii Form 14) is required by the DOE to record the results of this examination.

Form 14 is available at the Naval Health Clinic, MCB Hawaii, Kaneohe Bay.

Physicals are also required for students entering the 4th and 7th grades. Check with your child's school to find out if he/she needs a physical examination.

If your child will be participating in any school-sponsored sports program, it is your responsibility to pick up the required forms from the school and present them to the examining physician at the time of the school physical.

Military Treatment Facilities for Marines and Navy:

[Hawaii Naval Health Clinic](#)

[Tripler Army Medical Center](#)

It is highly recommended to have school health requirements done before or shortly after moving. A blank Health Record Form 14 is in the welcome aboard packages and at the various medical clinics. One parent or legal guardian must be present when your child is examined.

Student Bus Transportation

The State of Hawaii Student Bus Transportation policies, rules, and regulations have been developed by the Board of Education through public hearings, conducted throughout the state, and approved by the Governor. Rules of the DOE, when signed by the Governor, have the effect of law. At the present, there are two state agencies involved in student bus transportation, the DOE and the Department of Accounting and General Services.

Bus services fall into two categories: full subsidy or partial subsidy.

Full subsidy transportation (free bus services) is provided for special education students who have transportation as a related service as part of their Hawaii IEP; free bus service is also provided for those students which the SIP Center assigns to Aikahi, Lanikai, Kainalu or Kailua Elementary Schools.

A *partial subsidy* is provided for students attending school in their assigned school district more than a mile from school. This means that these students who live more than one mile from school pay 10 cents each way to ride the school bus.

Geographic Exceptions and No Child Left Behind (NCLB) Parental Choice Transfers

Public school students who wish to attend a particular school outside their home school may request a transfer. Regular Geographic Exception applications should be submitted to the school at which attendance is desired. NCLB/Choice applications should be submitted to the home school (the school that the student would attend based on official residence).

Students eligible for NCLB/Choice transfers will be given highest priority among all students applying for geographic exceptions and are eligible for transportation support to the new schools. Priority is given to students with the greatest academic and economic need, as determined by grades and eligibility for free or reduced-price lunch. Priority for incoming kindergarten students is based only on economic need.

Following highest priority for NCLB/Choice applicants, priority for regular geographic exception is given to:

Students wanting a program of study not available at their home school.

Siblings of students already attending the receiving school who will continue to be enrolled in the coming year.

Children of staff members at the receiving school;

Students not living with their parents who have an authorized physical residence in the receiving school's attendance area.

All other requests for geographic exception are considered only after priority requests have been accommodated. Due to lack of facility space, certain schools are accepting applications on a waiting list basis only. A chance selection process shall be used at schools where applications exceed available spaces.

Students currently attending a school on a geographic exception or under NCLB/Choice may continue until their terminal year at that school without reapplying each year. Under NCLB/Choice, transportation support is provided as long as the home school continues under Title 1 status.

School Meal Program

All foods and beverages sold at school or school sponsored events (vending, concession stands, a la carte, fundraisers, student stores, and school parties) comply with the current USDA Dietary Guidelines

For a comprehensive report/information of the Hawaii school meal program, please visit these websites

(<http://doe.k12.hi.us/foodservice/toolkit/nutritionstandards/ns2.htm>) or

(<http://doe.k12.hi.us/foodservice/toolkit/wellnessguidelines.htm>)

School Sport Programs

Each school in Hawaii has its own sport programs. For more information on this topic, contact either the respective school of interest directly or request assistance from the MCBH School Liaison Office

(http://www.mcbh.usmc.mil/g1/school_liaison.htm) at 808-257-8826.

Special Needs

Special Education (<http://doe.k12.hi.us/specialeducation/index.htm>) ... links to the Special Education section, Hawai'i Center for the Deaf and Blind, Felix Support System Implementation Plan, special education teacher recruiting, and special education teacher alternative recertification program, and related references from the Board of Education library.

Hawai'i Center for the Deaf and Blind (<http://165.248.6.166/data/school.asp?schoolcode=470>)

Home Schooling in Hawaii

If you decide to Home School in Hawaii, please familiarize yourself with the Hawai'i Board of Education's procedures for Homeschooling in Compulsory Attendance Exceptions (see sections 8-12-13 through 8-12-22). You will need to submit a notice of intent to home school your child to the local public school principal. This may be done via a Form 4140 "Exceptions to Compulsory Education" or by letter (please see Compulsory Attendance Exceptions for information required in the letter).

For more information from the Hawaii of Department of Education, please visit this link (<http://doe.k12.hi.us/myschool/homeschool/>)

Additional information from the MCBH School Liaison Office (http://www.mcbh.usmc.mil/g1/SL_Home.htm)

Private Schools

Looking for information about Hawaii's private schools? The Hawaii Association of Independent Schools (HAIS) or eschoolsearch.com may be able to help you....

HAIS . . . Founded in 1969, the Hawaii Association of Independent Schools (HAIS) is an organization of member schools that advocates on behalf of independent education in Hawaii and participates actively in the educational dialogue in our community. It provides services that strengthen our individual schools, and it supports their efforts to achieve educational quality and excellence for students. HAIS facilitates collaborative efforts among member schools on issues of mutual concern as well as partnerships to address shared needs.

Additional information from the MCBH School Liaison Office (http://www.mcbh.usmc.mil/g1/SL_parents.htm)

Adult Education

The Education Center provides testing including Dantes/DSST tests, tuition assistance for active duty Marines and Sailors, as well as education workshops for everyone. The center's Lifelong Learning Program (LL) provides personal and professional learning opportunities within the Navy/Marine Corps Community. The LL Program focuses on voluntary off-duty academic programs in a traditional classroom setting. Access to LL for independent duty and deployed Sailors/Marines is facilitated through online enrollment and correspondence courses. Spouses and civilians who work aboard Marine Corps Base Hawaii or reside in the nearby community may enroll in voluntary education courses on the Base. Priority is given to active duty military personnel.

For more information, visit this link (<http://www.mccshawaii.com/ec.shtml>) or call 808-257-2158.

Education - Local Schools

How do I choose a school?

Choosing the right school for children is a priority for many military families. Finding the right educational setting for each child requires a careful examination of the available options, whether you live on and off the installation. "[Choosing a School for Your Child](#)," a publication from the U.S. Department of Education, offers checklists and questions to assist parents in making the right choices.

How do I find out about schools near my new duty station?

Several quality online tools are available. [Military OneSource](#) is a free service offered by the Department of Defense to service members and their families to help with a broad range of concerns including education, parenting and child care, relocation and the concerns of families with special-needs members. An [educational consultation](#) with a specialty consultant is available, free of charge, and can help you address specific educational needs and goals.

How can I help plan for a successful transition?

Parents often want to know about the availability of extracurricular activities and sports, or the availability of advanced classes for their children. While there are other sources that can provide some information on these topics, it is usually best to get this information by contacting the schools directly.

Education - Local Schools/Overseas

Moving from one installation to another in the United States can be challenging enough; but moving with your family overseas can be even more complex. One of the most important challenges can be summed up in one question: "Where will my children go to school?"

Where do I start?

Start with [MilitaryINSTALLATIONS](#) to learn more about your new installation. In particular, read the installation's education article. All overseas installations dedicate a portion of the education article to discussing the education options available in the local community, as well as the Department of Defense schools on the installation, if available. Most overseas installations with accompanied family members have one or more Department of Defense school.

What is the difference between a Department of Defense school and an international or national school?

The Department of Defense Education Activity, or DoDEA, operates schools in 11 foreign countries, Guam and Puerto Rico. All DoDEA schools are fully accredited by U.S. accreditation agencies and maintain high academic standards with well-rounded educational programs. Visit the [DoDEA](#) website for more detailed information.

The DoDEA's student preregistration system helps streamline the registration process and allows school officials to better predict school enrollment, make more informed decisions regarding teacher and staff requirements, and prepare for special services and supplies. Parents can preregister their children by visiting the [DoDEA Online Student Pre-Registration](#) site.

The [U.S. Department of State's Office of Overseas Schools](#) works to promote quality educational opportunities for families of American citizens overseas. If a Department of Defense school is not available, visit this site to learn more about the schools in your new area.

In general, international schools are English-language schools at overseas locations. National schools are schools where courses are taught in the native language. The curriculum and grading system of an international school tends to be similar to the traditional American education system. This may be an important consideration if your family will be returning to the U.S. before a child graduates from high school.

Where can I find a list of international schools in the country where my family is moving?

You can find a directory of overseas schools on the [U.S. Department of State's Schools Worldwide](#) page. The listing includes schools that receive assistance from the U.S. Department of State, as well as other international, private, religious and public schools.

How do I decide what school is best for my child?

Although you may not have as many choices as you had in the United States, the process for choosing a school for your child is the same. You can begin by making a list of possible schools. Next, you'll want to find out more information about each school. Talk to the relocation personnel at the Military and Family Support Center and with your sponsor, who may be able to put you in touch with other families with children around the same ages as yours. You may also want to contact the school and ask for references.

Once you have narrowed down your options, you may decide you want to schedule an interview with the school or schools. Here are some considerations you may want to discuss:

- Curriculum
- Grading system
- Tuition
- Accreditations
- Teachers and other staff
- Meals
- Extracurricular programs
- Transportation
- Schedule
- Before- and after-school programs

Now that I have chosen a school, how do I successfully transition my child?

Start planning for a successful school transition as soon as you learn about your move. The more your child knows about what to expect, the more confident your child will feel on the first day of school. Allow your child to be a part of the decision-making process, if appropriate, and take your child's opinions into account.

Education - Training (College/Technical)

Installation Education Center

The Education Center provides services for active duty service members, family members, veterans, and DoD civilians on board MCBH Kaneohe Bay. We are here to assist you as you start or complete your journey towards a college degree or certificate program.

For a list of on-base Anchor Schools as well as visiting schools, please visit this website (http://www.mccshawaii.com/ec_college.shtml)

For more information, please visit their website (<http://www.mccshawaii.com/ec.shtml>) or contact at 808-257-2158.

Library

Marine Corps General Library Program

The Marine Corps General Library Program supports the quality of life and well-being of Marines and their families amidst diverse circumstances. The Headquarters Library Program extends library services to remote Marines, coordinates policy and manages reporting requirements for the installation libraries. Twelve main libraries and 16 branch libraries provide collections, in all formats, in support of professional, educational, informational and recreational pursuits. A joint integrated library system, or ILS, and virtual library website provide online access to additional electronic resources and services.

On installations, libraries play an important role in the professional lives of Marines and their family members. Collections include academic and professional research resources so Marines can readily locate commandant of the Marine Corps professional reading titles, earn college degrees or certifications, update their promotion package, prepare for transition and retirement and expand future career opportunities. Several on-installation colleges offer orientation classes in library research skills at installation libraries. The Voluntary Education Program and libraries work in cooperation to meet the needs of Marines receiving tuition assistance. Materials for Marines preparing for College Level Examination Program, or CLEP, and Defense Activity for Non-Traditional Education Support, or DANTES, tests are in high demand, and library computers are often used to take practice tests. The ILS extends the use of each library's collection beyond the physical building. The system supports remote access to databases and the libraries' electronic catalogs and provides an online public catalog for locating and delivering interlibrary loan materials that meet a scholar's demands, a historian's needs or a hobbyist's interests.

On-installation libraries extend opportunities for community sharing, learning and entertainment for single Marines, families and families of deployed Marines. A thematic summer reading program has been standardized to support mobile military children. Library events vary by installation and may include an early literacy program, story times, makerspaces, book clubs, game nights, multicultural activities, book displays or access to a private webcam for meetings between deployed personnel and their families.

The Headquarters Library Program procures online databases to provide academic research, professional resources and recreational material available anytime, anywhere for Marines and their families. The [virtual library portal](#) provides access to a wide variety of general and subject-specific research databases for all ages, hundreds of self-improvement classes and digital magazines. Online homework tutoring is provided 24/7 through [Tutor.com](#) for K-12 students on subjects such as writing, mathematics through calculus, science and history. Librarians support cultural awareness and overseas families by registering library patrons for Transparent Language Online, an online foreign language program. Marine Corps library patrons are also eligible to access additional electronic research databases, audio and eBooks, genealogy resources and newspapers through the [Navy Digital Library](#).

Seven of the Marine Corps general libraries have been awarded Premiere General Library certificates from the Department of Defense. Camp Foster library was selected the 2006 Federal Library/Information Center of the Year (large library category) by the Federal Library and Information Center Committee of the Library of Congress. Every success is the outcome of dedication to sustaining and improving the quality of life for Marines and the Marine Corps community.

Morale, Welfare and Recreation Digital Library

Our mobile military members often don't have the resources of a brick and mortar library on hand. The Morale, Welfare and Recreation digital library provides those resources for members in transit, at foreign missions or remote sites, and for deployed personnel. Access to library materials in electronic and downloadable format is available online, 24/7. The library provides recreation, lifelong learning and reference and career resources for all ages and interests. All resources, including audio and eBooks, are available free to service members anywhere there is access to the Internet.

The [Morale, Welfare and Recreation digital library resources](#) include the following:

Books, with thousands of fiction and nonfiction titles, including animated children's books
Databases that support education, research and career growth
Resources that provide information on repairing a car or a small engine
Learn more about the Morale, Welfare and Recreation digital library at [Military OneSource](#).

Installation Specific Information

The Kaneohe Bay Base Library has a wide selection of books, CD's, DVD's, audiobooks, and video games available for all ages. There are study areas, a young adult area, and a children's area, and several computers available for public use. The library runs regular storytimes, as well as additional programs for teens and adults. For dates and times, check the [website](#).

Patron Benefits

Eligible patrons may borrow library materials for 21 days, and may print up to 20 pages for free from the public computers. A fax machine and photocopier are available for a fee, and a scanner is available free of charge. The library has wifi and ipads available for in house use.

Visit the [MCCS Base Library's Online Catalog](#) to access the online catalog for the MCCS MCBH Base Libraries, plus 15 other Marine Corps libraries. □

You may search any of the Marine Corps Library catalogs listed by selecting the library's name from the drop down menu on the home page, and then type your keywords into the search bar. If the MCBH Library does not own the title you need, but one of the other libraries does, the library staff will be happy to request the book for you via Inter-Library Loan.

Housing - Overview

Government Housing

SPECIAL NOTE: Prior to renting, leasing, purchasing, or obligating to housing off-base, all military personnel with dependents are required to check in to their respective Family Housing Office soon after reporting into the unit/command. Failure to comply may result in the forfeiture of Temporary Lodging Allowance (TLA), an entitlement to cover temporary lodging and meals since this is viewed by the government as having secured permanent housing.

The Family Housing Department and Forest City Residential Management, our Public Private Venture (PPV) partner, provides housing to families of Marines and other service branches assigned to Marine Corps Base Hawaii, Kaneohe Bay and Marine Forces Pacific at Camp H. M. Smith.

For a list of information and services offered, please visit the [MCB Hawaii housing website](#). For more information about [Forest City Residential Management](#), please visit their website.

Application

The advance housing application below is intended for active duty military personnel. Please fill out this application, [DD1746 \(click for fillable file\)](#), then print the application and fax it to 808-257-1259 or DSN 315-457-1259, or you may mail the application to the below address. If you have an email address, please include this information in your application. Once your application has been sent, please allow 10 working days for information to be added to our database.

Availability

To date, these are the total Base and PPV numbers of:

Available units: 2156

ADA housing: 101

Enlisted Family Housing Availability:

Senior NCO – 4 bedrooms: 270

Senior NCO – 3 bedrooms: 363

Senior NCO – 2 bedrooms: 28

NCO – 4 bedrooms: 258

NCO – 3 bedrooms: 815

NCO – 2 bedrooms: 73

Officer Family Housing Availability:

Gen Officer - 4 bedroom: 1 unit

Colonel - 5 bedroom: 2 unit

Colonel - 4 bedroom: 30

Colonel – 3 bedroom: 8

Field Grade - 4 bedroom: 43

Field Grade - 3 bedroom: 38

Company Grade - 4 bedroom: 118

Company Grade - 3 bedroom: 128

Company Grade - 2 bedroom: 2

Exceptional Family Member Program (EFMP)

If you have family members (dependents) enrolled in the Exceptional Family Member Program (EFMP) or with special physical challenges, please notify us before you move from your current duty station. Please call MCBH Kaneohe Bay Housing Office at DSN 315-457-1257 or 808-257-1257.

