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.

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 Daycare 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: 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. Ohana Military Communities is the managing member of 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 $800,000. Median rental is $1,900 for a one bedroom and $3,500 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)
**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.

**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.

**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

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 808-257-3197.

Youth Sponsorship

The Youth Activities (YA) and Information, Referral & Relocation Services Program are supporting the Youth Sponsorship Program here at MCB Hawaii. If interested in a Youth Sponsor for your child (10 yrs & older), please contact the Children & Youth Programs office at 808-257-83547430 or 808-257-7240. The Youth Sponsorship request form can be downloaded here.

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 Information & Referral and Relocation 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. Call 808-257-8354 or 808-257-7786 for more details.

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

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**

**Sponsorship Training**

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 or if they want to become a sponsor, they can access the Sponsorship Awareness for Families and complete sponsorship training 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.

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. 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 or through MilitaryInstallations. 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.

**Youth Sponsorship Program**

Many installations give kids the chance to get to meet a new friend and become acquainted with their new installation through the installation's youth program. Where available, 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, 808-257-3197.

Shuttles to the installation

There is no public transportation directly to the installation. Taxi/cab fare is approximately $60.00 (or more) and is a reimbursable travel expense up to $75.00. Ensure to ask for a military discount and for a receipt. Car services like UBER and LYFT are not allowed to pick up at Honolulu International Airport per state regulations.

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 the IPAC Inbound Section to complete in-processing.

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](https://www.usa.gov) 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](https://distraction.gov) 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](https://www.state.gov)
**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.

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**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.

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**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](http://www.mccshawaii.com/ec_college.shtml)

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

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**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

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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 60th day.

TLA is not paid in advance; 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 Lawerence 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
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/Privately 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:
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 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 Unite 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 dogs 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 provide 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**

**The Exceptional Family Member Program**

When you're moving, your to-do list can seem long enough to fill a packing box. But if your family has special medical or educational needs, help is available before, during, and after your move. Enrollment in the Exceptional Family Member Program provides military families with special needs consideration during the assignment process and access to support services to help navigate the medical and educational system.

The Exceptional Family Member Program has three components:

- **Identification and enrollment of a family member with special medical or educational needs**
- **Assignment coordination to determine the availability of services at the projected duty station**
- **Support to help families identify and access programs and services**

**Who should enroll in the program?**

Family members with special medical or educational needs lasting longer than six months are required to enroll in the EFMP including spouses, children and dependent adults who:

- Require special medical services for a chronic 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 or individualized family service plan

**Why enroll in the program?**

Enrollment in the EFMP in mandatory for Active Duty, and ensures that family members' documented medical and educational needs receive consideration during the assignment coordination process. Through the EFMP family support office, families can receive assistance with navigating military and community support systems.

**How do families enroll in the program?**

Families can enroll by obtaining paperwork from the EFMP medical point of contact at their local military treatment facility, The EFMP Liaison, or in the Marine Corps, from Marine Corps Community Services. The forms for enrollment are:

- **Department of Defense Form 2792, "Family Member Medical Summary."** The service member, spouse or adult family member completes the first page to document medical needs. The family member's physician or other qualified medical professional completes the rest and includes the diagnosis, frequency of care, medication and any special accommodations the family member requires.
- **Department of Defense Form 2792-1, "Special Education/Early Intervention Summary."** The sponsor, parent or legal guardian completes items one through seven of the first page to document educational needs. School or early intervention program personnel complete the remainder of the form, which includes the child's educational diagnosis. A copy of the individualized education program or individual family service plan pairs with the form.

**What is assignment coordination?**

The military mission is the driving force behind the assignment process, but enrollment in the EFMP ensures that family members' documented needs are considered in the process. Assignment coordination occurs when the personnel command requests that Department of Defense medical or educational professionals review a family member's documented needs to determine availability of services at a projected location. Assignment coordination is important because access to appropriate medical and educational services may be limited in some areas, especially in overseas and remote locations. This process helps to eliminate the need for early returns from sea, HUMS and hardship discharges.

**What is family support?**

The EFMP family support function is provided by the EFMP case liaison and 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
- Warm handoffs to the EFMP at the next location
- Nonclinical case management

**What is the role of the EFMP Liaison?**

The role of the family support provider includes:
Helping families on the path to empowerment by providing information and referral services, non-medical case management, education and other supports
Helping relocating families pinpoint and navigate formal programs and services and informal supports
Bridging gaps in programs, services and support by informing families on what is available, and how to apply for benefits and entitlements

**How do families access their EFMP case liaison?**
Access the EFMP case liaison by visiting or calling the Fleet and Family Support Center at 202-685-0229 and asking for a referral to a special needs consultant.

