



## Welcome Aboard

### VMM-268 Red Dragon Ohana

Dear Marine and Family Members,

Aloha! Welcome to VMM-268 "Red Dragons", Marine Corps Base, Kaneohe Bay, Hawaii. We are excited to have you as part of our Ohana. It is important for me to extend a personal greeting and express how excited we are to welcome you as essential members of the Red Dragon family.

We are committed to maintaining the highest standard of mission accomplishment and unit family readiness. The Marine Corps' most valuable resource is the individual Marine and their families. The Unit Readiness Program is a fully modernized and standardized program implemented to meet current and future needs for you and your family. My goal is to create an operational environment in which all Marines and their families can successfully balance military service, family demands, and personal and professional development.

The Uniform Readiness Coordinator (URC) is an exceptional asset to this command and possesses a wealth of knowledge and can assist you with the following:

- Official two-way command communication with the squadron
- Information and referral services
- Readiness and deployment support
- Volunteer management/Opportunities to volunteer in VMM-268 activities

The URC, Captain Jay Caluna, stands ready to assist you with any needs you may encounter. He can be contacted at [jay.caluna@usmc.mil](mailto:jay.caluna@usmc.mil) or (808) 257-3680. Feel free to contact him with any questions you may have. Additional information can be provided by your sponsor.

Once again, welcome to the Red Dragon Ohana and I hope you enjoy your tour on the beautiful island of Oahu.

  
B. S. Pope

Lieutenant Colonel, USMC  
Commanding Officer

Aloha and welcome to Marine Corps Base Hawaii, the premier installation for modern warfighters. This packet contains some resources and services that may be helpful to you and your family as you get settled in to your new island home, but for general information please feel free to reach out to your sponsor, unit DRC, S-1 or:

### **HAWAII MILITARY & LOCAL COMMUNITY INFORMATION**

Hawaii Military Operator: (808) 449-7110

### **INFORMATION, REFERRAL AND RELOCATION SERVICES**

Information and Referral (I&R) can assist you in locating the services & resources you need when you are not sure where to look or have trouble reaching an office. I&R also conducts a variety of workshops, classes and runs the base Lending Locker for kitchen items (no linen service is available on base so please pack some towels and sheets or budget for purchase of linens).

I&R is also the central check-in for Marine and Family Programs and located in building 579 (the old CDC near the Officers' Club on Reed Road), but virtual check in and out can be done by emailing: [OMBKBAY.MCBHIRRS@USMC-MCCS.ORG](mailto:OMBKBAY.MCBHIRRS@USMC-MCCS.ORG) or calling 808-257-7786.

Lending Locker Services: <https://mccshawaii.com/welcome>. Appointment preferred, walk-ins welcome. Please call 808-257-7786 or visit <https://ppdev.eventbrite.com>.

Please be aware that many services are currently operating on an adjusted schedule or require an advanced appointment due to the current COVID-19 force protection health conditions so be sure to call or email before you visit an activity in person.

### **ARRIVAL / INBOUND MATTERS:**

#### **Check-in Procedures**

#### **INNS OF THE CORPS**

Open for PCS, TAD, and leisure travel reservations for all authorized patrons. All travelers must comply with Hawaii State Travel Policy. For the latest information and base regulation updates go to [www.mcbhawaii.marines.mil/Coronavirus](http://www.mcbhawaii.marines.mil/Coronavirus)

For a [copy of that agreement click here](#).

For the latest base regulation and information updates go to [www.mcbhawaii.marines.mil/Coronavirus/](http://www.mcbhawaii.marines.mil/Coronavirus/)

**First Duty Station Service Members:** Must complete the PRS (Personal Readiness Seminar) 90 days from arriving to MCB Hawaii. This can be accessed on JKO (Joint Knowledge Online - <https://jkodirect.jten.mil>) and search for "Personal Readiness Seminar" in the course catalog (J3O or P-US1395). Submit your certificate to your S-1 training & education section.

#### **What to do if you Get Married Enroute?**

It is highly recommended that you give your command advanced notice that you are getting married so you can prepare for what you need to do upon arrival and understand what will and will not be covered. If you get married enroute to Hawaii, you must inform your Hawaii command immediately and get guidance from them. Most units have a pre-marriage checklist (usually with the S-1) that provides guidance.

#### **Travel Planning**

Service members arriving with family members should make reservations at "The Inns of the Corps" which is the temporary lodging facility on MCBH. The Inns of the Corps can be contacted at 808-254-2806.

If the Inns of the Corps is fully booked and unavailable for the dates you need you will need a statement of non-availability from them. The Ford Island Navy Lodge is recommended as a second choice or for those that will be working at Camp Smith. Any non-military lodging must be vetted through the TLA office to ensure that it is TLA approved lodging ([click here for list](#)).

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. Third party vendors such as hotels.com or expedia are also not authorized. Reservations must be booked directly with the lodging facility.**

**\*\*DO NOT sign a contract or place a deposit to rent, lease or buy an off-base apartment/house PRIOR to checking in with TLA & Housing office. This action may FORFEIT your TLA entitlement.**

### **PERSONAL PROPERTY**

#### **Distribution Management Office (DMO)**

<https://www.mcbhawaii.marines.mil/Offices-Staff/S-4-Installations-Environment-Logistics/Distribution-Management-Office/Contact-Us/>

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. DMO on MCBH may also provide additional assistance to HHG and POV claims. Be sure to keep lots of documentation on value and condition of items prior to shipping.

### **FIREARMS REGISTRATION – on OAHU & MCBH**

Any firearms brought to Hawaii must be registered with the state. Registration paperwork is necessary in order to PCS off island. If you try to hide firearms in your shipment and they are discovered your house hold goods will be seized and you may be subject to fines or other penalties.