Single Service Member Housing

Single services members are assigned Bachelor quarters with their unit/command BEQ Managers.

Non-Government Housing

Prior to negotiating any agreement for off-base housing, all military personnel are required to register with the Base Housing Office.

Housing Referral Office (HRO) -- Your contact for any problems you may encounter (discrimination complaints, tenant/landlord disputes, or any questions/problems about off base housing) is the HRO. Staff are available to assist you in a person to person basis to make your move to this installation an easy and pleasant one. They can provide a list of rentals with corresponding locator maps and give you information regarding the area in which rentals are located.

Rental Options

Military families on a waiting list for government quarters or those who prefer to live off-base must compete with the civilian population for adequate rental housing in Oahu's high cost housing market.

The majority of rental housing on Oahu is multiplex construction because of limited land availability and the large number of local residents.

Rental houses are also generally small with fewer bedrooms and less living space than a service member has been accustomed to on the mainland. Arriving families are therefore finding it difficult to find a home whether rental or on base, large enough to accommodate their shipment of household goods. We suggest service members consider using non- temporary storage prior to their departure from CONUS locations. Non-temporary storage at their CONUS location is authorized and should be used for excess furnishings and cold weather clothing.

Home Purchase Options

The median sales price for a condominium is currently \$350,000 and \$650,000 for a single family home. Condominiums average between 700 and 900 square feet. Single family dwellings average between 1,200 and 1,800 square feet. The Fort Shafter HSO has a volunteer realtor on site that can assist with home purchase information and options. The Volunteer Realtor Program (VRP) is a no- strings-attached program meant to provide Service Members with the tools needed to make informed decisions about purchasing.

Mobile Homes

There are no mobile homes in Hawaii.

Housing - Temporary

Temporary Lodging Facility (TLF)

Some military lodging facilities and most major commercial hotels in Hawaii do not accept pets. For pet owners, there is the [MWR Pet Kennel](#) (or [MWR kennel](#)) facility located near the airport. For more information, contact at 808-368-

3456.

[The Hale Koa Hotel](#) is a military hotel. However, it's classified as a recreational facility and will charge a daily room tax. Contact the TLA Office on MCBH at 808-257-2705/0977 for further guidance if interested in staying at this facility.

Single Service Members or Geographic Bachelors (Geo-Bachelors)

The Unaccompanied Personnel Housing (UPH) Division (formerly Bachelor Housing) operates both the permanent and transient housing aboard Marine Corps Base Hawaii. The Division has two sections: the Permanent UPH Section (servicing those personnel permanently assigned to MCBH) and the Transient UPH Section (servicing those personnel visiting the Base).

For E5 and below, the unit/command is responsible for assigning Bachelor Enlisted Quarters (BEQ). For E6-E9, the UPH at 808-257-4170 or DSN 315-457-4170 is responsible for temporary/permanent lodging assistance. For Officers, Bachelor Officers Quarters (BOQ) at 808-257-2409 or DSN 315-457-2409 is responsible for temporary/permanent lodging assistance.

NOTE: Service members noted above are required to check in to their respective offices mentioned above soon after reporting into the unit/command. Failure to comply may result in the forfeiture of Temporary Lodging Allowance (TLA), an entitlement to cover temporary lodging and meals.

Service Members with Family

The Lodge at Kaneohe Bay

The [Lodge on Kaneohe Bay](#) is the designated as government lodging facility located on MCBH for service members assigned to Kaneohe Bay. Service members assigned to other than MCBH Kaneohe Bay (such as MARFORPAC Camp Smith, PACOM, SOCPAC, JICPAC etc.) should contact the TLA Office on MCBH at 808-257-2705/0977 for further guidance.

For members assigned to MCBH Kaneohe Bay, it is recommended to use The Lodge on Kaneohe Bay, if available. The Lodge has limited pet-friendly rooms available. If there are no rooms available, a Statement of Non-Availability is issued by the lodge which allows the patron to use an off-base hotel/lodging facility that will be reimbursed by the government.

When filing a reimbursement claim for lodging, without the Statement of Non-Availability at that time, any lodging expense incurred will be reimbursed at the government lodging facility rate. Reimbursement for lodging is handled by the TLA Office (for all Marines) and command TLA Reps or [PSD Pearl Harbor](#) (for Navy).

Amenities

[The Lodge](#) boasts spacious living areas, complete with separate telephone and data port lines, interior connecting doors for large families and each unit is equipped with kitchenettes and a keyless entrance system. For those patrons eager to appreciate the great tropical outdoors, The Lodge also is now home to a courtyard featuring a gazebo for organized functions or for relaxation. A picnic and BBQ area invite guests to cook out and live Aloha. You may choose to use an off-base lodging facility without checking the government lodge for availability.

Temporary Lodging Allowance (TLA)

*Special Note: TLA will be forfeited if service member locks on off base community housing **prior** to checking in at the TLA Office.*

Temporary Lodging Allowance (TLA) is authorized to all military personnel arriving on Permanent Change of Station orders pending availability of government quarters, or pending completion of arrangement for other permanent living accommodations when government quarters are not available.

TLA is a travel entitlement to help partially reimburse a member for the more than normal expenses incurred during occupancy of temporary lodging and expenses of meals obtained as a direct result of use of temporary lodging outside the Continental United States (CONUS) which do not have facilities for preparing and consuming meals.

Arrival TLA is administered in 10-day increments only, for a total of 60 days during the first 60 days of a member's initial arrival. If all requirements are satisfied, and the member cannot find adequate housing, then arrival TLA will terminate at 12:59 PM on the 60 day.

TLA is not paid in advanced; but is a reimbursement which is paid after filing a completed claim with receipts and endorsements. TLA reimbursement claims are forwarded to the Finance Office at the conclusion of each 10-day increment; reimbursement is then electronically deposited within 72-96 hours of submission.

Since TLA is a reimbursement program, members must pay for their temporary lodging out-of-pocket first then submit the receipts to be receive the reimbursements. It's highly recommended to save for at least 12 days worth of lodging and meals since these expenses will be expected upon arrival. To receive or initiate TLA promptly for Marines:

Service member and a family member must be on-island
Members must check into the new command
Checked into the TLA and Housing Office within 72 hours (or three working days) of arrival
Service member and a family member must be on-island
Command sponsorship established
TLA Office Contact Information

For Marines, the TLA Office is located in the Base Family Housing office and may be reached at 808-257-0977/2705 or DSN 315-457-0977/2705.

For Navy, with family members, report in person to Navy Aloha Center (Housing Office), Building 2652, Bougainville Drive (right next door to PSD). Take a copy of your Page 2, PCS orders, and detaching endorsement from your last command. For a list of Navy TLA authorized hotels/locations, [visit their website](#).

Total Daily PerDiem = See table below for Daily Max Rate

Example of Per Diem for 2 people:

\$114.00 = food
\$177.00 = lodging

\$291.00 = Per Diem daily

NOTE: Hawaii Per Diem rates typically updates in the 3rd quarter (between April thru June) of a fiscal year.

Housing - Government

Military Housing

Special Note -- Base housing policy allows a maximum of two (2) pets per household. American Staffordshire Terriers and Staffordshire Terriers (also known as Pitt Bulls) are prohibited on Base.

Eligibility

The Family Housing Department and Forest City, our Public Private Venture (PPV) partner, provides housing to families of Marines assigned to duty on Oahu and members of other services assigned to Marine Corps Base Hawaii, Kaneohe Bay and Marine Forces Pacific at Camp H. M. Smith.

MCB Hawaii Housing Office is located in Building 1571 on Lawrence Road. Hours of operation are Monday, Tuesday, Thursday, Friday from 7:30 a.m. - 3:30 p.m., Wednesday from 7:30 a.m. - 2:00 p.m.

Application

Note: The advance housing application below is intended for active duty military personnel only.

You may be placed on a housing waiting list in advance, once we receive your DD1746 (Application for Assignment to Housing) and a copy of your PCS orders. However, you will not be offered a house prior to physically arriving and officially reporting for duty.

Please fill out this application, [DD1746 \(click for fillable file\)](#), then print the application and fax it to 808-257-1259 or DSN 315-457-1259, or you may mail the application to the below address. If you have an email address, please include this information in your application. Once your application has been sent, please allow 10 working days for information to be added to our database.

Use the [MCBH Housing on-line website](#) to track your wait number.

Upon arrival, all service members accompanied by command-sponsored dependents must report to the Family Housing Office located on Marine Corps Base Hawaii, Kaneohe Bay. You can accept and move into housing up to 14 days before your family arrives.

Exceptional Family Member Program (EFMP)

If you have family members (dependents) enrolled in the Exceptional Family Member Program (EFMP) or with special physical challenges, please notify us before you move from your current duty station. Please call MCBH Kaneohe Bay Housing Office at DSN 315-457-2676 or 808-257-2676.

Section 802 Housing

Private rental housing, Section 802, is available on Base at [MCBH Kaneohe Bay](#). These units are available to all active duty service members eligible for family housing. Constructed in 1992, the Section 802 housing community is comprised of 276 units. All units have two bedrooms, 1 or 1 1/2 baths, kitchens with all major appliances including dishwasher, enclosed utility rooms with a washer and dryer, fully enclosed garage, off street parking, and ceiling fans in both bedrooms.

Three unit styles are available: townhouse style (997 sq ft), apartment style (990 sq ft), and the handi-capable style (1020 sq ft). The 802 community has five playground areas with modern play equipment. This community is centrally located and within walking distance to the elementary school, Early Childhood Development Center, PX, commissary, 7-day store, veterinary clinic, and golf course.

An established lease rent and maintenance fee are paid by the occupant on a monthly basis. For calendar year 2007, the combined lease and maintenance fee is \$1346. Electricity, water, and sewage are provided by the government. For more information please call 808-257-2676 ext 206, FAX 808-257-1259.

Single Service Member Housing

For E5 and below, the unit/command is responsible for assigning Bachelor Enlisted Quarters (BEQ).

For Unaccompanied service members E6-E9 and Officers, the Five Palms is designated as government Billeting. Reservations can be made by calling 808-257-2409 /4170 or DSN 457.

Storage

Housing on Base and in the civilian community generally has less square footage and storage space than in the Continental U.S. (CONUS). If possible, please consider using non-temporary storage for excess furnishings and cold-weather items if moving from CONUS.

For those living in base housing, the government will store excess household goods for free if it doesn't fit into your base house. This program is called the Overflow Storage/Drayage Program and this process is handled by the Base Housing Office.

Other

Loaner Furniture

This is a FREE no cost program for only families while waiting for your household goods, loaner furniture will be provided for a period up to 90 days for those living off Base or in 802 Housing. Forest City, our Public Private Venture (PPV) partner, provides loaner furniture if you live on-Base in PPV housing.

Loaner furniture inventory consists of essential furniture for the living room, dining room and bedrooms. In addition, the Base Housing Office will provide washers and dryers to incoming families living on-base up to a 90-day temporary loan basis.

It is recommended that service members ship their own washer and electric dryers with their household goods if they wish to occupy base housing during their tour to Kaneohe Bay or Camp Smith.

Household Goods - Overview

Arranging Household Goods Shipments

As soon as you are alerted to your upcoming permanent change of station move, you can start getting your house and family ready. Clean up and get rid of junk. Hold a yard sale or donate serviceable items you no longer need. Gather important family records.

If you are moving overseas, begin to plan what items will go in unaccompanied baggage, in your household goods shipment and in permanent storage. Remember, in overseas areas, the electric current may be different and houses are generally much smaller than those in the United States. These are good questions to ask your sponsor.

Household Goods Shipping Process

The Defense Personal Property System is the online system you will use to manage your household goods shipment. For how-to guides to assist with your application go to Move.mil.

Pets

Moving with your pet includes researching airline requirements and quarantine restriction laws in your new location. Many airlines have requirements for size, weight, breed, number of animals, kennel construction, documentation and seasonal limitations. Small pets may be shipped on military flights, but availability and regulations are always changing. Search Move.mil for more general information on shipping pets.

Many international locations have strict importation laws, including extended quarantines and restrictions on breeds or types of animals. Carefully research these rules as they could impact your moving schedule. You may also find some locations in the United States that have restrictions on certain animals and breeds. Review your new installation's "Shipping Pets" in [MilitaryINSTALLATIONS](#) for details.

"It's Your Move"

Review the U.S. Transportation Command booklet, "[It's Your Move](#)," for detailed information on weight allowances, the household goods shipping process, storage, automobile shipments, claims processes and the customer satisfaction survey.

Installation Specific Information

Distribution Management Office (DMO) on MCB Hawaii

The DMO is located on MCBH at the corner of 2nd & C Street. Hours of operation are from 7:30 a.m. - 4:30 p.m., Monday -- Fridays, except on Thursday we close at 2:00 p.m. for training purposes. For more information, call 808-257-3556.

The Joint Personal Property Shipping Office is located at Pearl Harbor at BLDG 487. They are responsible for arranging delivery dates to the member.

To set-up delivery dates call 808-473-4497. This is an automated system. The system will ask you to punch in your social security number (Please note the number you punch in is the same number on your DD 1299 application). This system will inform you if your Household goods/Private owned vehicle.

You are required to stay at your delivery address from 8:00 a.m. - 7:00 p.m. or until your shipment has been delivered.

Storage in Transit (SIT) - 90 days of SIT (known as temporary storage) from the day of shipment arrival is authorized. When HHG's in SIT cannot be withdrawn during the first 90 days and the conditions for which they are withdrawn are beyond the member control, an additional 90 days may be approved by the DMO.

Household Goods - Shipping Pets

Marine Corps Official Pet Policy

The United States Marine Corps has set official policy on types of dogs allowed in installation housing and other rules surrounding pets on base. You must read this [policy](#) before you plan your move, if you plan to live in government housing.

General Requirements (Pre-Shipment and Post Arrival)

Two (2) rabies vaccinations given at least 6 months apart with the last vaccination given not less than 3 months and no more than 12 months prior to entry or re-entry into the State.

Serological test no less than 3 months and no more than 12 months prior to arrival in the State and a repeat test after arrival. The test results must be no less than 0.5 International Units.

The serological test is known as the OIE Fluorescent Antibody Virus Neutralization (FAVN) test. The test is presently available at Kansas State University or the Food Analysis and Diagnostic Laboratory in Texas.

Microchip identification required by the State, which can be read by US issue AVID scanner (AVID, HomeAgain) and verified by your veterinarian.

FAVN test results listed above must be identified by this microchip number in order for the results to be considered valid.

Health Certificate written in English.

All requirements must be met. Failure to meet any one of the requirements would subject the animal(s) to a 120 day quarantine. For a free detailed information packet, write to:

State of Hawaii, Dept. of Agriculture Division of Animal Industry 99-951 Halawa Valley Street Aiea, HI 96701-3246, 808-483-7151 or fax 808-483-7110.

Important Quarantine Information

Hawaii is a rabies-free state. Hawaii's quarantine law is designed to protect residents and pets from potentially serious health problems associated with the introduction and spread of rabies. All dogs and cats, regardless of age (puppies and kittens included) or purpose, must comply with Hawaii's dog and cat import requirements.

Visit the [State of Hawaii Department of Agriculture Animal Quarantine website](#). The online brochure, checklists and forms are available.

Dept. of Agriculture has developed a checklist to assist pet owners in qualifying their pet for the *Five Day-or-Less* program.

The State of Hawaii has implemented a 5-day-or-less quarantine program which allow pets for "direct release" from the airport if all pre-arrival requirements are completed and all the required paperwork is submitted at least 10 days prior to arrival. The 5-day-or-less quarantine is a new option. The 30-day and 120-day quarantine programs remain in effect for pets that do not satisfy the new requirements.

Fees for the 5-day-or-less quarantine program will be \$165.00 if the pet qualifies for direct release from the airport and \$224.00 if the pet must be held for up to 5 days of quarantine.

The cost of the 120 day quarantine will remain at \$1,080.00.

Important Note -- Pet owners are responsible for transporting all pets released from the Airport Animal Quarantine

Holding Facility (AAQHF) to their vehicles or the Inter-island terminal. Airport security regulations do not permit animals to be let out of the transport crate on airport property. Pets must be picked up and loaded into a vehicle or onto a baggage cart in their transport crate. Therefore, vehicles must be large enough to accommodate the intact crate with the pet inside. There are no baggage carts or porters in the immediate vicinity of the AAQHF.

If you are concerned about how your pet endured the flight, brief visual inspection of your pet is allowed at the Airport Animal Quarantine Holding Facility. The office is located at the Ewa Service Road that runs between the inter-island terminal and the main terminal.