**How can families help ease the transition to a new school system following a move?**
In addition to the support available from the installation Military and Family Support Centers and Military OneSource consultants, MilitaryINSTALLATIONS provides some suggestions for making the transition easier as your child enters a new school system following a move to a new duty station. The article, "Preparing for Your Move," provides tips for what to do prior to and after your move to help create a smooth transfer between schools.

Additionally, military families can learn about the Education Directory for Children with Special Needs for information on special-needs issues and listings of national and local resources for early intervention (for infants and toddlers) and special education (for school-age children) services.

**Special Needs - EFMP Enrollment**
Military families often relocate every two or three years. Below are suggestions for making the transition easier as your child enters a new school system following your family's move to a new duty station in the states or a Department of Defense Education Activity school overseas.

**Relocating: things to remember**
At least 30 days prior to your move:
Notify the school or early intervention agency of your impending move and request a copy of your child's educational records.
Obtain your child's most recent transcripts, grade reports and all pertinent medical records, including inoculation records, prescriptions and dosages.
Contact the new school district or early intervention agency for specific information about programs on or near the installation where you will be living. Use the State, School District and Installation Information sections of the Education Directory for Children with Special Needs to identify the districts in your new location and find information about early intervention agencies. The directory provides helpful tools to assist families with infants and toddlers and school-age children transitioning to a new educational program.
If your child has special needs and is receiving early intervention or special education services, request a copy of the following information:
- Latest individualized education program or individualized family service plan, including the most recent progress report
- Your child's most recent eligibility determination report for special education services, including early intervention
- The names of textbooks or other materials that have been effective for your child
- Adaptive equipment and assistive technology such as communication devices or modified key boards that your child uses in school

As you leave your duty station, you should:
Hand carry a copy of your child's inoculation records and the information you collected about your child's educational program.
Take any special equipment, medication refills and supplies (for example, hearing aid batteries) that your child may need in the next two months.
Keep contact information for your child's current teacher or early intervention specialist in case there are questions at your new school or early intervention agency.
If there is any question about the transfer of your child's information, here are some tips to help:
- Provide the staff at your child’s current school with the contact information for the special education staff at your child’s new school to speed the transfer of your child’s information.
- When you arrive at your new duty station, you should:
  - Take the hand-carried educational information, including immunization records, with you to enroll your child in the local school.
  - Notify the new school that your child has special needs. Sign appropriate releases so the new school can request
official copies of your child's records. Request copies of any publications about the school's special education services. It is easier for the receiving school to start the appropriate special education or early intervention services for your child when you hand-carry important information about your child. The current individualized education program will be recognized by the school's special education committee and interim services can be provided within days. Each state has different policies or procedures that guide its special education and early intervention programs. Do not expect to use the same forms and procedures that were used at your previous location. You should expect that every effort will be made to meet your child's needs.

**Special Needs - EFMP Family Support**

**Background**

The *Education Directory for Children with Special Needs* was developed to support military families who have children (birth through 21) with special educational needs. Military families can consult the directory for information on special-needs issues and listings of national and local resources for early intervention (for infants and toddlers) and special education (for school-age children) services.

**Highlights**

The *Education Directory for Children with Special Needs* is a valuable resource for military families. The directory:

- helps families identify the early intervention agencies and public school districts located near the installation prior to moving
- allows users to make more informed decisions and more easily navigate local early intervention and special education systems
- includes information on a range of disabilities affecting school-age children and on early intervention service providers and resources for infants and toddlers
- provides practical suggestions (Tools for a Smooth Transition) for relocating families

**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.

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**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](https://www.ncectac.org) provides a list of state Part C directors and funded programs on their website. Also, [Military OneSource](https://www.militaryonesource.mil) 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](https://www.parentcenterhub.org) 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...
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.

邂逅海外，您有两个护理选项：

**TRICARE Overseas Program-Prime** 是为驻海外的现役军人提供的选项。单位位于军事诊所和医院。要加入该计划，家庭成员必须由指挥官赞助。您的首席医疗管理人是一个军事供应商或团队的供应商。

**TRICARE Overseas Program-Prime Remote** 是在某些偏远海外地区提供的选项。它是为指定的现役军人及其由指挥官赞助的家属提供的。您的首席医疗管理人是您通过区域和国家特定的呼叫中心联系的海外承包商。

**注**：现役军人必须注册Prime选项。

当您知道您要搬家时，请联系您的当前TRICARE驻海外承包商。如果您知道您的新位置位于新区域，请与您的TRICARE选项。

**转移您的TRICARE Prime/Prime Remote覆盖**

当您搬家时，您的Prime选项可能会改变。如果您搬到一个新的地区，您必须转移您的注册。每个家庭成员的选项可能不同。记住，要注册Prime选项海外，家庭成员必须由指挥官赞助。