- Honolulu Police Department: <http://www.honoluluupd.org/information/index.php?page=gunmain>
- MCBH: <https://www.mcbhawaii.marines.mil/Offices-Staff/Provost-Marshals-Office/>

### **HOUSING ON & OFF BASE**

- **MCBH Family Housing Department:** <https://www.mcbhawaii.marines.mil/Offices-Staff/S-4-Installations-Environment-Logistics/Family-Housing/>
  - FREE - Temporary "Aloha Furniture" available for families living off base. Housing facilitates the delivery so please ask about Aloha loaner furniture at your appointment. The utilities deposit waiver program is also available for anyone living off base to get free set-up.
- **Hunt Military Community:** <https://www.ohananavycommunities.com/contact-us>
  - FREE - Temporary "Aloha Furniture" available for families living in base quarters until HHG arrives. Aloha Furniture is a delivery service and can be coordinated through your community resident services officer.
- **Off Base Housing Search:**
  - DoD Sponsored housing search: [www.Homes.mil](http://www.Homes.mil)

### **RELIGIOUS SERVICES**

- MCBH Chapel: [www.mcbhawaii.marines.mil/Offices-Staff/Chaplain](http://www.mcbhawaii.marines.mil/Offices-Staff/Chaplain)
  - Address: 2702 Cushman Ave, Kailua, HI 96734
  - Bldg. 6677 (near McDonalds on base), Phone: (808) 257-5138
  - In case of emergency, if someone needs to talk to a chaplain after business hours, the number is 808-257-7700.

### **MEDICAL & HEALTH CARE on OAHU**

- TRICARE online: <http://www.tricare.mil/>  
There are no TRICARE offices in Hawaii. Customer service can be accessed via the Tricare website or calling their Western region call center at 1-844-866-9378.  
**\*Tricare has a 24 hour nurse advice line at 1-800-874-2273, option 1.**
- MCBH Naval Health Clinic: Central Appointment Line, 808-683-2778.
- Tripler Army Medical Center: <https://www.tamc.amedd.army.mil/clinics/patientAffairs.htm>
- Please note that the closest hospital to MCBH is a civilian hospital called Castle Medical Center in Kailua. MCBH has emergency services access so please call 911 if you experience an emergency medical issue and an ambulance will come. The MCBH clinic on base does not have emergency services so please do not go to the clinic for an emergency.

#### Dentists on Oahu:

- TRICARE Dental - Find a Dentist on Oahu tool: <https://employeeedental.metlife.com/dental/public/EmpEntry.do>
- 2020 Best Dentists on Oahu <https://www.honolulumagazine.com/the-best-dentists-in-hawaii/>

#### **Family Care Services for Children, Youth, and Adults**

- Children & Youth Program (CYP): <http://mccshawaii.com/familycare/>
- Exceptional Family Member Program (EFMP): <http://mccshawaii.com/efmp/>

#### **Children in School:**

- The MCBH School Liaison Program Coordinator is Ms Amy Solomon ([Amy.Solomon@usmc.mil](mailto:Amy.Solomon@usmc.mil)) at (808)257-2019, <https://mccshawaii.com/slp/>
- NO DoDEA schools in Hawaii
- Hawaii Department of Education:
- <http://www.hawaiipublicschools.org/Pages/Home.aspx>

#### **After school care resources**

- ASYMCA: <https://www.asymca.org/honolulu-hi>
- Kama'aina Kids: <http://www.kamaainakids.com/>
- School Age Care: <http://mccshawaii.com/school-age-care/>

#### **Financial Services**

- **Navy-Marine Corps Relief Society** MCBH- Building 4016, (808) 257-1972

Call the local NMCRS office: [www.nmcrs.org/locations](http://www.nmcrs.org/locations)

Contact us at [volunteersupport@nmcrs.org](mailto:volunteersupport@nmcrs.org)

- **Personal Financial Management Program (PFMP)** MCBH- Building 220, (808) 257-7783  
<http://mccshawaii.com/pfmp/>

- **MCBH Military Finance Office** MCBH- Building 216, (808) 257-7764  
<https://www.mcbhawaii.marines.mil/Offices-Staff/S-8-Comptroller/Military-Finance-Office/Travel/>

#### **EMPLOYMENT RESOURCES & OPPORTUNITIES**

Family Member Employment Assistance Program (FMEAP) MCBH- Building 579, (808) 257-8354 <https://mccshawaii.com/welcome/>

The Family Member Employment Assistance Program (FMEAP) advises military spouses, active duty, veterans and DOD civilians to make career decisions through an informed approach. FMEAP supports the achievement of personal and professional goals through employment, education, and volunteer resources and referrals.

- Military Spouse Residency Relief Act (MSRRA):  
<http://jaq.navy.mil/organization/documents/tax/TIM%2002-10%20Encl%202.pdf>