Owners may also call the airport facility for an update on their pet. The phone number is 808-837-8092. The facility is staffed 24-hours a day.

General Information

Pet owners are responsible for their pets traveling to and from Hawaii. This includes meeting the airline's pet travel requirements; pet's travel arrangements; pet transport; pet boarding; etc.

The following resources are also available to help plan for your pet's travel:

[The US Department of Transportation](#)

[The US State Department](#)

[The Humane Society of the United States](#)

[U.S. Department of Agriculture's \(USDA\) Animal and Plant Health Inspection Service \(APHIS\)](#)

[US Department of Health Services, Centers for Disease Control and Prevention](#)

Boarding

[The Army MWR Pet Kennel](#) accepts lodgers of the furry kind. The USAG-HI Morale, Welfare and Recreation (MWR) Pet Kennel is available for your cats and dogs. This kennel facility will quickly become your cat or dog's favorite home away from home. With exceptional customer service and all the love and care your pet will need, you can be confident in leaving your pet at the MWR Kennel.

The kennel is located next to the Halawa State Quarantine site in Halawa Valley. Look for the sign "MWR Pet Kennel."

Fees

Dogs are \$16.00 per day and \$12.00 for second family dog sharing the same kennel

Cats are \$12.00 per day and \$7.00 for second family cat sharing the same kennel

Eligibility -- Limited spaces are available for eligible patrons who include: Active Duty, DOD, Retired, and Reservists.

Reservations -- In order to reserve a space for your pet, the registration form must be completed and a two day boarding deposit must be submitted to the kennel at least 20 days prior to the boarding date. The deposit will be refunded if the reservation is cancelled within 5 days of boarding. Boarding of animals without reservations will only be accepted on space availability. Peak times are summer, Thanksgiving and Christmas; reservations should be made two to three months in advance for best availability options. Call 808-368-3456 for more information and reservations.

Veterinary Services

[The Veterinary Treatment Facility](#) on MCBH offers routine vaccinations, annual exams, nail trimming, a wide selection of pet health care products and much more for the pets of military families. Retail pet supplies are sold to authorized patrons in the retail store.

The Veterinary Treatment Facility is located in Bldg. #455 and can be reached at 808-257-3643.

Hawaiian Humane Society

Current laws for pets and animals are listed on the [Hawaiian Humane Society website](#).

Transportation

Health

Nothing can waylay a trip with an animal faster than a health problem, and your pet's well-being should be of primary importance to you. Have your pet examined by a licensed veterinarian, preferably one who has cared for the animal on a regular basis. Ask the doctor to prescribe a motion sickness pill or sedative as a preventive measure. Don't tranquilize your animal automatically. Sedated animals are more likely to develop problems. (Note: Motion sickness pills are preferable to tranquilizers.) NEVER give your pet tranquilizers without your vet's approval and NEVER give an animal any medication that has been prescribed for human use. Avoid traveling with an animal during extreme weather. Pets that are tranquilized are especially susceptible to breathing problems, as are breeds such as bulldogs, pugs and Pekingese who have short-faced heads. Some airlines will not accept pets that have been tranquilized.

Air travel has become the most common way to transport animals. Unfortunately, it is also the most stressful and most

fraught with potential hazards.

Reservations for cabin pets must be made as early as possible with the airline. Rules differ from airline to airline, but generally only one animal per flight is allowed in the cabin and permission is granted on a first come, first serve basis. Animals traveling in the cabin are considered "carry-on luggage" by airlines, and as such must meet the same criteria as any baggage in that category. In other words, the pet carrier must fit under the seat. Obviously this restricts the carry-on option to very small animals. (A fee is usually charged).

In most cases, animals fly in the cargo section of the plane. Most airlines will allow you to ship your pets as excess baggage and charge accordingly. Charges vary by airline so check with your airline for costs. Also the number of pets in the cargo hold is limited and reservations should be made well in advance. Many airlines also place embargos on pet transportation when the weather can be too hot or cold to transport pets safely.

Another option is shipping your pets as cargo. While this is more expensive than the other two methods, these methods provides more certainty that your pet will be placed on the airplane and is the only way they may travel unaccompanied. Costs vary by airline and are based on the combined weight of the pet and the shipping crate.

All animals must be confined in airline approved shipping crates. Contact your airline for their specific requirements.

The State of Hawaii prohibits the introduction of all snakes. Certain pets other than dogs or cats may also be restricted. To determine if your specific pets is allowed, please contact the Hawaii Department of Education for more information.

Other Important Information

Neuter Now

The City & County of Honolulu, the Hawaiian Humane Society and Oahu veterinarians jointly support Neuter Now, a program that provides low-cost spaying and neutering for owned dogs and cats. Neuter Now certificates are valid for three months. Costs are \$40 for a male cat, \$50 for a female cat, \$50 for a male dog, and \$75 for a female dog.

Purchase a sterilization certificate at the Hawaiian Humane Society or any Satellite City Hall. This subsidized service is available to all residents of Oahu. If you are under age 18, a parent or guardian must sign the sterilization certificate.

Dogs in Pick-up Trucks

Dogs in the back of pickup trucks must be properly restrained in a secured carrier or cross-tethered from three points in the truck bed to prevent them from being thrown from the truck.

Leash Law

Dogs on public property are required to be under restraint, that is, on a leash of eight feet or less. This includes beaches and parks, except for those specifically designated as [off-leash parks](#). In addition, dogs are not allowed on private property without the property owner's consent.

Special Needs

As many as 15 percent of military families have members with special needs. These include spouses, children, or dependent parents who require special medical or educational services. These family members have a diagnosed physical, intellectual or emotional condition. The Exceptional Family Member Program (EFMP) serves these families in several ways.

These four articles will provide families with special needs helpful information and points of contact:

[Enrollment/EFMP](#) – This article discusses the Exceptional Family Member Program enrollment, which is mandatory for all military personnel who have a member of their family with a medical or educational disability. The article discusses the purpose of enrollment, the process and provides Service-specific differences.

[Family Support/EFMP](#) – This article discusses the family support function of the EFMP, which may include information and referral support (to military and community resources), financial management assistance, relocation assistance, and for some families, case management. The article provides Service-specific differences and identifies the point of contact at each installation.

[Health Care/Special Needs](#) - The military health care system supports families with special needs in a number of ways. This article describes the special services and provides the point of contact at the Military Treatment Facility.

[Special Education/EIS](#) – Describes two programs that provide educational intervention for children with disabilities who are from birth to three (early intervention services) or are school aged (3-21) (special education).

Special Needs - EFMP Enrollment

What is the EFMP?

The EFMP supports military families with special medical and educational considerations. The program has three components:

Identification and enrollment of a family member with special medical and/or educational considerations.

Assignment coordination to determine the availability of services at the projected duty station.

Family support to help families identify and access programs and services.

Identification and Enrollment Who should enroll?

Family members with special medical or educational considerations, including a spouse, child, or a dependent adult, should enroll in the program. This includes family members who:

require special medical services for a chronic diagnosed condition such as asthma, attention deficit disorder, diabetes, multiple sclerosis, etc.

receive ongoing services from a medical specialist

have significant behavioral health concerns

receive early intervention or special education services through an individualized education program (IEP) or individualized family service plan (IFSP)

Why enroll in the EFMP?

EFMP enrollment ensures a family member's diagnosed medical and educational needs are considered during the assignment process. It also allows families to receive the support and assistance they need to navigate medical and educational systems.

How to enroll in the EFMP?

Enrollment in the EFMP is mandatory for active duty military members; members of the Guard or Reserves may enroll according to Service-specific guidance. Paperwork required for enrollment in the EFMP is available from the EFMP medical point of contact at the installation military treatment facility (MTF) or, in the Marine Corps, from local installation's EFMP offices, Marine and Family Services. The forms are also available through the EFMP MCCA website. The forms for enrollment are:

[DD Form 2792, Family Member Medical Summary](#). In order to document medical needs, the service member, spouse, or adult family member completes the demographic information on pages 1-3. The remainder is completed by the family member's physician or other qualified medical professional, and includes the diagnosis, frequency of care, medication, and any special accommodations required by the family member (pages 4-7). Addendums (pages 8-11) are included and completed as applicable.

[DD Form 2792-1, Special Education/Early Intervention Summary](#). In order to document educational needs, the sponsor, parent, or legal guardian completes items 1 - 7 of the first page, as well as 1 and 2 on the second page. The remainder of the form is completed by school or early intervention program personnel. The form includes the child's educational diagnosis and is accompanied by a copy of the IEP or individual family service plan (IFSP)

After the appropriate medical and/or educational provider completes the form, they must be returned to the EFMP medical point of contact.

Assignment Coordination

What is assignment coordination?

The military mission is the driving force behind the assignment process, but the EFMP enrollment ensures that a family member's special needs are considered in the process. Assignment coordination occurs when the personnel command requests medical and/or educational professionals to review a family member's documented needs to determine the availability of services at a projected location.

Why is assignment coordination important?

Assignment coordination is important because access to appropriate medical and educational services may be limited in some locations, especially in overseas and remote locations. When assignment coordination occurs, family members receive the care and support they require and the service member can focus more clearly on mission-related responsibilities.

Special Needs - EFMP Family Support

What is the EFMP?

The EFMP supports military families with special medical and educational considerations. The program has three components:

Identification and enrollment of a family member with special medical and/or educational considerations.

Assignment coordination to determine the availability of services at the projected duty station.

Family support to help families identify and access programs and services.

Family Support

What is Family Support?

EFMP family support helps families identify and access programs and services. Family support includes, but is not limited to, the following:

- information and referral for military and community services
 - education and training about issues related to the special considerations
 - referral to other family support center providers
 - promotion of self-advocacy
 - local school and early intervention services (EIS) information
 - warm handoffs to the EFMP at the next location
 - non-clinical case management, including individualized services plans
- Where are EFMP family support providers located?*

EFMP family support providers are primarily located at installation family support centers. For families who are not located near an installation, consult your Service website for more information about accessing services or call [Military OneSource](#) at 1-800-342-9647.

Special Needs - Health Care

Military treatment facilities

The clinics and services available at [military treatment facilities](#) vary by location. Before you move, identify the military treatment facility that will serve you, visit its website to learn about the services available and get contact information.

Moving to a new TRICARE region

If you anticipate a move to another [TRICARE region](#), work with your local TRICARE service center or case manager before your move to ensure the transition is as smooth as possible. On arrival at the new duty location, you or your sponsor should contact the beneficiary counseling and assistance coordinator or the TRICARE service center to ensure the transition plans are in place and to obtain authorizations for TRICARE [Extended Care Health Option](#) services, if applicable.

Beneficiary counseling and assistance coordinator

All TRICARE regional offices and most military treatment facilities are staffed with [beneficiary counseling and assistance coordinators](#). They provide information, guidance and assistance on benefit options, TRICARE Prime enrollment, special authorizations, status of claims, eligibility and assistance with referrals and appointments. If you or your family member has more severe needs, contact your [TRICARE case manager](#).

Case management

Case management involves a team of health care professionals who help you and your family find solutions to complex health problems. It is important to inform your case manager if you are moving as he or she will connect you with the case manager at your new location.

Extended Care Health Option

The [Extended Care Health Option](#) provides financial assistance to beneficiaries of active-duty service members who qualify based on specific mental or physical disabilities. The Extended Care Health Option offers an integrated set of services and supplies beyond the basic TRICARE program. Regional contractors in each of the TRICARE regions and overseas administer the program.

Transporting medical equipment

Contact your installation's [household goods/transportation office](#) for information on special procedures for the

transportation of medical equipment.

Federal and state health care programs

Medicaid provides health coverage for individuals and families with low incomes or have a disability. The department of social services or the department of medical assistance may administer the Medicaid program in your state.

Supplemental Security Income, or SSI, is a cash assistance program intended to meet basic needs for disabled adults and children who have limited resources. Families must reapply after moving to a new state.

Many states offer services for children with special health care needs funded by the **Maternal and Child Health Services Block Grant**, or Title V. State departments of health websites and local health departments can provide information on state health benefits. The **Maternal and Child Health Bureau** website has more information, including state points of contact.

Other important resources

TRICARE **debt collection assistance officers** assigned to regional offices and military treatment facilities worldwide can help beneficiaries understand and get assistance with debt collection issues related to TRICARE.

Installation Specific Information

Exceptional Family Member Program (EFMP)

The Exceptional Family Member Program is a mandatory enrollment program for Active Duty Service members. Once a service member becomes aware that their family member has a special medical and/or educational need, enrollment into the EFMP becomes necessary. These special needs are documented through the EFMP enrollment paperwork. Enrollment ensures that the family member's documented needs are considered during the assignment process. The monitors/detailers consider those needs, along with career progression and the needs of the Marine Corps/Navy during this process.

Through the full participation and cooperation of military medical treatment facilities, command personnel, monitors/detailers, and individual service members, this program seeks to reduce family hardships and avoid costly federal expenses by matching the families' special needs with all locations which feature the appropriate services/specialists.

The process works as follows:

Marine Corps EFMP Enrollment Process:

The completed DD 2792 (Family Member Medical Summary) and DD 2792-1 (Special Education/Early Intervention Summary) forms are submitted to the Installation EFMP Office, or HQMC, using the contact information listed below.

Installation EFMP staff complete an administrative review of the documents prior to forwarding to HQMC.

Upon receipt, HQMC reviews the forms and documentation to determine medical and/or educational eligibility.

If eligible, HQMC enrolls the Marine's family member into the EFMP.

HQMC EFMP emails the enrollment eligibility letter to the Marine's government email account. If the Marine does not have a government email account, a letter will be mailed to the Marine's address listed on the Marine Corps Total Force System.

NOTE: Enrollees must update enrollment information every three years, or sooner, if there is a change in status for any family member enrolled in the EFMP.

Installation EFMP Office Number/Bldg: 808-257-7773 / Bldg 219

Installation EFMP Office Fax: 808-257-1650

HQMC Email: HQMC.efmp@usmc.mil

HQMC Fax: 703-784-9821

Navy EFMP Enrollment Process:

The completed DD 2792 (Family Member Medical Summary) and DD 2792-1 (Special Education/Early Intervention Summary) forms and any applicable attachments are submitted to the EFMP Coordinator at the Military Treatment Facility (MTF), using the contact information listed below.

The EFMP Coordinator at the MTF conducts an administrative review of the forms.

Following the administrative review, the EFMP Coordinator forwards the application to the appropriate Central Screening Committee (CSC) via the Navy Family Accountability Assessment System (NFAAS), using the contact information listed below.

The CSC reviews the enrollment forms to determine medical and/or educational eligibility, recommends an assignment category, and forwards the application to the Navy Personnel Command (PERS-451).

The Navy's EFMP Manager at PERS-451 reports enrollment to the officer and enlisted detailers and annotates the sponsor's personnel records in the EFMP database.

For proof of enrollment, the Active Duty sponsor must wait 2 to 6 weeks after submitting the completed application; then, call the EFMP Coordinator at 808-433-9644.

NOTE: Enrollees must update enrollment information every three years, 12 months prior to negotiating orders, 12 months prior to a Permanent Change of Station (PCS), and/or with a change of status of a family member enrolled in the EFMP.

EFMP Coordinator

Tripler Army Medical Center, Room 1B, 101C
Office: 808-433-9644
Fax: 808-433-4330

The EFMP enrollment process is fairly simple when the family member is already certified by medical or educational specialists as needing special services.

Education - Special Education/EIS

Early Intervention and Special Education Services

Children from birth to 3 years of age

The Individuals with Disabilities Education Act, or IDEA, requires all states and territories to provide early intervention services to children from birth to 3 years of age who have or are at risk for having developmental delays. Local school districts or health departments often provide these early intervention services. The program is called by different names in different areas, but it is often called Part C (because Part C is the section of the law that pertains to early intervention). The [National Early Childhood Technical Assistance Center](#) provides a list of state Part C directors and funded programs on their website. Also, [Military OneSource](#) can assist you in identifying early intervention programs in your area.

When moving, you should hand carry copies of your child's individual family service plan and the most current evaluation reports to your new home to ensure they are not lost.

Children between 3 and 21 years of age

The IDEA requires all states and territories provide special education services to eligible children between the ages of 3 and 21. Each local school district has a special education director, and each school should have an individualized education program team or school-based committee that attends to students with special education needs.