如果您在同一个区域搬家，您仍然需要了解您的Prime选项是否改变。您可能只需要找个新的首席医疗管理人。再次联系您的当前TRICARE区域或USFHP承包商来讨论您的搬家和TRICARE选项。遵循这些步骤通过电话转移您的注册：

**打电话给您的当前TRICARE区域或USFHP承包商**来转移您的注册或获取一个新的首席医疗管理人。承包商会询问您，您的家庭，您要搬到哪里以及预计您到达新任职站的日期。您的当前承包商将与您的新承包商共享您的信息。如果您只需要一个新的首席医疗管理人，他们会与您一起处理。您的新承包商将在您预计到达日期的五个工作日内与您联系，讨论您的Prime注册和首席医疗管理人选项。您的转移将从新承包商来电并同意转移的那天起。它可能会花上4个工作日来记录您的转移。您将暂时保持Prime覆盖，直到转移完成。

**更新DEERS中的地址** 请尽快更新您的新地址，即使您在临时住宿。

**登录milConnect** 来检查您的注册。您可以查看您的首席医疗管理人，并打印出一个注册卡。

**注**：不要在搬家前从Prime中取消注册。

其他转移您的注册方式包括：

**在线转移注册** 使用**TRICARE的受益人Web注册工具**。受益人Web注册工具将在2016年为那些从海外地区搬到驻国内地区的人可用。在受益人Web注册工具中，您可以在未来90天内设置一个日期作为您的注册转移日期。

**打电话给您的新承包商** 时，您到达您的新任职站。他们可以转移您的注册到新的电话。

**下载注册表** 并将其寄到您的新区域的承包商。记住，记下您想要转移生效的日期。USFHP的注册信息可以在**美国家庭健康计划**页面上找到。

**注册** 时，您在新任职站。

如需了解更多信息，请访问**TRICARE搬迁**页面。

**TRICARE Standard and Extra**

TRICARE Standard and Extra 是为现役军人的家庭成员提供的选项。您不需要注册—覆盖是自动的，就像您是TRICARE合格的人一样在DEERS中。与TRICARE Standard or Extra您可以看到任何TRICARE授权的供应商，非网络或网络。您需要支付免赔额和成本分享。

**如果您访问非网络供应商**，您使用Standard选项。您可能需要全额支付并提交一份索赔单以获得报销。

**如果您访问网络供应商**，您使用Extra选项。您只需要支付您的成本分享，您在您的预约。

如果您是家庭成员并且不想在TRICARE Overseas Program-Prime注册，或者不能注册，因为您不是由指挥官赞助的，您有TRICARE Overseas Program-Standard。您可以看到任何的民事供应商（除了在菲律宾）。

如果您想在您搬家时使用TRICARE Standard，当您搬家时，打电话给新的区域承包商，从Prime取消注册。
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 are 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/](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/KanehoeBayBHC.aspx](http://www.med.navy.mil/sites/nhch/Clinics/Pages/KanehoeBayBHC.aspx)) and dental ([http://www.marines.mil/unit/3rdlogistics/3rdental/Pages/Kbay%20Clinic.aspx](http://www.marines.mil/unit/3rdlogistics/3rdental/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
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.

<table>
<thead>
<tr>
<th>Clinic</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch Medical Kaneohe Bay</td>
<td>808-257-2131</td>
</tr>
<tr>
<td>Naval Medical Pearl Harbor</td>
<td>808-473-0247</td>
</tr>
</tbody>
</table>

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, or CDCs, 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 6 weeks to 12 years may receive care in the private home of a certified family child care provider living in government-owned or leased housing. Family 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 and are provided local support, training and materials to accomplish this goal.

School-Age Care Programs

School-age care 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 care 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.

Requesting Child Care

Military families may request child care by visiting MilitaryChildCare.com. This Department of Defense website serves all military families seeking child care (including Child Development Centers, Family Child Care and school age care programs) and provides access to military-operated child care options world-wide. Families may search for and request care, manage their requests, and update their profile online, simplifying the process for finding child care.

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.
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](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/msf.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.

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**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.

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

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.

Family Advocacy

General Program Description
The Family Advocacy Program is the congressionally designated program responsible for the prevention of and response to child abuse and neglect and domestic abuse/intimate partner violence in military families. The Family Advocacy Program works in cooperation with military and civilian medical providers, law enforcement, legal personnel, chaplains, and child and youth programs to provide a coordinated community response. The goal of the Family Advocacy Program is to promote the prevention, early identification, reporting and treatment of child and spouse abuse.