- Military Spouse Preference Program <http://www.secnave.navy.mil/donhr/How-To-Apply/Pages/Default.aspx>
- MCCS: <https://mccshawaii.com/fmeap/>
- Army Air Force Exchange Services (AAFES): [https://odin.aafes.com/employment/EXCHANGE\\_EMPLOYMENT/HTML/start.html](https://odin.aafes.com/employment/EXCHANGE_EMPLOYMENT/HTML/start.html)
- Army MWR: <http://www.armymwr.com/hr/employment.aspx>
- City & County of Honolulu: <http://www.honolulu.gov/hr.html>
- Civilian Air Force Jobs: <http://afciviliancareers.com/>
- Civilian Army Jobs: <http://www.armycivilianservice.com/>
- Civilian Navy & Marine Jobs: <http://www.secnave.navy.mil/donhr/Pages/Default.aspx>
- Civilian US Coast Guard: <http://www.uscg.mil/civilian/>
- Defense Commissary Agency (DECA) [https://www.commissaries.com/inside\\_deca/HR/employment\\_opportunities.cfm](https://www.commissaries.com/inside_deca/HR/employment_opportunities.cfm)
- Department of Education: <http://www.hawaiipublicschools.org/ConnectWithUs/Employment/JobOpportunities/Pages/home.aspx>
- Department of Land & Natural Resources: <http://dlnr.hawaii.gov/jobs>
- Federal employment: [www.USAJobs.gov](http://www.USAJobs.gov)
- Hawaii Department of Labor & Industrial Relations: <https://www.hirehawaii.com/vosnet/Default.aspx?plang=E>
- Hawaii Job Engine: <http://www.hawaiijobengine.com/i-oahu-jobs>
- Hawaii Jobs on Demand: <http://www.hawaiijobsondemand.com>
- Hawaii State Government Jobs: <http://dhrd.hawaii.gov/job-seekers/civil-service-hawaii-state-government-jobs/>
- Hawaii State Job Opportunities <http://dhrd.hawaii.gov/job-seekers/>
- Hawaii State Judiciary [http://www.courts.state.hi.us/general\\_information/jobs/job\\_opportunities](http://www.courts.state.hi.us/general_information/jobs/job_opportunities)
- Honolulu Police Department: <http://www.joinhonolulupd.org/other/index.php>
- Navy MWR: <http://www.navymwr.org/jobs/>
- Navy Exchange (NEX): <https://www.mynavyexchange.com/nex/work-for-us>
- Military Spouse Employment Partnership (MSEP): <https://msejobs.militaryonesource.mil/msep/>
- Spouse Education & Career Opportunities (SECO): <http://www.militaryonesource.mil/education-and-employment/spouse-education-and-career-opportunities>
- Tripler Army Medical Center (TAMC) <http://www.tamc.amedd.army.mil/services/intro.html>

## **UNEMPLOYMENT INFORMATION for MILITARY SPOUSE**

- Hawaii State: <http://labor.hawaii.gov/ui/handbook-on-unemployment-benefits-2/>
- US Department of Labor: <http://workforcesecurity.doleta.gov/unemploy/uifactsheet.asp>

## **EMERGENCY SERVICES**

- **American Red Cross:** [www.redcross.org](http://www.redcross.org) MCBH- Building 579 Emergencies 1-877-272-7337 or online, <http://www.redcross.org/get-help/military-families/emergency-communication>
- **Navy-Marine Corps Relief Society** MCBH- Building 4016, (808) 257-1972 Call the local NMCRS office: [www.nmcrs.org/locations](http://www.nmcrs.org/locations) Contact us at [volunteersupport@nmcrs.org](mailto:volunteersupport@nmcrs.org)
- Hurricane Shelter list: <http://www.honolulu.gov/demevacuate.html>



- Tsunami Refuge Center <http://www.honolulu.gov/demevacuate/tsunamimaps.html>
- Hawai'i Emergency Management Agency <http://scd.hawaii.gov/index.htm>

### **RECREATIONAL RESOURCES for HAWAII**

- MCCS Information, Tickets & Tours (ITT): <http://mccshawaii.com/recreation>
- TPHH ITT: <http://www.greatlifehawaii.com/itt/information-tickets-travel>
- MWR Schofield Barracks ITR: <http://www.himwr.com/lts>
- The Official Military Guide [www.himilitary.com](http://www.himilitary.com) *All online content is approved by the U.S.PACOM Public Affairs Office*
- MCBH: <https://mccshawaii.com/lodging/>
- Bellows Air Force Station: <http://www.bellowsafs.com/lodging-rentals>
- Pokai Bay HI: <http://pililaauarmyrecreationcenter.com/>
- White Plains: <http://www.greatlifehawaii.com/housing-lodging/navy-getaways-barbers-pt-beach-cottages>
- Barking Sands Kauai: <http://get.dodlodging.net/propertys/Barking-Sands-Beach-Cottages-PMRF---HI>
- Kilauea Military Camp (KMC) Big Island: <http://kilaueamilitarycamp.com/>
- Chamber of Commerce Hawaii: <http://www.cochawaii>

### **State of Hawaii**

- Hawaii Newcomer's Guide for Families <https://portal.ehawaii.gov/residents/newcomers-guide/>
- Department of Land & Natural Resources [www.dlnr.hawaii.gov](http://www.dlnr.hawaii.gov)
- WIC program <http://health.hawaii.gov/wic>
- Official Military in Hawaii Guide: [http://www.mybaseguide.com/marines/152/mcb\\_hawaii\\_mcas\\_kaneohe\\_bay](http://www.mybaseguide.com/marines/152/mcb_hawaii_mcas_kaneohe_bay)
- Marine Corps Base Hawaii: <http://www.mcbhawaii.marines.mil>
- Marine Corps Community Services: [www.MccsHawaii.com](http://www.MccsHawaii.com)
- Joint Base Pearl Harbor-Hickam: [www.GreatLifeHawaii.com](http://www.GreatLifeHawaii.com)
- Schofield Barracks: <https://www.25idl.army.mil>

### **Local News stations:**

- <http://www.hawaiinewsnow.com>
- <http://www.kitv.com>
- <http://khon2.com>

### **Hawaii Radio Stations:**

- [https://en.wikipedia.org/wiki/List\\_of\\_radio\\_stations\\_in\\_Hawaii](https://en.wikipedia.org/wiki/List_of_radio_stations_in_Hawaii)

### **Voting**

- Federal Voting Assistance Program, [www.fvap.gov](http://www.fvap.gov)