The IDEA requires that if a child transfers to a different district in the same state, the receiving school must provide comparable services until the new school develops and implements a new individualized education program. If a child transfers to another state, the receiving district must provide comparable services until the receiving district completes an evaluation and creates a new individualized education program.

If you are moving and your child receives special education and related services, you should hand carry all pertinent school and medical documents, including the individualized education program and current evaluation reports. Hand carrying these documents ensures that they are not lost and allows the new school district to begin the process as soon as you move.

Other resources

Parent Training and Information Centers serve families and adults with special needs from birth to age 26. They assist families in getting appropriate education and services for their children, work to improve education services for all children, train and inform parents and professionals, resolve problems between families and schools or other agencies, and connect those with disabilities to community resources. Find out more at the [Center for Parent Information and Resources](#) website.

Installation Specific Information

For early intervention assistance, school districts request individuals contact them for specific information. You may obtain additional information by contacting:

National Information Center for Children & Youth with Handicaps at P.O. Box 1492 Washington, D.C. 20010, Telephone 1-800-695-0285.

Special education students and those who have other special needs will be warmly received in the public schools. The DOE provides a free appropriate public education for all students eligible to receive special education from ages 3 to

20 in accordance with federal and state laws.

Evaluation Procedures in Hawaii

Each state in the U.S. establishes its own standards to determine if a child is eligible for special education and related services. To determine if your child is eligible for special education and related services, a comprehensive evaluation, free of charge to parents, is conducted by the district's Special Services diagnostic team.

If your child meets the State of Hawaii eligibility standards, Special Education personnel will be responsible for the program and placement of your child into an appropriate program.

Students entering Hawaii's public school system for the first time who have been determined to be eligible for special education in another state are eligible for an interim diagnostic placement in a special education. The interim diagnostic placement remains in effect while the diagnostic evaluation to determine eligibility for special education services in the State of Hawaii is being conducted.

Individualized Education Program (IEP)

To qualify for an interim diagnostic placement, the student must have a current Individualized Education Program (IEP) upon registration for school, or documentation of current eligibility and related services. It is also helpful to provide any evaluation documents, doctor reports or other tests that you may have.

All public schools have special education programs. However, the program which best serves your child's needs may not be at the "home school." It is important that you have the appropriate documents with you when you arrive in Hawaii. This will ensure a quick and smooth implementation of special education services. Upon your arrival in Hawaii, an interim IEP meeting will be arranged with appropriate school personnel.

If you have other questions or concerns about special education, contact the Exceptional Family Member Coordinator at the Family Service Center.

Health Care - Overview

Moving with TRICARE

When you move, TRICARE moves with you. It's there before, during and when you get to your next duty station. It's available worldwide. There are steps you need to take to make sure changes to your TRICARE coverage go smoothly. With your move, you may have to use a different TRICARE option.

Please note:

You and your family members have to show as TRICARE eligible in the Defense Enrollment Eligibility Reporting System, or DEERS.

For TRICARE plan information, visit the [TRICARE Plan Information Kits](#) page.

Regional and overseas contractor information is available on [TRICARE's Contact Us](#) page.

Print out the [TRICARE contact wallet card](#) and keep it with you.

Always keep personal contact information current in DEERS, especially your address and email.

Prime options

Prime options in the United States

If you live in a Prime Service Area, then TRICARE Prime is an option for you. A Prime Service Area is usually within a 40-mile area of a military clinic or hospital. With Prime, you have a primary care manager, who may be a military or civilian doctor or a team of doctors, who manages your health care needs.

Some active-duty family members may enroll in the U.S. Family Health Plan, or USFHP. The USFHP offers a TRICARE Prime-like option in six areas of the United States. You'll get all care (including prescription drug coverage) from a network provider. With the USFHP, you can't get care at military hospitals and clinics or from TRICARE network providers (emergency exceptions). You have to work with USFHP when get care overseas. Visit the [U.S. Family Health Plan](#) page for more information.

If you don't live in a Prime Service Area, TRICARE Prime Remote is your other option. Eligible family members have to live with their active-duty sponsor (with some exceptions) to enroll in TRICARE Prime Remote. In most cases, your primary care manager is a network provider. If there's no local network provider, you can choose any TRICARE-authorized provider to act as your primary care manager.

Prime options overseas (including U.S. territories)

In overseas locations, you have two options for care:

TRICARE Overseas Program-Prime is for active-duty service members assigned overseas. Units are near military clinics and hospitals. To enroll in the program, family members must be command-sponsored. Your primary care manager is a military provider or team of providers.

TRICARE Overseas Program-Prime Remote is available in certain remote overseas locations. It's for assigned active-duty service members and their command-sponsored family members. Your primary care manager is the overseas contractor who you contact through regional and country specific call centers.

Note: Active-duty service members must enroll in a Prime option.

When you know you're going to move, call your current TRICARE stateside overseas contractor. Find out if your new location is in a new region and talk about your TRICARE options.

Transferring your TRICARE Prime/Prime Remote coverage

When you move, your Prime options may change. You have to transfer your enrollment if you move to a different region. Some family members may have to disenroll and use TRICARE Standard. Options may vary for each family member. Remember, to enroll in a Prime option overseas, family members must be command-sponsored.

If you move within your current region, you still need to find out if your Prime option changes. You may only need to get a new primary care manager. Again, call your current TRICARE regional or USFHP contractor to talk about your move and your TRICARE options. Follow these steps to transfer your enrollment by phone:

Call your current TRICARE regional or USFHP contractor to transfer your enrollment or get a new primary care manager. The contractor will ask about you, your family, where you're moving to and the estimated date you'll get to your new duty station. Your current contractor then shares your information with your new contractor. If you only need a new primary care manager, they will work with you to make that happen. Your new contractor will call you within five business days of your expected arrival date to discuss your Prime enrollment and primary care manager options. Your enrollment transfer will be the day your new contractor calls and you agree to the transfer. It may take up to four business days to record your transfer. You will still have Prime coverage with your old region until the transfer is complete.

Update your address in DEERS as soon as you get to your new location, even if you're in temporary housing.

Log into milConnect to check on your enrollment. You can see who your primary care manager is and print out an enrollment card.

Note: Don't disenroll from Prime before you move.

Other ways to transfer your enrollment include:

Transfer your enrollment online using TRICARE's Beneficiary Web Enrollment Tool. The Beneficiary Web Enrollment Tool will be available in 2016 for those moving stateside from an overseas location. In the Beneficiary Web Enrollment Tool, you can set a date up to 90 days in the future as your enrollment transfer date.

Call your new contractor when you arrive in your new duty location. They can transfer your enrollment over the phone.

Download an enrollment form and mail it to the regional contractor for your new region. Remember to note the date you want the transfer to go into effect. Enrollment information for the USFHP is available on the [U.S. Family Health Plan](#) page.

Enroll when you in-process at your new duty location.

To learn more, visit the [TRICARE Moving](#) page.

TRICARE Standard and Extra

TRICARE Standard and Extra is an option for active-duty family members. You don't have to enroll—coverage is automatic as long as you show as TRICARE eligible in DEERS. With TRICARE Standard or Extra you can see any TRICARE-authorized provider, non-network or network. You pay a deductible and costs shares.

If you visit a non-network provider, you're use the Standard option. You may have to pay in full up front and file a claim for reimbursement.

If you visit a network provider, you're using the Extra option. You only need to pay your cost share at your appointment.

If you're a family member and don't want to enroll in TRICARE Overseas Program-Prime, or can't enroll because you're not command-sponsored, you have TRICARE_Overseas Program-Standard. You can see any civilian provider (except in the Philippines).

If you want or have to use TRICARE Standard when you move, call the new regional contractor to disenroll from Prime when you get to your new location.

If you already using TRICARE Standard and Extra:

Once you get to your new location, update your personal information in DEERS as soon as possible. You can update your personal information through [milConnect](#), through [TRICARE's Beneficiary Web Enrollment Tool](#) or calling

the Defense Manpower Data Center toll-free at 800-538-9552; TTY/TTD: 866-363-2883.

Find a provider. If you are within the United States, you can find network and non-network providers by region through the [TRICARE Find a Doctor](#) page. If you are overseas, you can find a provider through the [TRICARE Overseas](#) website or call the [overseas regional call center](#).

If you're in a new region, the claims address changes. Check the [TRICARE Filing Claims](#) page for your new mailing address.

TRICARE For Life

TRICARE For Life is for those who have Medicare and TRICARE. You don't have to enroll - coverage is automatic as long as you show in DEERS as TRICARE-eligible and have Medicare Part A and Part B if needed. When you go to a Medicare doctor, show your Medicare and uniformed service identification cards. Your provider files your claims with Medicare. Medicare pays first and sends the claim to the TRICARE For Life claims processor. TRICARE then pays second for TRICARE-covered services.

If you're an active-duty family member, you don't have to have Medicare Part B to keep your TRICARE benefits. You must have Part B to keep TRICARE once your sponsor retires.

When you move, update your personal information in DEERS as soon as possible. To find a new provider:

If you are within the United States or in U.S. territories (Guam, Puerto Rico, the Northern Mariana Islands, American Samoa or the U.S. Virgin Islands), you can search the Medicare Provider Directory or call 800-633-4227 to find a Medicare-certified provider. Visit the [Medicare](#) website or the [TRICARE For Life](#) website to learn more.

If you are at an overseas location, TRICARE For Life works a little differently. Medicare doesn't pay for care overseas, TRICARE is your primary payer. You may get care from any civilian provider. You pay up front and then file a claim with the TRICARE overseas contractor. You have to pay TRICARE Standard deductibles and cost shares. You can find a provider through the [TRICARE Overseas](#) website or call the [overseas regional call center](#).

Getting care along the way

Before you move, take care of any routine medical needs, including immunizations. Fill your prescriptions so you have enough while traveling. TRICARE defines emergency care as "medical services provided for a sudden or unexpected medical or psychiatric condition or the sudden worsening of a chronic condition that is threatening to life, limb or sight and needs immediate medical treatment or a condition which has painful symptoms that need immediate relief to stop suffering." TRICARE defines urgent care as "medical care for a condition that will not result in disability or death if not treated immediately but should be treated within 24 hours to avoid further complications."

Emergency care when stateside – If you require emergency care while traveling in the United States, call 911 or go to the nearest emergency room. Then call your primary care manager or regional contractor within 24 hours of being seen.

Urgent care when stateside – If you require urgent care while traveling in the United States, are using a Prime option and you're close to a [military hospital or clinic](#), go there. You have priority access and you don't need a referral to be seen. Otherwise, if you have Prime, call or contact your primary care manager for a referral and authorization. If you don't get a referral and authorization before being seen, you'll pay the higher [point-of-service](#) deductible and cost share. If you have Prime Remote and don't have an assigned primary care manager, call the provider that acts as your primary provider or call your regional contractor.

Emergency care when overseas – For emergency care, go to the nearest emergency care location. If you're using TRICARE Overseas Program-Prime or Prime Remote, call [International SOS Medical Assistance](#) within 24 hours or on the next business day to get an authorization for the visit and needed ongoing care, and claims payment information.

Urgent care when overseas – For urgent care, go to the nearest [military clinic or hospital](#) if possible. Visit a U.S. embassy or call the [overseas regional call center](#). You need an authorization before you see a civilian provider. The call center can help you find one. Without an authorization, you'll end up paying a higher point-of-service deductible and cost share. Your claim may be denied if you're an active-duty member. More information is available on the [TRICARE Service Center](#) and [TRICARE Area Office](#) websites.

If you're using TRICARE Standard or TRICARE For Life, you may get urgent care from any TRICARE-authorized provider. If it's after clinic hours or you're not sure if you need to see a doctor, call TRICARE's Nurse Advice Line at 800-874-2273.

Filling prescriptions while traveling

If you run out of a prescription drug while traveling, contact your military or civilian provider. If you have refills on a military clinic prescription, check to see if your prescription can be moved to and filled by another military treatment facility. If you have refills on your prescription with a major retail pharmacy chain, check with the chain to see if they can transfer your prescription to a local chain pharmacy. If you have refills on a drug you get through TRICARE home delivery, call the TRICARE pharmacy contractor to see what can be done.

If you are within the United States or in U.S. territories and a doctor puts you on a new drug, fill your

prescription at a military pharmacy or TRICARE retail network pharmacy. If you are Prime and use a non-network pharmacy, you pay the higher point-of-service deductible and cost share. You may have to pay out of pocket for your drug(s). If so, file a claim with the [TRICARE pharmacy](#) contractor. If you are still in an overseas Prime option, you file your claim with the overseas contractor.

If you are at an overseas location, and a doctor puts you on a new drug, fill your prescription at a military pharmacy or go to a civilian pharmacy. You will likely have to pay out of pocket. You [file your claim with the TRICARE overseas contractor](#), even if you are enrolled in a stateside Prime option.

Getting dental care while traveling

Getting dental care while traveling depends on your location and whether you are a service member or family member.

If you are an active-duty service member within the United States or in U.S. territories, you can receive dental care at a military dental clinic. Contact the [Active Duty Dental Care Program](#) before you see a dentist and tell the contractor about your move. You will need to get an authorization before you see a dentist. The Active Duty Dental Care Program will work with you so you can get care from a local network dentist. For dental emergencies, go to a military dental clinic if possible. If not, get care from any civilian network dentist and have the dentist give you paperwork showing what he or she did during the visit. Make sure you get the dentist's contact information and call the Active Duty Dental Care Program contractor immediately to let them know about your care so they can work with you to make sure they can pay the claim.

If you are an active-duty service at an overseas location, you can call the [overseas regional call center](#) to get authorization before you see a civilian dentist.

If you are an active-duty family member within the United States, in U.S. territories or at an overseas location, you can find out if any nearby military dental treatment facility treats active-duty family members. If you're enrolled in the [TRICARE Dental Program](#), call the TRICARE Dental Program contractor or visit their website to find a provider. You will need to get an authorization before you see the dentist.

Permanent change of station for active-duty service members

With permanent change of station orders, ask for a copy of your medical and dental records from your personnel office, providers/dentists, and medical or dental clinics. Do this at least one month before your permanent change of station date. This way you may be able to carry records to your new duty station.

You may ask providers or the military clinic to transfer your family's medical records to the military hospital or clinic nearest to your new duty station. You may ask to have copies of their records to carry with you or them as well. (You may have to pay to get their records copied.) If you want someone else to be able to get medical or dental information on you or your family while you are moving, you need to complete a DD Form 2870, "[Authorization for Disclosure of Medical or Dental Information](#)."

Find more about moving, updating DEERS, the TRICARE regions, pharmacy, dental and much more through the [TRICARE website](#) or the [TRICARE Moving page](#).

Installation Specific Information

Medical Care

Tripler Army Medical Center (TAMC) (<http://www.tamc.amedd.army.mil/>) is the largest medical facility in the Pacific and operates a 550-bed facility. It provides inpatient and outpatient facilities to active duty military personnel and their family members in Hawaii. Retirees and VA beneficiaries are treated at TAMC as well. □□ Marine Corps Base Hawaii, Kaneohe Bay has a medical (<http://www.med.navy.mil/sites/nhch/Clinics/Pages/KaneoheBayBHC.aspx>) and dental (<http://www.marines.mil/unit/3rdlogistics/3rddental/Pages/Kbay%20Clinic.aspx>) clinics located aboard the base. □□ Clinic patients are often referred to TAMC when certain medical specialties are unavailable at Kaneohe Bay. TAMC is approximately a 30 minute drive from Kaneohe Bay and a 10 minute drive from Camp Smith.

Pharmacy Services

Pharmacy services are available at all the military treatment facilities on Oahu. A centralized phone number will allow callers to place a refill for a prescription provided by an on-island physician.

For prescription questions and other pharmacy information, please call the TAMC Pharmacy at 808-433-7880.

Emergency Room (ER)

TAMC has the only military ER on Oahu. Service members and families are provided ER information upon checking into Health Benefits offices at the various military treatment facilities on-island.

Dental Care

Active duty service members must utilize the military dental clinics.

Family members are not permitted this service. Instead, must seek a civilian dental care service off-base. For assistance, please visit or contact the nearest Health Benefits offices on-island.

Medical Services Director on Installation

Clinic	Number
Branch Medical Kaneohe Bay	808-257-2131
Naval Medical Pearl Harbor	808-473-0247

Child and Youth Programs

The Department of Defense takes great pride in the variety and quality of services provided to children and youth on installations worldwide. While the services provided may vary by location, the standards and quality of services are consistent and meet established regulations.