Program services vary by installation and generally include the following:

- Public awareness campaigns, education and support for couples and parents
- Parenting support at every age and stage, including New Parent Support Program home visits for expectant parents, new parents and families with young children
- Safety planning, advocacy and support for domestic abuse victims
- Clinical treatment for offenders and all affected family members as appropriate provided by MEDCOM

Prevention, Education and Outreach

Family Advocacy Program prevention, education and outreach services vary by installation and may be offered in coordination with military or civilian partners. Contact your installation Military and Family Support Center or Family Advocacy Program for local listings. Sample services include the following:

- Education and skill-building training on topics including stress or anger management
- Seminars on healthy relationships, couples communication or conflict resolution
- Parenting support, including the New Parent Support Program, playgroups, educational workshops and opportunities for parents and families at every age and stage
- Counseling or referrals to services tailored to meet specific family needs and schedules provided by MEDCOM

Child Abuse and Neglect and Domestic Abuse Information and Reporting

Child abuse and neglect: If you have concerns about a child’s welfare or safety, whether at home or in the care of a Department of Defense child or youth program, find your local Family Advocacy Program under the Installation Contacts tab or contact any of the following:
Military OneSource (800-342-9647)

Local child protective services, your state’s reporting hotline or Childhelp National Child Abuse Hotline at 800-4-A CHILD (422-4453)

For concerns about child abuse or neglect in a DoD child or youth program or school, your installation Family Advocacy Program or the DoD Child Abuse and Safety Violation Hotline at 800-790-1197 in the United States or 571-372-5348 overseas (not a crisis line)

Call 911 or law enforcement if you witness abuse or neglect or a child is in imminent danger.

Domestic abuse: If you or someone you care about needs help, confidential support is available. Please contact the following for information, support and assistance:

Your installation Family Advocacy Program
Military OneSource (800-342-9647)
National Domestic Violence Hotline (800-799-7233)
Americans Overseas Domestic Violence Crisis Center (international toll-free at 866-USWOMEN)

Call 911 or law enforcement if you witness domestic abuse or someone is in immediate danger.

Domestic Abuse Reporting Options

Restricted report: In most instances, domestic abuse victims may request a restricted report, which allows for confidential medical care, counseling, victim advocacy and support services, such as safety planning and legal assistance, without command notification or a law enforcement investigation. A victim must contact a medical care provider or Family Advocacy Program professional to request the restricted reporting option.

Unrestricted report: If a domestic abuse victim requests an unrestricted report, the sponsor's commander is promptly notified, law enforcement is involved and administrative action against the offender may be taken. The victim remains eligible for all victim advocacy services, including safety planning, legal assistance and specialized support. Contact military law enforcement or the Family Advocacy Program to make an unrestricted report. In an emergency, call 911.

Eligibility Requirements

Family Advocacy Program services are available to service members and family members eligible for care in a military treatment facility. Intimate partners and others may qualify for limited support and referrals as appropriate. Contact your installation Family Advocacy Program for details.

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](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.hawaiiredcross.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
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- 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/sjadir.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
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
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 579, Reed Road  
MCBH Kaneohe Bay, HI 96863  
Phone 808-257-7786  
Fax 808-257-2959  
Email | 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

**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.

**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.
MilitaryINSTALLATIONS - U.S. Department of Defense

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

### 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 808-257-1388
Fax 808-257-1190
Mon - Fri 6:30 a.m. - 6:00 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

Sat 9:00 a.m. - 5:00 p.m.
Sun 10:00 a.m. - 6:00 p.m.
Email | Website | Map
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
12:00 p.m. – 1:00 p.m.
Fri 8:15 a.m. – 10:30 a.m.

**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 - MCB 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
Building 216, Room 59
Box 63073
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

**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

**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
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
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

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)
Tripler Army Medical Center (TAMC)
1 Jarrett White Road
Honolulu, HI 96859-5000
Phone 808- 433-6661//433-2778x11
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

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.
Website

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

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, 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

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 Fri 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
New Parent Support Program
New Parent Support Program (NPSP)
D Street
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

Non-appropriated Funds (NAF) Human Resources
MCCS NAF Personnel
Building 219, Mokapu Rd
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

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

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 808-257-1808
Fax (DSN) 315-457-1808
Mon – Fri 7:30 am – 4:30 pm
Closed: Thu 1:00 pm – 4:30 pm (PME/Field Day), weekends and holidays

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

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)
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.

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
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.
Website | 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

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
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
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
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: 808-257-2920 /1599  
DSN: 315-457-2920 /1599

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: 808-257-3182  
DSN: 315-457-3182

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: 808-257-1162
DSN: 315-457-1162

4th Force Reconnaissance Company
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