### **HAWAII LAWS**

- New Smoking Law – 21 years & older: <http://health.hawaii.gov/tobacco/home/laws/>
- <http://www.hawaiinewsnow.com/story/30849844/new-smoking-laws-go-into-effect-on-new-years-but-enforcement-wont-be-immediate>
- Hawaii Safety and Driving Laws: <https://portal.ehawaii.gov/visitors/getting-around/traffic-safety-and-driving-laws/>
- Plastic Bag Ban: [http://www.opala.org/solid\\_waste/archive/plastic\\_bag\\_ban.html](http://www.opala.org/solid_waste/archive/plastic_bag_ban.html)
- Fishing in Hawaii: <http://dlnr.hawaii.gov/dar/fishing/fishing-regulations/>
- Hunting in Hawaii: <http://dlnr.hawaii.gov/recreation/hunting/>

- Approved Hiking Trails : Department of Land and Natural Resources (DLNR) Division of State Parks <http://dlnr.hawaii.gov/dsp/hiking/oahu/>

Chow Hall, Gym, MCX Hours, VMM-268 Mail

Chow Hall:

Weekdays:

Breakfast 5:30-7:30

Lunch 10:30-1pm

Dinner 4-6pm

Weekends:

Breakfast Brunch 0800-1100

Dinner Brunch 1500-1800

Gym:

Monday-Friday: 0400-0900am-1100-1800pm

Saturday&Sunday: 0900-1500

MCX:

Monday-Saturday: 0900-2100

Sunday: 0900-1900

Holidays: 0900-1700

VMM-268 Mailing Address (for marines living in the barracks):

Rank, Last Name, First Name, Middle Initial

PO BOX 63060

MCBH KANEOHE BAY, HI 96863



# TRICARE Medical and Dental

Your TRICARE eligibility doesn't change when you move. But it may change your health plan options. Keep these things in mind when you know you're about to move:

- ◆ Don't disenroll from any plan before you move.
- ◆ You're covered by your current plan on your way to your new location.
- ◆ Make sure you tell your regional contractor and all doctors if you have other health insurance
- ◆ Update your address and other personal information in the Defense Enrollment Eligibility Reporting System after you move.

## Dental 21st Dental Company, Building 6905, "D" Street, Marine Corps Base Hawaii

**Appointments (active duty only):** (808) 257- 7024/3100

Open: 7 a.m. to 4 p.m.

## Kaneohe Bay Branch Health Clinic, Building 6905, "D" Street, Marine Corps Base Hawaii

**808-257-3365 |**

Services provided include Family Medicine (care provided by Medical Home Port Teams), Aviation Medicine, **Dermatology (by referral)**, Immunizations, Laboratory, Medical Readiness Clinic, Mental Health (active duty only), Obstetrics, Optometry, Pharmacy, Physical Therapy and Sports Medicine (by referral), Preventive Medicine and Occupational Health (limited basis), and Radiology.

### **Clinic Hours:**

Monday through Friday: 7:30 a.m. to 4 p.m. | Weekends and Federal Holidays: Closed

*Extended Medical Home Port Primary Care Hours: 7:30 a.m. to 6 p.m. (NHCH Call Center Appointment Line and Kaneohe Bay Pharmacy (no handwritten scripts after 5:30 p.m.) have extended hours to support later primary care appointments)*

## Routine Care While Traveling

### **Active Duty Service Members**

If traveling TDY, TAD or between duty stations, you must receive all routine (nonemergency) care at a military treatment facility (MTF) if one is available. If an MTF is not available, prior authorization from your primary care manager (PCM) is required for nonemergency care. You are responsible for all costs associated with nonemergency medical care performed at a civilian facility without prior approval.

### **Active Duty Family Members**

Active duty family members (ADFM) should try to get all routine care before traveling. If enrolled in a TRICARE Prime option, a PCM referral is required to avoid point of service (POS) charges.

\*ADFM not enrolled in a TRICARE Prime option can make an appointment with any TRICARE authorized provider.

The Single Marine & Sailor Program (SM&SP) is a highly energized program designed to address and enhance the quality-of-life for Single Marines and Sailors in a measurable manner. This program accomplishes this by providing three core components:

1. **Quality of Life**
2. **Community Involvement**
3. **Recreation**

**Q: Who qualifies for the SM&SP?**

A: All single/unaccompanied Active Duty Marines and Sailors who serve aboard MCB Hawaii.

**Q: If I have a girlfriend or boyfriend, can I still participate in SM&SP activities and events?**

A: Absolutely. You will be completely eligible for the program's benefits until you are married.

**Q: Is it true that the SM&SP is a dating service?**

A: No. The SM&SP is a "Quality of Life" program dedicated to serving the single/unaccompanied Marines and Sailors serving aboard MCB Hawaii.

**Q: What types of events and activities does the SM&SP offer?**

A: The SM&SP offers a wide variety of activities — everything from neighbor island excursions to on-base activities. Essentially, the sky's the limit (and the MCO that prohibits the really dangerous stuff). Watch this short video to see the types of events we offer.

**Q: If I do not qualify for the program, can I still be a part of it?**

A: Yes, you can. You are more than welcome to attend the meetings and share your ideas. You may also assist by volunteering at any of the SM&SP unit events. We urge you to help your unit representative in passing on information and coordinating events for your unit.



# ARRIVAL TLA INFORMATION FOR MARINE CORPS PERSONNEL STATIONED AT MARINE CORPS BASE (MCB) HAWAII

Temporary Lodging Allowance (TLA) is an allowance to partially **reimburse** a member for the more than normal expenses incurred while occupying temporary lodging. TLA reimburses the cost of lodging, meals and incidentals according to the size of your family and whether the facility has an adequate or inadequate kitchen. Arrival TLA can be granted up to 30 days during the initial entitlement period only, in increments of 10 days. The 30 days entitlement period commences the day the member reports to their new command.