Child development centers

Child development centers generally offer child care for children ages 6 weeks to 5 years. Care is available Monday through Friday, with some locations offering options, such as extended hours, weekend care and respite care. Child development centers vary in size and larger installations may operate multiple facilities. Programs are certified by the Department of Defense and accredited by a national accrediting body, such as the [National Association for the Education of Young Children](#).

Family child care

Children ages 2 weeks to 12 years may receive care in the private home of a certified care provider living in government-owned or leased housing. Care may also be provided in a state-licensed home in the community. In-home child care is typically available weekdays and with additional care provided during evenings, weekends and flexible hourly care for shift work. Regulations limit the number of children who receive care at any one time to no more than six children under age 8 and no more than two children under age 2. Family child care providers must be certified to operate by the installation. Individual providers may voluntarily seek national accreditation from the National Association of Family Child Care.

School-age programs

School-age programs provide care to children in kindergarten through sixth grade. Care is offered before and after school, during non-school days and summer vacations. School-age programs may be located in Department of Defense youth centers, child development centers or in other suitable facilities. All programs are certified by the Department of Defense and accredited by a national accrediting body, such as the Council on Accreditation.

Youth programs

Dynamic programs for youth ages 5 through 18 years are provided in approximately 300 youth and teen program facilities worldwide. A wide variety of offerings includes activities in physical fitness and sports, the arts, life skills, career and volunteer opportunities. Installation programs may also collaborate with other youth-serving organizations, like the Boys & Girls Clubs of America and USDA/4-H programs.

Waiting lists

Military families may be placed on a waiting list for child care when care is not available. Families may request child care through one of two processes:

Visit MilitaryChildCare.com. The Department of Defense website for military families seeking child care provides access to military-operated child care options across all services. Families may search for and request care, manage their requests, and update their profile online, making it easier for them to find the child care they need.

Fill out [DD Form 2606, Department of Defense Child Development Program Request for Care Record](#) and return it to the child development center, school-age care facility or resource and referral office on the installation.

Child Care

Children, Youth and Teen Program (CYTP)

Eligibility & Availability

All DoD military is eligible with priority forwarded to single or dual active duty families. Vacancies are filled by CYTP Resource and Referral from a waiting list, which varies in length by age and the type of program.

Children, Youth and Teen Program Membership Forms

Membership forms are available on their website (<http://www.mccshawaii.com/childcare.shtml>)

Kupulau Child Development Center (KCDC)

The Kupulau CDC provides full-day programs for children six (6) weeks to five (5) years and part-day programs for children three (3) years to five (5) years of age. The centers hours are 0600–1800, Monday - Friday. Call 808-257-1388 for more information.

Laulima Child Development Center (LCDC)

This CDC provides child care for children 6 weeks to 5 years of age. Hours are 0600 - 1800 Monday - Friday. For more information call 808-257-2038.

Family Child Care

Family Child Care providers are certified individuals who provide care in their homes on base. They provide full-day, part-day and hourly child care. The child care providers are required to adhere to CYTP Standard of Operating Procedures and the Marine Corps Order.

Parents/Guardians who work or attend school on a full time basis can apply for subsidy through the Direct Cash Payment Program. Fees for full-day child care are based on total family income and the age of the child. Fees for part-day and hourly are determined by each provider.

Call the Resource and Referral Office at 808-257-7430/7240 for a current list of providers.

School Age Care

The Marine Corps Base Hawaii Children, Youth and Teen Programs and the Office of Youth Activities are proud to announce the official start of the MCCS School Age Care (SAC) Program. Before and after school care is offered to children from kindergarten through 6th grade. We will provide full time care on all non-school days except weekends and federal holidays. The program is designed to provide quality care through a variety of activities that strive to stimulate and enrich the lives of school age children. Program hours offer 0600-1800 care.

For more information, please see the Youth Activities section.

School Liaison Program (SLP)

The USMC School Liaison Program is designed to create connectivity between military parents, schools, and the Marine Corps. Our top priority is to provide parents, students, and educators timely and relevant information to enhance learning and promote academic success. 808-257-2019

New Parent Support Program (NPSP)

The New Parent Support Program supports expectant families and parents of children, birth to 3 years of age, by enhancing the knowledge and skills the parents need to form healthy relationships and to provide safe, nurturing environments for their children.

The NPSP staff is a professional team of nurses, pediatric nurse practitioners and social workers who provide supportive and caring services to Marine Corps families through home visitation and free parenting & childbirth preparation classes.

The NPSP is located in building 216. For more information, contact at 808-257-8803, Monday-Friday, 8:00 am to 4:30 pm.

Youth Services

Youth Services

Youth Activities is located in Building 6753 (on Lawrence St.). For any questions, please contact Youth Activities at 808-257-2030. Other important numbers:

The Offices of Youth Activities at Kaneohe is chartered with the Boys and Girls Club of America organization. Programs are offered to youth Kindergarten - 17 years of age.

Youth Activities offer the following programs:

School Age Care (SAC) - Before and/or after school care for children 5 years (Kindergarten) - 12 years.

The Teen Center - Offers open recreational and Science, Technology, Engineering, and Math (STEM) Activities for children 10-17 years.

Contracted Classes - Piano, Dance, Gymnastic, Hula, and Karate offered for children 5-17 years

All youth participants are required to register on militarychildcare.com to enroll with the Children, Youth and Teen Programs. An annual membership fee of \$15 is due upon placement in all Youth Activities Programming.

For information on any of these programs, visit this website (<http://www.mccshawaii.com/youthactivities.shtml>) or call 808-257-2030.

For information about the Boys & Girls Club, contact the Resource & Referral Office is located in Bldg 5082 or call 808-257-7430/7240.

Youth Sponsorship

The Youth Activities (YA) and Relocation Assistance Program (RAP) are supporting the Youth Sponsorship Program here at MCB Hawaii. If interested in a Youth Sponsor for your child (10 yrs & older), please contact YA Teen Center Program Site Manager at (808)257-7610 or the RAP at (808) 254-7680.

Youth Employment

There is a variety of employment opportunities, especially in the service industries in Hawaii. There are also many nationwide franchise chains on-island. □□The Family Member Employment Assistance Program (FMEAP) Consultant of Marine & Family Programs can assist Youths with employment assistance. For more information, call 808-257-7790.

The American Red Cross at the Marine & Family Programs hosts a Super Sitters class that teaches youths (ages 12-18 years) the basics of childcare and gets them certified as a babysitter to conduct sitter services in base housing. For more information, call 808-257-8848.

Youth Religious Programs

For a list of youth religious programs, visit the base chapel's website (<http://www.mcbh.usmc.mil/CHAPLAIN/HTMLs/chapelmain.htm>).

For a list of youth religious programs, visit the [base chapel's website](#).

New Parent Support Program

Marine Corps New Parent Support Program

The New Parent Support Program is an early intervention service for families who are expecting or have a child 5 years of age or younger. The primary focus of the New Parent Support Program is intensive home visitation services tailored to meet the unique needs of each family and help them cope with stress, isolation, deployment, post-deployment reunions and the everyday demands of parenthood. In addition to home visits, expectant parents and parents of newborns and young children can participate in a variety of programs, such as support groups and parenting classes designed to help parents learn new parenting skills and provide an optimal learning environment for their children. Confidential services also offer new and expecting parents the opportunity to express concerns and ask questions.

Program highlights

These programs and services are available through the Marine Corps New Parent Support Program:

Baby Boot Camp - These classes provide new and expectant parents with an understanding of an infant's world and the basic skills necessary for loving, safe care. Classes include topics such as breastfeeding, bonding and attachment, and self-care.

Parenting classes - These classes provide hands-on parenting education to support healthy children and positive family relationships. Parenting topics include infant massage, newborn care and discipline.

Referrals - Assistance with information and referrals link families with appropriate military and community services.

Play morning - This interactive playgroup helps teach parents about developmentally appropriate play and helps children improve their social, cognitive and motor skills. Parents must provide signed documentation of their child's immunizations to participate.

Home visits - Parents receive education and support by a caring professional in the privacy of their home. These services are available to families regardless of whether they live on or off the military installation.

Staff qualifications

The New Parent Support Program is a professional team of licensed social workers, marriage and family therapists and registered nurses skilled in child development and sensitive to the challenges facing military families.

Eligibility

Service members and their families stationed at or near a Marine Corps installation who are expecting a child or have a child under 6 years of age are eligible for all services, free of charge, offered by the New Parent Support Program.

Getting started

Enrollment is easy. Just call the New Parent Support Program on your installation during regular business hours. Find the program through [MilitaryINSTALLATIONS](#). Select New Parent Support Program and your installation from the drop-down menus.

Installation Specific Information

Do you have a child or infant age 5 years and under, or perhaps you are expecting a baby? Stop by or call the New Parent Support Program (NPSP) 808-257-8803. NPSP is a professional team of nurses and social workers. NPSP provides parenting support and education to Marine families through home visitation and free parenting and childbirth preparation classes. The Marine NPSP is family-centered and responsive to the unique strengths and needs of military families experiencing challenges. Marine families will find NPSP beneficial to provide the support they need to cope with the stressors military families face in everyday life.

Service members and their families are put in uniquely stressful situations, such as lengthy deployments and frequent moves, often with limited support. Add the normal anxieties of pregnancy and a new baby, and the stress can be overwhelming. The New Parent Support Program is in place to help service members and their spouses adjust to the rigorous demands of parenthood. It is designed to promote healthy family functioning, child development, and positive parent-child interactions. Home visitation is a key component of the program.

NPSP Home Visitors offer individualized support and education on topics such as:

- Bonding with your new baby or toddler
- Helping older siblings adjust to a new baby
- Potty training, tantrums, separation anxiety, etc.
- Developmental stages and how children master new skills
- Alternative ways to discipline your children
- Strategies to resolve step-family/blended family issues
- How to help your child cope with PCS and Deployments
- Helping children stay connected when their parent is deployed
- Resources available to families in the military and civilian community

In addition to home visits NPSP offers free parenting classes at Marine and Family Services. The 6-week Parenting Proudly (PP) class meets every Monday from 9:00 a.m. to 11:00 a.m. Free child care is available for all participants on a first come first serve basis so sign-up early at 808-257-8803.

Childbirth preparation classes are offered the first Tuesday of every month from 8:00 a.m. to 4:00 p.m. at the base chapel. Baby Boot Camp (BBC) is fun and packed with information to prepare you for the birth of your new baby, newborn care and helpful hints to adjust to the arrival of the new baby. Classes fill up fast so be sure to sign-up early to reserve your space at 808-257-8803.

NPSP works closely with military and civilian resources such as ASYMCA Play Mornings; EFMP; PFMP; FOCUS; Navy Relief Society; Child, Youth and Teen Programs; One Source; Hawaii Department of Health Services; Families for Real; WIC; Head Start, to name a few.

Who is eligible: NPSP is free and voluntary to all Marine families expecting a baby or with a child(ren) 5 yrs. and younger. NPSP is located in Marine and Family Services. Drop-by or call 808-257-8803.

Family Center

Programs and services

As a gateway to the resources you need, the Military and Family Support Center provides information, support and services to help you balance the demands of military life. The Military and Family Support Center is one part of the overall Family Readiness System, which is the network of agencies, programs, services, partnerships and individuals that supports your personal and family life readiness, mobilization and deployment readiness, and mobility and economic readiness. It should be one of your first stops once you arrive at a new installation. The programs and services are a key resource for you and your family. They include:

Deployment support assists you and your family during all phases of the deployment cycle, providing workshops and services to help meet the challenges of deployment, as well as information and referral to deployment-related resources. Services include education briefings for deploying members and families, support services, morale calls and service-specific programs.

Relocation assistance provides an array services to meet your moving needs. Relocation services include, but are not limited to, relocation workshops that help you prepare for a move, information on installations and communities worldwide and, where offered, a loan closet for basic household items. Relocation assistance also includes assistance with in-transit emergencies. Military and Family Support Centers work with other installation agencies to keep relocation information current, timely and relevant to allow you to make informed decisions and ensure you experience a smooth and successful move.

Personal financial management provides information, education and one-on-one financial counseling to assist you and your family in maintaining your financial readiness. Services are designed to address money management issues throughout your active-duty lifecycle and into retirement. Financial readiness educational opportunities range from basic planning to long-term investing.

Employment assistance offers comprehensive information, tools and resources to support career exploration, training and licensing, and employment readiness. Military and Family Support Centers may offer career counseling, local labor market information, trend tracking, skills and interests identification, job bank referrals and resources for self-employment.

Family life education provides information and education to assist you and your family in developing resilience skills that can help as you navigate your mobile military lives.

Information and Referral can assist you in identifying and clarifying needs to determine appropriate forms of assistance and in locating services and programs available both on and off your installation.

The Transition Assistance Program prepares separating, retiring and demobilizing service members (and their families) with the information, skills and knowledge necessary for a successful transition from military to civilian life. The first step in your transition process is to complete the congressionally mandated pre-separation counseling session, which furnishes detailed information on the various benefits and services available. Military and Family Support Centers may provide other services, such as counseling and family advocacy. Services vary by location.

Installation Specific Information

Marine & Family Programs (M&FP) on MCB Hawaii encompasses programs focusing on the needs of Marines, Sailors and their family members concerning education, employment, prevention and intervention/treatment, and transition assistance. Departments in this area include Retired Activities, Transition Readiness Program, Lifelong Learning Education Programs, Libraries, Child, Youth and Teen Programs, New Parent Support, Exceptional Family Member Program, Information Referral, Suicide Awareness, Intervention and Treatment, and auxiliary programs such as the Armed Services YMCA and Navy/Marine Corps Relief Society.

Please visit the Marine & Family Programs (<http://www.mccshawaii.com/mfs.shtml>) link for additional information and/or listing of the most current events, programs, and services.

Exceptional Family Member Program -- (EFMP) assists Marine families in managing the dual demands of a Marine Corps career and the special needs of a family member. An Exceptional Family Member (EFM) is a family member, enrolled in DEERS and residing with their sponsor, who may require special medical or educational services based upon a diagnosed physical, intellectual or emotional need.

Counseling Services -- Provides education, counseling services including Family Advocacy Program counseling, and workshops to individuals and families seeking self improvement or assistance dealing with domestic abuse.

Substance Abuse Program -- Provides policies and guidance to improve the capability of commanding officers and Marines in preventing and treating alcohol and drug abuse problems that detract from unit performance and mission

readiness.

Lifelong Learning -- The Marine Corps Lifelong Learning Program provides personal and professional learning opportunities for Marines regardless of duty station. Lifelong Learning includes the Voluntary Education Program, which provides active-duty service members the opportunity to reach their educational goals.

Children, Youth, and Teen Programs -- Such programs focus on the needs of families in order to provide maximum access to useful, flexible, and affordable programs such as child development, social, recreational, and athletic programs. Children, youth and teens, ages 6 weeks to 18 years, are served in integrated, balanced, quality programs that support the continuum of the Marines family, on- and off base.

New Parent Support Program - Complementary to the Children, Youth and Teen Programs, the NPSP offers a wide range of support services to Marine families with children from birth through five years of age.

Employment - Overview

Employment Options

Employment Opportunities on Base

Hawaii has one of the lowest unemployment rates in the United States; it means that there are definitely jobs available here. On the other hand, the Hawaii job market is very competitive as the high cost of living creates a great demand for jobs. Minimum wage positions, especially in the tourist related industries, are abundant; however, as wages increase in particular fields so does the competition.

Marine Corps Community Services (MCCS)

Looking for a job? Marine Corps Community Services employs more than 700 people in retail, food and hospitality, fitness, child and youth activities, water safety, logistics and administration. For the latest postings click the link for [MCCS NAF Job Listings](#) or call the MCCS Personnel Office Job Vacancy Line at 808-254-7619. Postings are updated weekly. If you would like to speak to a MCCS Personnel representative, please call 808-254-7632.

Employment Documentation

Make sure to bring with you all employment records and information, resumes, transcripts, certificates, and licenses.

Family Member Employment Assistance Program and Relocation Services

As of 1 October 2014, The Family Member Employment Assistance program has four mandated relocation services realigned under its program. Thus its new program name on MCBH is known as the FMEAPRS - Family Employment Assistance Program and Relocation Services. FMEAPRS continues to provide valuable employment assistance in Hawaii for family members of Marines, Sailors, reservists and retirees.

The Career Resource Management Center (CRMC) is located in Bldg. #219 assists family members, retirees, reservists seeking employment and active duty personnel looking for employment. This is accomplished through a variety of services, seminars and special employment recruitment -- all at NO COST. These services include:

[Career/Job/Resume Counseling](#)

[Company Recruitment](#)

[Federal Application Workshop](#)

[Interviewing Basics Workshop](#)

[Resume Software](#)

[Resume Workshop](#)

Unemployment Compensation

Unemployment compensation may be available for the spouse of a newly assigned military member or civilian employee. For more information please contact the [Hawaii Department of Labor and Industrial Relations](#).

Tuition Assistance for Spouses

MyCAA

For information on MyCAA and Military Spouse Education and Career Opportunities, visit [Military OneSource](#).

Transition Assistance

Transition Readiness Program (TRP) provides help to Marines and Sailors who are separating or retiring from the military by offering important information and assistance on how to make a successful transition into civilian life.

TRP counselors assist service members in all areas of transition. One-on-one counseling, instruction, and assistance are available as needed. However, one-on-one counseling does not satisfy the requirement for pre-separation counseling or attendance at the TRP Workshop.

Relocation Assistance

Programs and Services

If a permanent change of station, or PCS, is in your future, you may have questions about moving. As part of the Military and Family Support Center, the Relocation Assistance Program provides services and resources to help make this transition as smooth as possible. Here's what they offer:

Individual PCS planning — Most relocation programs offer one-on-one consultation. In particular, those making their first military move, those making their first overseas move or those with challenging or complex situations should contact the relocation assistance office.

MilitaryINSTALLATIONS and Plan My Move — For managing and planning your move, you may want to take advantage of these DoD-sponsored online relocation tools. You can estimate expenses, locate forms for housing and property shipments, and create a moving calendar.

Loan closet — Where available, loan closets offer basic household goods while your personal property is in transit. Typical items include pots and pans, dishes, silverware, irons, ironing boards and infant or toddler car seats. Generally, towels and bed linens are not available, so these should be packed in your express shipment.

Workshops and briefings — Workshops vary from installation to installation, but you may find classes on purchasing real estate and renting, budgeting and finance, moving with children or general moving preparation.

Pre-departure briefings — These briefings may be called Smooth Move or PCS Briefing, and they provide essential information to prevent you from making uninformed and costly decisions before your move.

Settling-in services — Welcome wagon services, local area tours (with child care sometimes provided), or basic household items to use until your goods arrive may be a part of your installation's settling-in services. Overseas arrival services may include introductory language classes and cultural awareness training.

Foreign-born spouse support — Whether your question concerns immigration and naturalization, learning the English language or how to use local transportation, the relocation program provides assistance, classes and referrals.

Emergency assistance — From time to time, emergencies occur while moving. The Relocation Assistance Program office has the resources to provide emergency financial assistance and referrals.

Installation Specific Information

The Relocation Assistance Program (RAP) was mandated by the Military Family Relocation Act of 1989. This act led to Public Law 101-89 which directs the Secretary of Defense to provide a standardized DoD-wide program. In general, the RAP supports the mission of readiness by ensuring service members and their families are prepared for a mobile lifestyle.

As of 30 September 2014, the RAP was terminated DoD-wide. The four mandated services - New Arrivals Orientation (NAO), PCS and Moving Workshop, Sponsorship Training Classes (STC) and Military Installations continues to be provided on all military installations.

On Marine Corps Base Hawaii (MCBH), the NAO, STC, PCS and Moving Workshop, and the Lending Locker Services were realigned under the Family Member Employment Assistance Program and Relocation Services (FMEAPRS). FMEAPRS supports the Marine Corps mission of "quality of life" in two main ways: established legislation requirements to minimize relocations and extend tours as much as possible; and aims to prepare members and their families for less stressful relocations.

Briefs, Classes, Workshops -- Monthly New Arrivals Orientation, Monthly PCS and Moving Workshop, and Monthly Sponsorship Training Classes.

Lending Locker -- This is a no cost service, temporary loan of basic household good items while either waiting to receive or packing out of personal property. This program is available to command-sponsored, accompanied and unaccompanied, active-duty and their family members assigned to MCBH. Appointment is required along with a copy of PCS orders stating duty station as MCBH and a valid military ID card.

New Arrivals Orientation -- This orientation is an overview of the various services and programs available on MCBH to recently transferred military personnel, single and with family. Spouses and family members are encouraged and welcome to attend. This event is held monthly and registration is not required. Welcome packages are provided to all those who attend.

PCS & Moving Workshop -- Transferring personnel are encouraged to attend this half-day workshop conducted

bimonthly. This class covers the planning of your move and topics such as the shipping of household goods, financial planning, the understanding of entitlements, and the termination of government quarters or civilian housing. Registration is needed and may be made by calling the FMEAPRS office at 808-257-8354.

Loan Closet

Items Available

The Lending Locker Service is a free, NO COST service that provides basic household good items for temporary loan to all service members (single or with a family) awaiting to receive personal property shipment or after relinquishing quarters.

Items	Item Description
Hospitality Kits	All inclusive with pots/pans, dishes, utensils & kitchen essentials
Basic Small appliances	Small microwaves, coffeemakers, toasters, irons/ironing boards & rice cookers
Limited infant/toddler items	Tray less highchair & fold-away crib w/mattress

How to Borrow

Eligibility as follows:

All active duty Marines stationed in Hawaii

All active duty US military members assigned to MCBH or to a command of/on MCBH Kaneohe Bay

An appointment is required and submitting a copy of PCS orders stating duty assignment. Appointment is at 808-257-8354.

Financial Assistance

Financial Assistance

Hawaii has a high cost of living. Some estimates place the cost of living expense at around thirty eight percent (38%) higher than the mainland. Housing, gasoline food, and car insurance are among the high cost items. Nothing can ruin a choice tour worse than being financially strapped.

Advance Pay

Advance Pay is strongly discouraged due to Hawaii's high cost of living. Highly recommend creating a "Spending Plan" with the Personal Financial Counselors at the Marine & Family Programs or the Navy/Marine Corps Relief Society (NMCRS). To understand all the financial options other than advance pay alone.□

Initial Costs to Families when you Make a PCS Move□□Temporary Lodging Cost

Since the first ten (10) days of hotel/lodging and meal expenses are paid for out-of-pocket by the service member, it's highly recommended to contact the TLA Office to get guidance, recommendations and info on average cost **PRIOR** to making hotel/lodging reservations.

Reimbursements are provided to service members meeting the stringent TLA policy. Refer to the TLA information below for additional information. □□Rent -- First month rent in advance and security deposit equal to one month rent (\$1,600 - \$2,400 total), are required by Hawaii State Law if you must seek housing other than government quarters.

For some personnel, the amount of BAH and COLA will not off-set the cost of rent in the civilian community. Therefore, residing in base housing is the best way to protect the family from the high cost of living in Hawaii.

Car Rental -- Car rental is **NOT** reimbursed by the Government.

Financial Assistance

Finance / Disbursing Office on MCBH

The Travel Section handles the settlement of all travel claims for Temporary Additional Duty (TAD) and Permanent Change of Station (PCS) orders. Presently, the average turn-around time for travel claims is three (3) working days. This is well above the ten (10) day requirement set forth by Headquarters Marine Corps. The Travel Section also computes and processes all travel advances involving TAD, PCS, and separation.

The Travel Section is located in Bldg 216 Rm 82. Hours of operation: 0730 to 1630 hrs M-F. For more information, call 808-257-7770 or DSN 315-457-7770.

Temporary Lodging Allowance (TLA) Office

Temporary Lodging Allowance (TLA) is available for eligible families arriving to Hawaii. Most hotels are within 20 miles of Kaneohe Bay and 10 miles of Camp Smith.

Marines assigned to Kaneohe must obtain a non-availability statement from the Base Temporary Lodging Facility (TLF) prior to being authorized TLA for any other facility. The TLF comes equipped with a small kitchenette.

Before making reservations for any other accommodations, please contact the TLA Office at 808-257-0977/2705 or DSN 315-457-0977/2705.

Personal Financial Management Program (PFMP)

Personal Financial counseling is provided at the Marine & Family. Information and assistance is also available for one on one counseling, in areas such as military pay and allowances, consumer rip-offs, savings, insurance, car buying, home buying, credit card management, and more. For more information, call 808-257-7790/7787.

Navy Marine Corps Relief Society (NMCRS)

The NMCRS can provide financial emergency assistance based upon need, through either loans or, when there is a particular hardship, grants. Categories of financial assistance include:

- Basic living expenses (food, shelter, utilities)
- Medical not covered by TRICARE
- Dental not covered by DDP
- Funeral expenses
- Emergency transportation
- Essential car repairs
- Pay and allotment problems
- Disasters
- Assistance for widows, mothers and children

The NMCRS locations on Oahu can be found at this site (<http://www.nmcrs.org/hawaii-area.html>).

Emergency Assistance

Planning for Emergencies

No matter how well you've planned, emergencies do happen. What should you do in case of emergency while you are traveling?

Important Documents/Hand Carry

Ensure all your important papers with you. Phone numbers for the OOD, the future Command Duty Office and your sponsor can be invaluable in case of emergency while in transit.

Emergencies En Route If an emergency occurs en route, immediately contact your sponsor/future command and inform them of the situation.

American Red Cross

The American Red Cross is always available for emergency aid anywhere you may be. They can sometimes help with emergency financial assistance and contacting individuals that will need to know where you are and what's

happening.□

For service members assigned to CONUS, Hawaii, Alaska and Puerto Rico installations, call toll-free: 1-877-272-7337

The Hawaii State Chapter provides the following programs and services in the State of Hawaii.

Disaster Relief
 Safety Training
 Military (Service to the Armed Forces)
 International Services
 Red Cross First Aid Stations
 Community Events and Presentations (speaker requests)

Please visit their website (<http://www.hawaii.redcross.org/>) for additional information.

Navy Marine Corps Relief Society

Navy Marine Corps Relief Society (NMCRS) can provide financial emergency assistance based upon need, through either loans or, when there is a particular hardship, grants. Categories of financial assistance include:

Basic living expenses (food, shelter, utilities)
 Medical not covered by TRICARE
 Dental not covered by DDP
 Funeral expenses
 Emergency transportation
 Essential car repairs
 Pay and allotment problems
 Disasters
 Assistance for widows, mothers and children
 The NMCRS locations on Oahu can be found on this [website](#).

Legal Assistance

Legal Services

Mission: To enhance the readiness of active duty and reserve Marines and Sailors by providing quality legal services regarding civil, criminal and installation law matters to eligible persons and units.

Hours: 0730 hrs (7:30am) to 1700 hrs (5pm) Monday thru Friday, closed weekends and holidays.

Legal Services is located in Bldg 215 next to the base flag pole. Services and information are on this website (<http://www.mcbh.usmc.mil/sja/sjadi.r.htm>).

Legal Assistance: (808) 257-6737/6738, DSN 315-457-6737/8

Defense: (808) 257-7088, DSN 315-457-7088

Military Justice: (808) 257-6749/6750, DSN 315-457-6719/6750

Administrative Law: (808) 257-6742/6743, DSN 315-457-6742/6743

Installation Law: (808)257-7087, DSN 315-457-7087

Legal Assistance is available for the following:

All Other Family Law Issues
 Consumer Law
 Contract Disputes/Review
 Creditor Problems
 Divorce/Separation
 Fraud Schemes
 Hawaii State Agencies, Laws and Courts
 Immigration/Naturalization/Passports
 Landlord/Tenant

MCBH Agencies and Regulations
Motor Vehicles
Notarizations
Powers of Attorney
Powers of Attorney/Wills/Pre-Deployment Briefs
Taxation
Wills/Trusts

Household Goods Claims Services

Claims packages can be obtained at this website (<http://www.jag.navy.mil/>) by simply clicking on the claim icon at the lower right hand side of the homepage screen. The claims package contains detailed step by step instructions on completing your claim.

TMO on MCBH K-Bay may also provide additional assistance to HHG and POV Claims (<http://www.mcbh.usmc.mil/g4/supply/g4stmo.htm>).

Deployment Support

Deployment Child Care (DCC)

Please refer to the Child Care section.

Family Deployment Support

Deployment is a way of life for many of our Marines, Sailors and their family member in Hawaii. The Marine Corps Family Team Building have Pre- and Post-Deployment Education for Marines, Sailors and family members.

Marine & Family Services

The Marine & Family Programs offers a variety of support programs, services, information and resources to ensure family readiness. The Marine & Family Services may be reached at 808-257-7786.

Marine Corps Family Team Building

The mission of Marine Corps Family Team Building is to enhance Marine Corps family readiness, to prepare our families to successfully meet the challenges of the military lifestyle and enhance mission readiness.

Marine Corps Family Team Building (MCFTB) facilitates six (6) distinct, yet complementary programs: Family Readiness Program (FRP); Lifestyle Insights, Networking, Knowledge & Skills (L.I.N.K.S.); Life Skills; Readiness & Deployment Support (RDS); Chaplain's Religious Enrichment Development Operation (CREDO); and Prevention & Relationship Enhancement Program (PREP).

This department ensures that Commanders and program volunteers receive the necessary resources and support to facilitate family readiness. For more information, call 808-257-2087 or visit their website (<http://www.mccshawaii.com/mcftb.htm>).

Readiness & Deployment Support (RDS)

The RDS of Marine Corps Family Team Building provides support to Marines, Sailors, and family through all phases of deployment through various briefs and workshops, designed to increase stability and autonomy.

Workshops & Briefs Offered:

Pre-Deployment Briefs
Beyond the Brief
In the Midst
Return & Reunion

For more information, call the RDS at 808-257-2650 or visit their website (<http://www.mccshawaii.com/mcftb.htm>).

Kids-N-Deployment

Kids-N-Deployment provides a structured setting to help children positively and successfully cope during deployment.

Puppets Sam, Chris and Mr. Worry help children work through their concerns about deployment. Two concurrent sections of the workshop will be offered: Workshop for Kids and Parents Helping Kids. For more information, call the RDS at 808-257-2650 or visit their website (<http://www.mccshawaii.com/mcftb.htm>).

Contact Information

DSN Dialing Instructions: When dialing a DSN number from U.S. installation to U.S. installation, it is unnecessary to dial the 312 area code. When dialing a DSN number to/from overseas locations, the DSN area code must be included.

Marine & Family Programs I&R
Building 244, E Street
MCBH Kaneohe Bay, HI 96863
Phone 808-257-7786
Fax 808-257-2959
[Email](#) | [Website](#) | [Website](#) | [Map](#)

Adult Education Centers
Education Center (Ed Ctr)
Building 220, 4th Street
Box 63073
MCBH Kaneohe Bay, HI 96863
Phone 808-257-2158
Phone (DSN) 315-457-2158
Fax 808-257-2020
Fax (DSN) 315-457-2020
Mon – Fri 7:30 a.m. – 4:30 p.m.
Closed weekends and holidays
[Email](#) | [Website](#) | [Map](#)

Automotive Services
Five-O Motors
Kaneohe Bay, Building #3097
MCBH Kaneohe Bay, HI 96863
Phone 808-254-7675/74
Tue, Wed, Fri, Sat, & Sun 9:00 a.m. - 6:00 p.m.
Closed on Mon, Thur, & Holidays
(Closed Thanksgiving, Christmas and New Year's Day)
[Email](#) | [Website](#) | [Map](#)

Automotive Services
Firestone
Mokapu Road
Building 1667
Box 63073
MCBH Kaneohe Bay, HI 96863
Phone 808-254-2258
Mon - Fri 7:00 a.m. - 7:00 p.m.
Sat 7:00 a.m. - 6:00 p.m.
Sun 9:00 a.m. - 5:00 p.m.
[Website](#) | [Map](#)

Automotive Services
Gas & More Station
Mokapu Road
Box 63073
Building 1667
MCBH Kaneohe Bay, HI 96863
Phone 808-254-2775
Fax 808-254-2775
Mon - Fri 6:30 a.m. - 8:00 p.m.
Sat 8:00 a.m. - 8:00 p.m.
Sun 9:00 a.m. - 7:00 p.m.
[Email](#) | [Website](#) | [Map](#)

Barracks/Single Service Member Housing
Unaccompanied Personnel Housing (UPH)

Building 503, Reed Road
MCBH Kaneohe Bay, HI 96863
Phone 808-257-2409
Phone (DSN) 315-457-2409
Fax 808-257-1318
Fax (DSN) 315-457-1320
Sun - Sat 7:00 a.m. - 11:00 p.m.
[Map](#)

Beauty/Barber Shops
MCCS - Barber Shop
Mokapu Mall Building 6477
Cushman Ave.
Box 63073
MCBH Kaneohe Bay, HI 96863
Phone 808-254-6588
Mon 9:00 a.m. - 5:00 p.m.
Tue - Fri 9:00 a.m. - 7:00 p.m.
Sat 9:00 a.m. - 5:00 p.m.
Sun 10:00 a.m. - 6:00 p.m.