## **Military Members Accompanied By Sponsored Dependents:**

These members must check in to the Family Housing Office, located at 1571 Lawrence Road, to apply for base housing within 72 hours of reporting to their gaining command. They must be accompanied by their family or have proof that the family will be arriving within 14 days of reporting to their parent command. (A flight itinerary will suffice for proof of arrival). Once checked in with housing and put on the waitlist, be advised that the wait time could be up to one year before you are able to receive suitable on-base housing.

**\*DO NOT ENTER INTO A LEASE AGREEMENT PRIOR TO CHECKING INTO THE HOUSING OFFICE**

**The Housing Office can assist in finding BOTH on and off base housing options.**

## **PACOM TLA Policy:**

IAW para 5d of PACOM Instruction 0614.5, 8 Apr 09, "TLA will be terminated under rules specific to each service or when military, public private venture, or when housing on the economy is available, whichever event occurs first."

**TLA will be stopped if a member is not aggressively searching for off-Base housing or turns down 802 or PPV housing (including other service PPV housing). The MCB Hawaii Housing Office will review the aggressive housing search prior to issuing the TLA Certificate.**

Please acknowledge the following :

1. If I am offered PPV housing anywhere on Island and decline the housing, my TLA can be stopped by the MCB Hawaii Housing Office.
2. I must provide documentation of 5 aggressive housing searches to the MCB Hawaii Housing Office during the first 10 days of TLA. I must provide documentation of 10 aggressive housing searches to the MCB Hawaii Housing Office for each additional 10 day TLA period.

## **Lodging:**

For Lodging Reservation: The Lodge at Kaneohe Bay, is the designated government lodging facility that all married military personnel stationed at MCB Hawaii, MUST check for availability. For reservations, call **(808)254-2806** or **online reservations at [www.innsofthecorps.com](http://www.innsofthecorps.com)**. A statement of non-availability will be issued by the Marine Corps Base Lodge when there is no vacancy. If/when there is no vacancy at MCB Hawaii, reservations can be made at a TLA Approved Hotel on Oahu (a hotel listing can be obtained at the Housing Office by calling **(808)257-0977/2705** or requesting a copy by email at **MCBH.G4.FMLY.HSG.FMB@USMC.MIL** to have it e-mailed to you in order to make a lodging reservation prior to your arrival to Hawaii. A Tax Exemption form will be issued to you to waive the transient accommodation tax (this form can be requested from the TLA Office by calling **(808)257-2705** or **257-0977**) located at the MCB Hawaii Housing Office) or it will be issued to you when you check in to the TLA Office.

## **Bona Fide and Geographical Bachelors (E6 and Above):**

Must check the availability of the Unaccompanied Personnel BEQ, at Kaneohe Bay, contact Gary Johnson, UPH Manager at MCB Hawaii, phone number **(808)257-4170**. A Certificate of Non-Availability will be issued when/if there are no rooms available. This certificate must be presented to the Temporary Lodging Allowance Office, located in the Housing Office, who will give you a thorough brief on TLA reimbursement procedures and the requirements to receive TLA. You will be assigned a TLA Counselor, who will be processing your TLA reimbursement claims and will be monitoring your Aggressive Housing Search in increments of ten (10) days.

## **Documents Required Upon Checking into the TLA Office:**

- 1) PCS Orders to include Reporting Endorsement upon checking in to IPAC.
- 2) Travel Claim
- 3) Housing Information (1) Housing Application; (2) TLA Certificate
- 4) Non-Availability statement from BOQ (Bona Fide & Geographical Bachelors)
- 5) Non-Availability statement from The Lodge @ Kbay

Your TLA reimbursement claim will then be reviewed and forwarded to the Housing Director, TLA Approving Authority for approval and signature. Your TLA claim will then be processed via DTMS/MOL, then certified and forwarded to your paying DSSN.



# P E T S

## **A Rabies Free Hawaii:**

Hawaii is rabies-free. 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.

Chapter 4-29 Hawaii Administrative Rules, governs the importation of dogs, cats and other carnivores into Hawaii. This law states that dogs and cats meeting specific pre- and post-arrival requirements may qualify for 5 Day Or Less quarantine program, which has a provision for direct release at Daniel K. Inouye International Airport (Honolulu) after inspection.

Furthermore, the law requires dogs and cats that do not meet all of the specific 5 Day Or Less program requirements to be quarantined for up to 120 days upon arrival in Hawaii.



## **Prohibited Animals:**

The regulation of animal breeds and species that are permitted to enter Hawaii is under Plant Quarantine Branch jurisdiction and administrative rules. Non-domestic dogs and cats and hybrids such as wolf, wolf cross, Dingo, Bengal, Savannah, etc are prohibited under Plant Quarantine (PQ) law. Refer to Plant Quarantine's animal guidelines for importation.

## **Puppies and Kittens:**

Due to the minimum amount of time needed to prepare a puppy or kitten to meet the requirements of the 5 Day Or Less program, a newborn puppy or kitten will be about 6 months of age by the time the preparations are completed. Puppies and kittens not able to meet all of the requirements for the 5 Day Or Less program will be quarantined for 120 days.

**Refer to <http://hdoa.hawaii.gov/ai/aqs/aqs-info/> for the most current information on bringing your pets to Hawaii.**



# Vehicles , Motorcycles, Weapons

## Receiving Shipped Vehicles

You can track your vehicle through [www.wherismypov.com](http://www.wherismypov.com). Though it mentions you need to make reservations to pick up your vehicle from Matson, this is not correct for members of the Armed Forces. Walk-in times are Monday – Friday from 0800 – 1430, closing time of 1530. The process is very easy and should not take more than an hour. Bring your picture ID (valid driver's license) and the vehicle survey to the port for pick-up. Matson will give you a free car wash from one of three facilities on the island. More information can be obtained by calling (800) 896-7745. The address for the pick-up location is 1411 Sand Island Pkwy Honolulu, HI 96803.