Beauty/Barber Shops
MCCS - Beauty Shop
Mokapu Mall Building 6477
Cushman Ave.
Box 63073
MCBH Kaneohe Bay, HI 96863
Phone 808-254-6585
Mon 9:00 a.m. - 5:00 p.m.
Tue - Fri 9:00 a.m. - 7:00 p.m.
Sat 9:00 a.m. - 5:00 p.m.
Sun 10:00 a.m. - 6:00 p.m.
[Email](#) | [Website](#) | [Map](#)

[Email](#) | [Website](#) | [Map](#)

Beneficiary Counseling Assistance Coordinators

Naval Health Clinic Kaneohe Bay
D Street Pod A
Building 3089
MCBH Kaneohe Bay, HI 96863
Phone 808-473-2444 ext. 509
Phone (DSN) 315-457-5041 x388 / 2444 ext. 509
Fax 808-257-5653
Fax (DSN) 315-457-5653
Mon – Fri 7:00 a.m. – 4:00 p.m.
Closed weekends and holidays
[Map](#)

Child Development Centers

Children, Youth & Teen Program (CYTP) - Kupulau
Child Development Center
Cushman Avenue
Building 6111
Box 63073
MCBH Kaneohe Bay, HI 96863
Phone 808-257-1388
Fax 808-257-1190
Mon - Fri 6:30 a.m. - 6:00 p.m.
Closed weekends and holidays
[Email](#) | [Website](#) | [Map](#)

Citizenship and Immigration Services

US Citizenship and Immigration Services (USCIS)
595 Ala Moana Boulevard
Honolulu, HI 96813
Phone 1-800-375-5283 (TTY 1-800-767-1833)
[Email](#) | [Website](#) | [Map](#)

Commissary/Shoppette

Marine Mart
3rd Street
Building 3071
Box 63073
MCBH Kaneohe Bay, HI 96863
Phone 808-254-7670
Fax 808-254-9642
Sun - Sat 6:00 a.m. - 12:00 a.m.
[Email](#) | [Website](#) | [Map](#)

Dental Clinics

Dental Clinic - 21st Dental Company
Building 3089, D Street
MCBH Kaneohe Bay, HI 96863
Phone 808-457-3100
Phone (DSN) 315-457-3100
Fax 808-457-5691
Fax (DSN) 315-457-5691
Mon – Fri 6:30 a.m. – 4:30 p.m.
Sick Call: Mon - Thu 6:45 a.m. – 10:30 a.m. and

Chapels

Base Chapel
Cushman Avenue
Building 6677
MCBH Kaneohe Bay, HI 96863
Phone 808-257-3552 / 808-257-5138 / 808-257-7700 (After
Hours Duty Chaplain)
Phone (DSN) 315-457-3552
Fax 808-257-5995
Fax (DSN) 315-457-5995
Mon – Fri 7:30 a.m. – 4:30 p.m.
Weekends and holidays vary
[Website](#) | [Map](#)

Child and Youth Registration and Referral

Children, Youth & Teen Program (CYTP)

Building 5082, Lawrence Road
Box 63073
MCBH Kaneohe Bay, HI 96863
Phone 808-257-7430
Phone (DSN) 315-457-7430
Fax 808-257-8020
Fax (DSN) 315-457-8020
Mon - Fri 7:30 a.m. - 4:30 p.m.
Closed weekends and holidays
[Email](#) | [Website](#) | [Map](#)

Civilian Personnel Office

Human Resources Office (HRO)
Building 272 2nd Street
MCBH Kaneohe Bay, HI 96863
Phone 808-257-1377 / 36
Phone (DSN) 315-457-1377 / 36
Fax 808-257-1353
Fax (DSN) 315-457-1353
Mon – Fri 7:00 a.m. – 3:30 p.m.
Closed weekends and holidays
[Website](#) | [Map](#)

Commissary/Shoppette

Commissary - MCBH Kaneohe Bay
Building 6088, Mokapu Road
MCBH Kaneohe Bay, HI 96863
Phone 808-257-1452/65
Phone (DSN) 315-457-1452/65
Fax 808-257-1462
Fax (DSN) 315-457-1462
Sat – Mon 10:00 a.m. – 6:00 p.m.
Tue – Fri 10:00 a.m. – 7:00 p.m.
Early Bird Hours Sat – Sun 9:30 a.m. – 10:00 a.m.
[Email](#) | [Website](#) | [Map](#)

EFMP - Enrollment

EFMP / Enrollment
Marine & Family Programs
Building 219, Classroom 4
Box 63073
Kaneohe Bay, HI 96863-3073
Phone 808-257-0290
Fax 808-257-1650
Mon – Fri 7:30 a.m. – 4:30 p.m.
Closed weekends and holidays

12:00 p.m. – 1:00 p.m.
 Fri 8:15 a.m. – 10:30 a.m.
[Map](#)

EFMP - Family Support

EFMP / Family Support
 Marine & Family Programs
 Building 219, Classroom 4
 Box 63073
 Kaneohe Bay, HI 96863-3073
 Phone 808-257-0290
 Fax 808-257-1650
 Mon – Fri 7:30 a.m. – 4:30 p.m.
 Closed weekends and holidays
[Website](#) | [Map](#)

Emergency Relief Services

American Red Cross - MCBH Kaneohe Bay
 Building 216 D Street
 Box 63073
 MCBH Kaneohe Bay, HI 96863
 Phone 808-257-8848
 Phone (DSN) 315-457-8848
 Fax 808-257-3003
 Fax (DSN) 315-457-3003
 Mon - Fri 8:00 a.m. - 4:30 p.m.
 Closed on weekends and holidays
[Email](#) | [Website](#) | [Map](#)

Exchange(s)

Marine Corps Exchange - MCX Annex
 Building 1090 , Seldon Street
 Box 63073
 MCBH Kaneohe Bay, HI 96863
 Phone 808-254-3890
 Fax 808-254-5907
 Mon - Sat 9:00 a.m. - 9:00 p.m.
 Sun 9:00 a.m. - 7:00 p.m.
[Email](#) | [Website](#) | [Map](#)

Family Center

Marine and Family Programs
 Box 63073
 Building 216, Room 59
 MCBH Kaneohe Bay, HI 96863
 Phone 808-257-0372
 Phone (DSN) 315-457-0372
 Fax 808-257-1808
 Fax (DSN) 315-457-1808
 Mon - Fri 7:30 a.m. - 4:30 p.m.
 Closed weekends and holidays
[Email](#) | [Website](#) | [Map](#)

Finance Office

Finance/Disbursing Office
 Building 216 D Street
 MCBH Kaneohe Bay, HI 96863
 Phone 808-257-7750
 Phone (DSN) 315-457-7750
 Mon – Fri 7:30 a.m. – 4:30 p.m.
 Closed weekends and holidays

[Email](#) | [Website](#) | [Map](#)

Emergency Relief Services

Navy/Marine Corps Relief Society

Building 4016 2nd Street
 Box 63073
 MCBH Kaneohe Bay, HI 96863
 Phone 808-257-1972
 Phone (DSN) 315-457-1960
 Fax 808-257-1975
 Mon - Fri 8:00 a.m. - 3:30 p.m.
 Closed weekends and holidays
[Website](#) | [Map](#)

Exchange(s)

Main Exchange
 Cushman Avenue
 Mokapu Mall Building 6109
 Box 63073
 MCB Hawaii
 Kaneohe Bay, HI 96863
 Phone 808-254-3890
 Fax 808-254-5907
 Mon - Sat 9:00 a.m. - 9:00 p.m.
 Sun 9:00 a.m. - 7:00 p.m.
[Email](#) | [Website](#) | [Map](#)

Family Advocacy Program

Personal Counseling Services
 Building 216 D Street
 Box 63073
 MCBH Kaneohe Bay, HI 96863
 Phone 808-257-7780 / 81
 Phone (DSN) 315-457-7780 / 81
 Fax 808-257-1925
 Fax (DSN) 315-457-1925
 Mon – Fri 7:30 a.m. – 4:30 p.m.
 Closed weekends and holidays
[Email](#) | [Map](#)

Family Child Care/Child Development Homes

Children Youth & Teen Program (CYTP) - Family Child Care

Building 5082 Lawrence Street
 Box 63073
 MCBH Kaneohe Bay, HI 96863
 Phone 808-257-7030
 Fax 808-257-5242
 Mon - Fri 7:30 a.m. - 4:30 p.m.
 Closed weekends and holidays
[Email](#) | [Website](#) | [Map](#)

Financial Institutions

Windward Community Federal Credit Union
 6699 Mokapu Road
 Kailua, HI 96734
 Phone 808-254-3566
 Fax 808-254-2243
 Mon - Thu 9:00 a.m. - 5:00 p.m.
 Fri 9:00 a.m. - 6:00 p.m.

[Map](#)**Financial Institutions**

Bank of Hawaii
 Marine Corps Base Hawaii, Kaneohe Bay
 1196 Fifth Street
 Kailua, HI 96734
 Phone 808-254-1551
 Fax 808-254-4578
 Mon - Thu 9:00 a.m. - 3:00 p.m.
 Fri 9:00 a.m. - 4:00 p.m.
 Closed weekends
[Website](#) | [Map](#)

Golf Courses

Kaneohe Klipper Golf Course
 Building 3088 Manning Street
 Box 63073
 MCBH Kaneohe Bay, HI 96863
 Phone 808-254-3220
 Fax 808-254-0168
 Summer 6:00 a.m. - 6:30 p.m.
 Winter 6:30 a.m. - 6:00 p.m.
[Email](#) | [Website](#) | [Map](#)

Hospitals/Medical Treatment Facility(s)

Tripler Army Medical Center (TAMC)
 1 Jarrett White Road
 Honolulu, HI 96859-5000
 Phone 808- 433-6661//433-2778x11
 Phone (DSN) 315-433-6661//433-2778x11
[Website](#) | [Map](#)

Household Goods/Transportation Office (inbound)

Distribution Management Office (DMO)
 C Street
 Building 209
 MCBH Kaneohe Bay, HI 96863
 Phone 808-257-3566 / 6713 thru 6718
 Phone (DSN) 315-457-3566 / 6713 thru 6718
 Fax 808-257-3208
 Fax (DSN) 315-457-3208
 Mon - Wed 7:30 a.m. - 11:30 a.m. & 1:00 p.m. - 4:00 p.m.
 Thu 7:30 a.m. - 11:30 a.m. & 1:00 p.m. - 2:00 p.m.
 Closed weekends and holidays
[Website](#) | [Map](#)

Housing Office/Government Housing

Family Housing Department on K-Bay
 Lawrence Rd
 Building 1571
 MCBH Kaneohe Bay HI, HI 96863

Sat 9:00 a.m. - 1:00 p.m.

Closed Suns

[Email](#) | [Website](#) | [Map](#)**Financial Institutions**

Bank - Navy Federal Credit Union
 25 Kaneohe Bay Drive Suite 220
 Kailua, HI 96734
 Phone 888-842-6328
 Mon – Fri 8:30 a.m. – 5:30 p.m.
 Sat 8:00 a.m. – 2:00 p.m.
 Closed Suns
[Website](#) | [Map](#)

Gymnasiums/Fitness Centers

MCCS Semper Fit Center
 Building 3037 Mokapu Road
 Box 63073
 MCBH Kaneohe Bay, HI 96863
 Phone 808-254-7597
 Fax 808-254-7582
 Mon-Fri 4:30 a.m. – 10:30 p.m.
 Sat 7:00 a.m. -10:00 p.m.
 Suns & Holidays 7:00 a.m. – 6:00 p.m.
[Email](#) | [Website](#) | [Map](#)

Hospitals/Medical Treatment Facility(s)

Naval Health Clinic Kaneohe Bay
 D Street
 Building 3089
 MCBH Kaneohe Bay, HI 96863
 Phone 808-257-3365
 Phone (DSN) 315-457-3365
 Fax 808-257-5653
 Fax (DSN) 315-457-5653
 Mon – Fri 7:15 a.m. – 4:00 p.m.
 Sat & Sun & Select Holidays:
 Care provided at Makalapa Naval Health Clinic
 8:00 a.m. – 4:00 p.m.
[Map](#)

Household Goods/Transportation Office (outbound)

Distribution Management Office (DMO)
 C Street
 Building 209
 MCBH Kaneohe Bay, HI 96863
 Phone 808-257-3566 / 6713 thru 6718
 Phone (DSN) 315-457-3566 / 6713 thru 6718
 Fax 808-257-3208
 Fax (DSN) 315-457-3208
 Mon - Wed 7:30 a.m. - 11:30 a.m. & 1:00 p.m. - 4:00 p.m.
 Thu 7:30 a.m. - 11:30 a.m. & 1:00 p.m. - 2:00 p.m.
 Closed weekends and holidays
[Website](#) | [Map](#)

Housing Office/Government Housing

Family Housing Department on K-Bay
 Lawrence Rd
 Building 1571
 MCBH Kaneohe Bay, HI 96863

Phone 808-257-2676
 Phone (DSN) 315-457-2676
 Fax 808-257-1259
 Fax (DSN) 315-457-1259
 Mon, Tue, Thu and Fri 7:30 a.m. - 3:30 p.m.
 Wed 7:30 a.m. - 2:00 p.m.
 Closed weekends and holidays
[Email](#) | [Website](#) | [Map](#)

Housing Referral Office/Housing Privatization

Forest City Residential Management
 1571 Lawrence Rd
 Kailua, HI 96734
 Phone 808-839-8700
 Fax 808-254-0482
 Mon - Fri 7:30 a.m. - 5:00 p.m.
[Website](#) | [Map](#)

Information and Referral Services

Information & Referral (I&R)
 Mokapu Rd
 Building 244
 Box 63073
 MCBH Kaneohe Bay, HI 96863
 Phone 808-257-7786
 Phone (DSN) 315-457-7786
 Fax 808-257-2659
 Fax (DSN) 315-457-2659
 Mon - Fri 7:30 a.m. - 4:30 p.m.
 Closed weekends and holidays
[Email](#) | [Website](#) | [Map](#)

Library

Library - MCBH Kaneohe Bay
 Mokapu Road
 Building 219 (2nd Deck)
 Box 63073
 MCBH Kaneohe Bay, HI 96863
 Phone 808-254-7624
 Monday - Thursday 0900-1900
 Friday 0900 - 1700
 Sat, Sun 0900 - 1600
 Federal Holidays Closed
[Email](#) | [Website](#) | [Map](#)

MWR (Morale Welfare and Recreation)

Marine Corps Community Services
 Mokaup Road
 Box 63073
 Building 219
 MCBH Kaneohe Bay, HI 96863-3073
 Phone 808-254-7574
 Fax 808-254-7622
 Mon - Fri 8:00 a.m. - 4:30 p.m.
 Closed weekends and holidays
[Email](#) | [Website](#) | [Map](#)

New Parent Support Program

New Parent Support Program (NPSP)
 D Street

Phone 808-257-2676
 Phone (DSN) 315-457-2676
 Fax 808-257-1259
 Fax (DSN) 315-457-1259
 Mon - Fri 7:30 a.m. - 5:00 p.m.
 Closed weekends and holiday
[Email](#) | [Website](#) | [Map](#)

ID/CAC Card Processing

ID / CAC Card Office
 G-1, IPAC
 Building 1044 Seldon 1st Floor
 Box 63062
 MCBH Kaneohe Bay, HI 96863-3062
 Phone 808-257-2077
 Mon - Fri 7:30 a.m. - 4:30 p.m.
 (Unable to issue, replace, or update CAC after 2:00 p.m. on
 Fris due to server backups.)
 Closed weekends and holidays
[Website](#) | [Map](#)

Legal Services/JAG

Legal Services Center
 Building 215, 4th Street
 MCBH Kaneohe Bay, HI 96863
 Phone 808-257-2110
 Phone (DSN) 315-457-2110
 Fax 808-257-3319
 Mon - Fri 8:00 a.m. - 4:00 p.m.
 Closed weekends and holidays
[Website](#) | [Map](#)