## Vehicle Registration

Once your vehicle is received and picked up from the port, you have **30 days** to register your vehicle in Hawaii which includes a safety inspection. There are multiple locations to receive the inspection. The longest wait for registering the vehicle is proof of insurance. The registration office does not accept printed proof of insurance; it must be from the insurance company with the company logo watermarked for Hawaii. Depending on the state you live in, if you keep your state license and registration, they might suspend your driver's license due to no longer having insurance in that state (i.e. Florida). What will need to be done in order to keep your driver's license valid is faxing a copy of your orders to Hawaii, a letter from yourself explaining the situation with the policy of your current insurance, and a faxed copy of the insurance policy directly from your insurance company. The vehicle registration process can be a little crazy so we have provided some example steps of what to expect.

Example: Out-of-State license – Receive a temporary pass from the front gate of the base with valid driver's license, proof of insurance, and registration. Proceed to a valid vehicle safety inspection venue (will fail due to not having Hawaii registration). Take the proof of failed safety inspection to the DMV or satellite office along with your insurance watermarked for Hawaii. After the vehicle is registered, return to the safety inspection venue to receive a passing safety inspection and the stickers for your vehicle. Once all the previous steps are complete you can go to the base Pass and Tag office located at the Provost Marshall Office (PMO).



## Weapons

Ensure you check the Hawaii regulations for weapons to ensure your weapon is legal in the state of Hawaii. You can find this information at the link below:

<http://www.honolulu.org/information/index.php?page=gunmain>

Upon arrival you will have three days to register your weapon with the Honolulu Police Department (808-723-3190). You will be required to bring your weapon in a case when you register your weapon. The hours are 0745 – 1630; however, you must show up NLT 1500. The address is: 801 South Beretania Street Honolulu, Hawaii 96813 After registering your weapon with the Honolulu Police Department they will give you a registration card that you will need to give to PMO in building 1095 on the first deck.

## Motorcycles

Per Group Order 5100.2, MAG-24 Motorcycle Mentorship Program, Arriving personnel who own/operate a motorcycle, moped, or ATV shall inform their chain of command, Motorcycle Program President, and Ground Safety Officer within 3 days of check in.

Only those personnel on the 'Authorized to Ride' list shall be permitted to operate motorcycles, mopeds, or ATVs. Personnel shall not be placed on the "Authorized to Ride" list until after they have attended at least one monthly Motorcycle Mentorship Program meeting. In order to remain on the list personnel shall attend each month's meeting. Failure to attend the monthly Motorcycle Mentorship Program meeting without prior coordination with the Motorcycle Mentorship Program President shall result in removal from the "Authorized to Ride" list.

The required documents to be eligible for the "Authorized to Ride" list are listed below:

1. BRC/ARC Card
2. Drivers License with Motorcycle Endorsement
3. Motorcycle Registration
4. Hawaii Vehicle Safety Inspection
5. Proof of Valid Motorcycle Insurance



## **BASE RUNNING ROUTE**

## **COMMISSARY INFORMATION**



## **EDUCATION OPPORTUNITIES**

## **FIREARMS POLICY**



## **GUEST INFORMATION**



**INTERNET - HAWAII TELECOM**



**INTERNET - SPECTRUM**

**MOTORCYCLE COURSE**



**PET REGISTRATION**

**VEHICLE REGISTRATION**



## **Important Phone Numbers (808)**

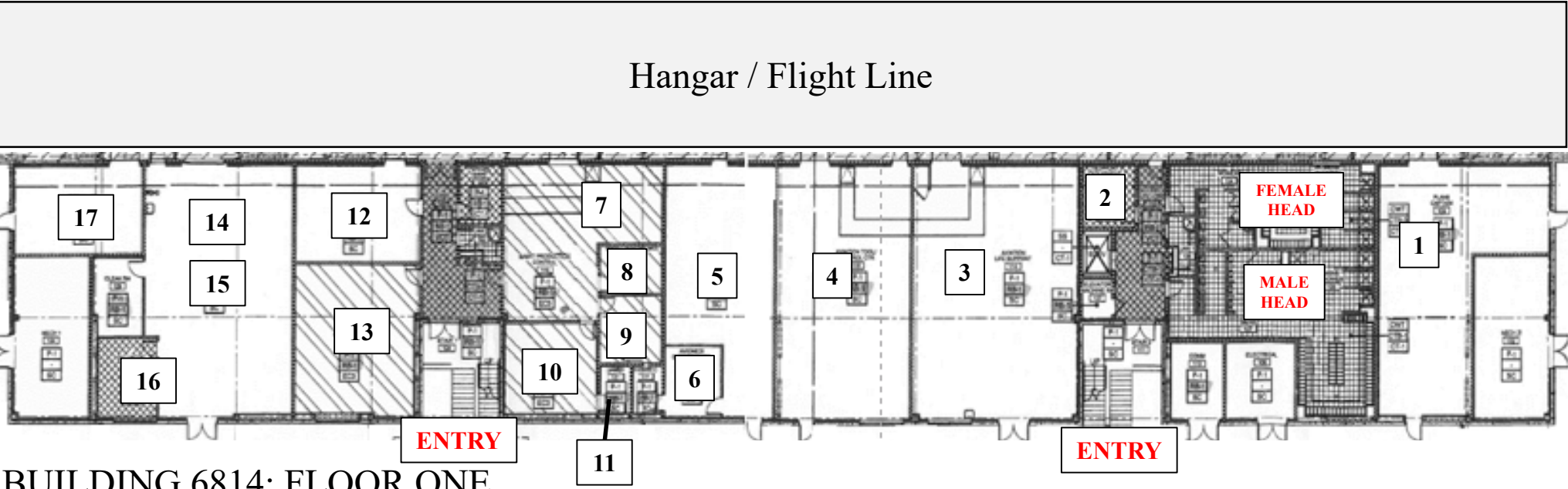
### **Squadron Numbers**

SDO/ODO:	257-3683
	(cell) 375-9426
CO: LtCol Pope	257-3673
	(cell) 679-5275
XO: Maj Montgomery	257-3672
	(cell) 268-4569
Sgt Maj: Sgt Maj Garcia	257-3675
Adj	257-3671
Barracks (DNCO)	216-7120
S-1 (Admin):	257-3668
S-3 (Ops):	257-3681
S-4 (Logistics):	257-3651
S-5	257-3627
S-6 (Communications):	257-3652
Safety:	257-3686
Avionics:	257-3562
Airframes:	257-3595
Flight Equipment:	257-3554
Flight Line:	257-3542
Maintenance Control:	257-3571
Maintenance Admin:	257-3577
Ordnance:	257-3599
Quality Assurance:	257-3588
Tool Room:	257-3577

### **Family Readiness Numbers**

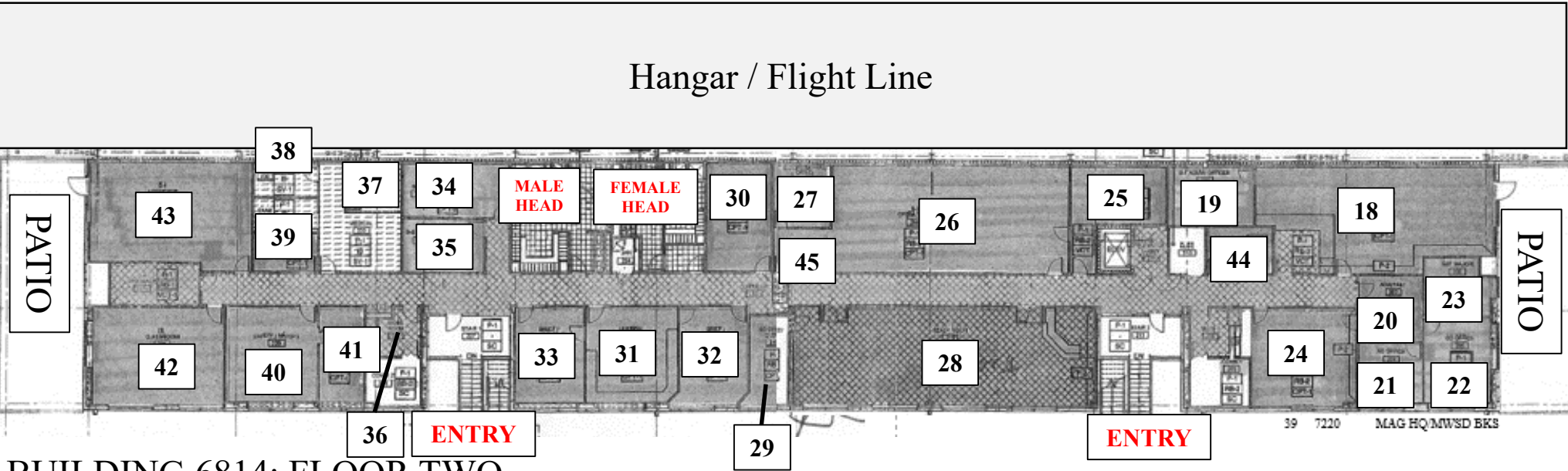
URC: Capt Jay Caluna	257-3680
DRC (Namji Steinman):	257-3965
	(cell) 780-8153

BUILDING 6814: VMM-268



BUILDING 6814: FLOOR ONE

#	Room #	Office
1	103	FLIGHTLINE (PLANE CAPTAN/LINE)
2	113	GEEDUNK
3	114	FLIGHT EQUIPMENT
4	115	TOOL ROOM
		AVIONICS (ELECTRONICS & ELECTRICAL INSTRUMENT)
5	116	AVI OIC/SNCOIC
6	116A	MAINTENANCE CONTROL (M/MCO & MC)
7	118	MAINTENANCE CHIEF
8	119A	MAINTENANCE OFFICER
9	119	MAINTENANCE ADMIN
10	120	ALIMS
11	121	PHASE
12	126	QUALITY ASSURANCE
13	127	AIRFRAMES
14	128	CORROSION CONTROL
15	128	AIRFRAMES OIC/SNCOIC
16	130	ORDNANCE
17	132	





BUILDING 6814: FLOOR TWO

18	201	S-1
19	202	S-1 OIC/SNCOIC
20	203	ADJUTANT/LEGAL OFFICER
21	204	XO
22	205	CO
23	206	SGTMAJ
24	207	CONFERENCE ROOM
25	211	PTO
26	214	S-3
27	214A	OPSO
28	215	READY ROOM
29	216	SDO/SDC HUT
30	217	S-2
31	220	MISSION PLANNING
32	221	HERITAGE ROOM
33	222	BRIEF/DEBRIEF #1
34	225	S-5
35	226	S-6
36	228	MATERNITY ROOM
37	231	MEDICAL OFFICER
38	232	SACO
39	233	EXAM ROOM
40	235	DSSN
41	235A	DSSN DIRECTOR
42	236	CLASSROOM
43	237	S-4
44	240	CAREER PLANNER
45	241	S-2 SIPR ROOM





-  Associated Building
-  VMM-268 (BLDG 6814)