Loan Closet

Lending Locker Service
 Mokapu Road
 Building 579 Reed Rd
 Box 63073
 MCBH Kaneohe Bay, HI 96863
 Phone 808-257-8354
 Fax 808-254-8350
 By Appointment Only
[Email](#) | [Website](#) | [Map](#)

Military Clothing Sales

Marine Corps Exchange - MCX Annex
 Building 1090 Seldon Street
 Box 63073
 MCBH Kaneohe Bay, HI 96863
 Phone 808-254-7616
 Fax 808-254-7698
 Mon - Sat 9:00 a.m. - 9:00p.m.
 Sun 9:00 a.m. - 7:00 p.m.
[Email](#) | [Website](#) | [Map](#)

Non-appropriated Funds (NAF) Human Resources

MCCS NAF Personnel
 Building 219, Mokapu Rd

Building 216, Room 71
 Box 63073
 MCBH Kaneohe Bay, HI 96863
 Phone 808-257-8803
 Phone (DSN) 315-457-8803
 Fax 808-257-3106
 Fax (DSN) 315-457-3106
 Mon - Fri 7:30 a.m. - 4:30 p.m.
 Closed weekends and holidays
[Email](#) | [Website](#) | [Map](#)

Personal Financial Management Services

Personal Financial Management Program (PFMP)
 Building 219, room 103
 Box 63073
 MCBH Kaneohe Bay, HI 96863
 Phone 808-257-7783
 Phone (DSN) 315-457-7783
 Fax 808-257-2020
 Fax (DSN) 315-457-2020
 Mon – Fri 7:30 a.m. – 4:30 p.m.
 Closed weekends and holidays
[Email](#) | [Website](#) | [Map](#)

Restaurants/Fast Food

MCCS Food and Hospitality
 Building 244 Mokapu Road
 Box 63073
 MCBH Kaneohe Bay, HI 96863
 Phone 808-254-1638 / 41
 Fax 808-257-7640
 Mon – Fri 7:00 a.m. – 5:00 p.m.
 Closed weekends and holidays
[Email](#) | [Website](#) | [Map](#)

School Age Care

Children, Youth & Teen Program (CYTP)
 Building 5082
 Box 63073
 MCBH Kaneohe Bay, HI 96863
 Phone 808-257-7430
 Phone (DSN) 315-457-7430
 Fax 808-257-8020
 Fax (DSN) 315-457-8020
 Mon – Fri 8:00 a.m. – 4:30 p.m.
 Closed weekends and holidays
[Email](#) | [Website](#) | [Map](#)

School Liaison Office/Community Schools

School Liaison Program
 Lawrence Road
 Building 6753
 MCBH Kaneohe Bay, HI 96863
 Phone 808-257-2019
 Mon – Fri 8:00 a.m. – 4:30 p.m.
 Closed weekends and holidays
[Website](#) | [Website](#) | [Map](#)

Box 63073
 MCBH Kaneohe Bay, HI 96863
 Phone 808-254-7632 / 26 / 808-254-7619 (Job Vacancy Line)
 Fax 808-257-4888
 Mon – Fri 8:00 a.m. – 4:00 p.m.
 Closed weekends and holidays
[Email](#) | [Map](#)

Personnel Support Office

Installation Personnel Administration Center (IPAC)
 Seldon Road
 Building 1033
 MCBH Kaneohe Bay, HI 96863
 Phone 808-257-8566
 Phone (DSN) 315-457-8566
 Fax 808-257-1579
 Fax (DSN) 315-457-1579
 Mon – Fri 7:30 am – 4:30 pm
 Closed: Thu 1:00 pm – 4:30 pm (PME/Field Day), weekends
 and holidays
[Website](#) | [Map](#)

Retirement Services

Retired Activities
 Mokapu Rd
 Building 219, Room 1
 Box 63073
 MCBH Kaneohe Bay, HI 96863
 Phone 808-257-7790
 Phone (DSN) 315-457-7790
 Fax 808-257-1808
 Fax (DSN) 315-457-1808
 Mon – Fri 7:30 a.m. – 4:30 p.m.
 Closed weekends and holidays
[Email](#) | [Website](#) | [Map](#)

School Age Care

Children Youth & Teen Program (CYTP) - Youth Activities -
 MCBH/ Manana
 Seldon Street
 Building 1090B
 Box 63073
 MCBH Kaneohe Bay, HI 96863
 Phone 808-254-7610 / 808-456-1662 (Teen Center) / 808-254-
 7643 (Teen Center)
 Fax 808-254-6979
 Mon - Fri 8:00 a.m. - 4:30 p.m.
[Email](#) | [Website](#) | [Map](#)

Spouse Education, Training and Careers

Family Member Employment Assistance Program and
 Relocation Services (FMEAPRS)
 Reed Rd
 Bldg 579
 Box 63073
 MCBH Kaneohe Bay, HI 96863
 Phone 808-257-8354
 Fax 808-257-8350
 Mon - Fri 7:30 a.m. - 4:30 p.m.
 Closed weekends and holidays

[Email](#) | [Website](#) | [Map](#)**Temporary Lodging/Billeting**

Unaccompanied Personnel Housing (UPH)

Building 503, Reed Road
 MCBH Kaneohe Bay, HI 96863
 Phone 808-257-2409
 Phone (DSN) 315-457-2409
 Fax 808-257-1318
 Fax (DSN) 315-457-1320
 Sun - Sat 7:00 a.m. - 11:00 p.m.
[Map](#)

Temporary Lodging/Billeting

Bachelor Officer Quarters
 Reed Road
 Building 503
 MCBH Kaneohe Bay, HI 96863
 Phone 808-257-2409
 Phone (DSN) 315-457-2409
 Fax 808-257-1318
 Fax (DSN) 315-457-1320
 Sun – Sat 7:00 am – 11:00 pm
[Website](#) | [Map](#)

Travel Office

Distribution Management Office (DMO)
 Building 209 C Street
 MCBH Kaneohe Bay, HI 96863
 Phone 808-257-3566 / 6713 thru 6718
 Phone (DSN) 315-457-3566 / 6713 thru 6718
 Fax 808-257-3208
 Fax (DSN) 315-457-3208
 Mon – Wed 7:30 a.m. – 11:30 a.m. & 1:00 p.m. -4:00 p.m.
 Thu 7:30 a.m. – 11:30 a.m. & 1:00 p.m. – 2:00 p.m.
 Closed weekends and holidays
[Website](#) | [Map](#)

Victim Advocate Services

Victim Advocate Services
 D Street
 Building 216
 Box 63073
 MCBH Kaneohe Bay, HI 96863
 Phone 808-257-7784 / 808-257-8857
 Phone (DSN) 315-457-7784 / 8857
 Fax 808-257-1925
 Fax (DSN) 315-457-1925
 Mon – Fri 7:30 a.m. – 4:30 p.m.
 Closed weekends and holidays
[Email](#) | [Website](#) | [Map](#)

Women, Infants, and Children (WIC & WIC-O)

WIC Hawaii Services Branch
 Leiopapa A Kamehameha Building, State Office Tower
 235 S. Beretania Street, Suite 701
 Honolulu, HI 96813
 Phone 808-586-8175 (Oahu) / 1-888-820-6425
 (Neighbor Isles)

Temporary Lodging/Billeting

Temporary Lodging Facility (TLF)
 Building 3038 G Street
 Box 63073
 MCBH Kaneohe Bay, HI 96863
 Phone 808-254-2806
 Fax 808-356-4506
 Open 24 hours daily
[Email](#) | [Website](#) | [Map](#)

Transition Assistance Program

Transition Readiness Program (TRP)
 Mokapu Rd
 Building 219, Room 1
 Box 63073
 MCBH Kaneohe Bay, HI 96863
 Phone 808-257-7790
 Phone (DSN) 315-457-7790
 Fax 808-257-1808
 Fax (DSN) 315-457-1808
 Mon - Fri 7:30 a.m. - 4:30 p.m.
 Closed weekends and holidays
[Email](#) | [Website](#) | [Map](#)

Veterinary Services

Veterinary Treatment Facility
 Building 455, Pancoast Place
 Box 630730
 MCBH Kaneohe Bay, HI 96863
 Phone 808-257-3643
 Fax 808-257-0000
 Mon - Fri 8:00 a.m. - 4:00 p.m.
 Closed each day from 12:00 p.m. to 1:00 p.m.
 Patient Appointments: Mon – Tue 8:00 a.m. -4:00 p.m., Wed 8:00 am – 11:30 a.m.
 Closed weekends and holidays
[Email](#) | [Website](#) | [Map](#)

Welcome/Visitors Center

Marine and Family Programs
 Building 244
 Box 63073
 MCBH Kaneohe Bay, HI 96863
 Phone 808-257-7786
 Phone (DSN) 315-457-7786
 Fax 808-257-2659
 Fax (DSN) 315-457-2659
 Mon – Fri 7:30 a.m. – 4:30 p.m.
 Closed weekends and holidays
[Email](#) | [Website](#) | [Map](#)

Youth Programs/Centers

Children Youth & Teen Program (CYTP) - Youth Activities -
 MCBH/ Manana
 Selden Street
 Building 1090B
 Box 63073
 MCBH Kaneohe Bay, HI 96863
 Phone 808-254-7610 / 808-456-1662 (Teen Center) / 808-254-

Fax 808-586-8189
[Email](#) | [Website](#) | [Map](#)

7643 (Teen Center)
Fax 808-254-6979
Mon - Fri 8:00 a.m. - 4:30 p.m.
[Email](#) | [Website](#) | [Map](#)

Youth Programs/Centers

Children, Youth & Teen Program (CYTP)

Building 5082, Lawrence Road
Box 63073
MCBH Kaneohe Bay, HI 96863
Phone 808-257-7430
Phone (DSN) 315-457-7430
Fax 808-257-8020
Fax (DSN) 315-457-8020
Mon - Fri 7:30 a.m. - 4:30 p.m.
Closed weekends and holidays
[Email](#) | [Website](#) | [Map](#)

Major Units

21st Dental Company

Contact Information:
Sponsorship Coordinator
COM: 808-257-3100 x257
DSN: 315-457-3100 x257

Marine Corps Air Station (MCAS)

MCC: 090
Contact Information:
Unit Sponsorship Coordinator
COM: 808-257-3657 / 1707
DSN: 315-457-3657 / 1707

Medical Company, Combat Logistics Battalion 3 (CLB-3)

UIC: 31950
Contact Information:
Unit Sponsorship Coordinator
COM: 808-257-0612 / 1571 / 3437 / 0162
DSN: 315-457-0612 / 1571 / 3437 / 0162

Pacific Command (PACOM)

MCC: 436 , NAG
Contact Information:
COM: 808-477-9463
DSN: 315-457-9463

3rd Marine Regimental Aid Station (RAS)

UIC: 31948
Contact Information:
COM: 808-257-3419
DSN: 315-457-3419

Marine Aviation Logistics Squadron 24 (MALS 24, Marine Side)

UIC: 44312, 3825A, 32405
Contact Information:
Unit Sponsorship Coordinator
COM: 808-257-0416
DSN: 315-457-0416

3rd Battalion 3rd Marines (3/3 Bn)

MCC: V33

Contact Information:
Unit Sponsorship Coordinator
Contact 3d Marine Regiment for referral and/or support
COM: 808-257-0768 / 2279
DSN: 315-457-0768 / 2279

Wounded Warrior Detachment (WW Det) – Hawaii

Contact Information:
MCC: 1W6
COM: 808-257- 8576
DSN: 315-457- 8576
Staff Duty Cell: 808-216-4638

1st Battalion 12th Marines (1/12 Bn) Field Artillery

MCC: 1NJ
Contact Information:
Unit Sponsorship Coordinator
COM: 808-257-1381
DSN: 315-457-1381

Marine Aviation Logistics Squadron 24 (MALS 24, Navy Side)

UIC: 44312, 3825A, 32405
Contact Information:
Unit Sponsorship Coordinator
COM: 808-257-1213
DSN: 315-457-1213

2nd Battalion 3rd Marines (2/3 Bn)

MCC: V23
Contact Information:
Unit Sponsorship Coordinator
Contact 3d Marine Regiment for referral and/or support
COM: 808-257-0768 / 2279
DSN: 315-457-0768 / 2279

3rd Marine Regiment

MCC: 130
Contact Information:
Unit Sponsorship Coordinator
COM: 808-257-1492
DSN: 315-457-1492

VR 51 (USN Reserve Unit)

Contact Information:
Unit Sponsorship Coordinator
COM: 808-257-2100 x241
DSN: 315-457-2100 x241

Marine Unmanned Aerial Vehicle Squadron 3 (VMU 3)

MCC: 1J3
Contact Information: Unit Sponsorship Coordinator
COM: 808-257-3172
DSN: 315-457-3172

Consolidated Maintenance Organization 2 (CMO-2)

Contact Information:
COM: 808-257-0711 ext. 105
DSN: 315-457-0711 ext. 105

Marine Aircraft Group 24 (MAG 24)

Contact Information:
MCC: 1JF
Unit Sponsorship Coordinator
COM: 808-257- 3222 / 2012

DSN: 315-457-3222 / 2012

3rd Radio Battalion - FMF

MCC: 1LB

Contact Information:

Unit Sponsorship Coordinator

COM: 808-257-0949

DSN: 315-457-0949

Marine Forces Pacific (MARFORPAC), Camp H.M. Smith

MCC: 110

Contact Information:

Unit Sponsorship Coordinator

COM: 808-477-8366 / 8365 / 8986

DSN: 315-477-8366 / 8365 / 8986

Command Patrol & Reconnaissance Wing TWO (CPRW-2)

Contact Information:

ManPower & Personnel

COM: 808-257-0509 x 8102/8416

DSN: 315-457-0509 x 8102/8416

VP-4 (Patrol Squadron 4)

Contact Information:

Unit Sponsorship Coordinator

COM: 808-257-0612 x7021

DSN: 315-457-0612 x7021

VP-9 (Patrol Squadron 9)

Contact Information:

Unit Sponsorship Coordinator

COM: 808-257-0649

DSN: 315-457-0649

VP-47 (Patrol Squadron 47)

Contact Information:

Unit Sponsorship Coordinator

COM: 808-257-0612 ext. 7099

DSN: 315-457-0612 ext. 7099

VPU-2 (Patrol Squadron, Special Projects Unit 2)

Contact Information:

Unit Sponsorship Coordinator

COM: 808-257-0711 x259 / 213

DSN: 315-457-7011 x259 / 213

Helicopter Anti-Submarine Squadron Light Three Seven (HSL-37)

Contact Information:

Unit Sponsorship Coordinator

COM: 808-257-0133

DSN: 315-457-0133

Marine Heavy Helicopter Squadron 463 (HMH 463)

MCC: VHG

Contact Information:

Unit Sponsorship Coordinator

COM: 808-257-0496

DSN: 315-457-0496

4th Force Reconnaissance Company

MCC: C64

Contact Information:

Administration

COM: 808-552-1902

Duty 808-257-1902

Co I, Marine Cryptologic Support Battalion (MCSB)

Also known as the Kunia Regional Security Operations Center (KRSOC)

MCC: 819

Contact Information:

Admin Office

COM: 808-655-3176/3178

DSN: 315-455-3176/3178

School of Infantry West, Hawaii Detachment (SOI West, HI Det)

MCC: KAX (permanent personnel)

MCC: KAY (instructors)

Contact Information:

Unit Sponsorship Coordinator

COM: 808-257-1762/1281

DSN: 315-457-1762/1281

Marine Light Attack Helicopter Squadron 367 (HMLA 367)

MCC: VLC

Contact Information:

Unit Sponsorship Coordinator

COM: 808-257-5734

DSN: 315-457-5734

Marine Wing Support Detachment 24 (MWSD 24)

MCC: 128

Contact Information:

Unit Sponsorship Coordinator

COM: 808-257-5734

DSN: 315-457-5734

Combat Logistics Battalion 3 (CLB-3)

Formerly known as CSSG-3

MCC: 1CK

Contact Information:

Unit Sponsorship Coordinator

COM: 808-257-2118

DSN: 315-457-2118

1st Battalion 3rd Marines (1/3 Bn)

Contact Information:

Unit Sponsorship Coordinator

Contact 3d Marine Regiment for referral and/or support

COM: 808-257-2290

DSN: 315-457-2290

Headquarters Battalion (Hq Bn), MCBH

MCC: 091 , 1M6, JBH, K08, K28, KBG, UBC, and UEC

Contact Information:

Unit Sponsorship Coordinator

COM: 808-257-5734

DSN: 315-457-5734