#	BLDG	Description
1		Front Gate
2	208	BASE S-6
3	209	DMO/SATO TRAVEL
4	216	BASE CO HQ
4A	216	FINANCE
5	219	BASE THEATER/LIBRARY/MCCS/EFMP
6	220	JOINT EDUCATION CENTER
7	267	COMMSTRAT
8	301	MAG-24 CHAPLAIN
9	386	SNCO BEQ
10	502	OFFICERS CLUB
11	503	BOQ (FIVE PALMS)
12	579	MARINE AND FAMILY PROGRAMS
13	981	MAIN BASE POOL
14	1043	IPAC
15	1044	ID CARD/DEERS
16	1090	MCX ANNEX/UNIFORM STORE
17	1095	VEHICLE REGISTRATION/PHYSICAL SECURITY
18	1096	PMO
19	1193	MOKAPU SCHOOL
20	1571	FAMILY HOUSING
21	1629	SINGLE MARINE & SAILOR PROGRAM/KAHUNA
22	1654	MALS-24 BKS
23	1666	BOWLING ALLEY
24	3037	SEMPER FIT GYM
25	3038	INNS OF THE CORPS
26	3088	SNCO CLUB/SAM ADAM'S GRILL
27	3097	AUTO SKILLS CENTER
28	4005	SUPPLY/CBRN
29	4016	NAVY/MARINE CORPS RELIEF SOCIETY
30	4041	MATTS
31	4054	ARMORY
32	4075	CIF (IIF)/NBC
33	5070	HMLA-367 BKS
34	5071	VMM-268/MWSD-24 BKS
35	6109	MAIN EXCHANGE//COMMISSARY
36	6677	BASE CHAPEL
37	6800	MARINA AND OUTDOOR REC EQUIP CENTER
38	6823	AIR TERMINAL
39	6864	MAG-24 HQ
40	6886	VMM-363
41	6905	MEDICAL/DENTAL
42	7220	MAG HQ/MWSD BKS
43	HNGR 101	HMLA-367
44	HNGR 102	HMH-463/VMU-3
45	HNGR 103	MALS-24
46		GAS CHAMBER

### CHILD SUPERVISION AGE MATRIX

Sponsors and parents are responsible for the welfare and the safety of children in the military community. Each child is unique. Personality, environment, developmental progress and maturity level are factors used to determine when children are ready to accomplish activities with little or no supervision. *Sponsors and parents are responsible for making this decision.* The following are minimum community standards. These guidelines apply to all Military, DOD and Invited Contractors personnel living on or off MCB Hawaii

Age of Child	Required Supervision	Left Alone in Quarters	Left Alone Overnight	Play Outside Unattended	Left in Car Unattended	Child Sit Siblings	Child Sit Others
Newborn-5 years old	Requires close supervision at all times.	NO	NO	NO	NO	NO	NO
6-7 years old	Direct Supervision Required	NO	NO	YES With immediate access (visual sight and hearing distance) to adult supervision. Children six years old may not walk alone to and from school or school bus stop. Children seven years old are exempt from "outside unattended" rule when walking to and from school or school bus stop. they may not walk alone and must be accompanied by a buddy or older sibling so the child is not alone.	NO	NO	NO
8-9 years old	Direct Supervision Required	NO	NO	YES With ready access to an adult who is in the immediate area in case of an emergency and the Sponsor and/or parent knowing the location and activity of the child. May walk unaccompanied to and from school or school bus stop with a buddy. Parents need to buddy partner or use siblings so child is not alone.	NO	NO	NO
10-11 years old	Indirect Supervision Required. This is a transitional time and children are accepting more responsibility; however they continue to require indirect supervision. Sponsor should know child's location and activities. Emergency contact available.	YES Ten years old for up to 1 hour. Eleven year olds up to 3 hours (occasionally not on a daily basis). Must have access to indirect supervision (neighbor, checking with sponsor by phone).*	NO	YES With ready access to adult supervision. Sponsor checks on the child or has the child check in with the sponsor, parent, or caregiver hourly. Ready access can be accomplished with cell phone. Must be 30 minutes or less to respond to the child in crisis. Child should take into consideration due to child's maturity and any limitations or special needs.	YES Not more than ten minutes and the keys MUST be removed and the parking brake applied.	YES Eleven year olds may sit siblings 6 years and older for up to 1 hour. Ten year olds may not sit siblings. Child's maturity and knowledge of emergency protocols should be considered.	NO
12-13 years old	Indirect Supervision Required. Children are approaching the adolescent years when there is need for increased responsibility should be carefully evaluated.	YES For up to six hours with ready access to adult supervision and intermittent contact with a supervisor.*	NO	YES With access to adult supervision. Sponsor checks on the child or has the child check in person or by the phone every 2 hours. Parent must know child's location and activity and respond to the child within 1 hour. Parents should take into consideration the child's maturity and any limitations or special needs.	YES	YES Up to 6 hours during daylight hours.	YES Limit up to 6 hours. Not overnight. Babysitter Course required.
14-16 years olds	Children continue to need to know how to access Sponsor and guidance for emergency situations. Sponsors are responsible for their actions.	YES No longer than 9 hours with ready access to adult supervision.	NO	YES With access to adult supervision by phone or designated caregiver within 2 hours. Contact must be made every 3 hours.	YES	YES	YES May sit up to 9 hours, not overnight. Babysitter Course Required.
17-18 years old	Sponsors are responsible for their children and their actions as long as Family Member status is maintained.	YES No More than two consecutive overnight periods with access to adult supervision.	YES Indirect Supervision	YES Time is left up to the Sponsor's discretion.	YES	YES	YES Babysitter Course required.

American Red Cross Babysitters' Training Class: POC 257-8848 is required to care for any minor child sitting children other than immediate family members. To report violations of this policy that may constitute child neglect, please call PMO 257-1018/2123 and Family Advocacy Hotline 216-7175.

\*Unless there is a pattern of behavioral misconduct indicating otherwise.

Updated May 18, 2018