



2010

Hickam Airman and Family Readiness Center (AFRC) Relocation Assistance Program

655 Vickers Avenue
(Building 1105)
Phone: 449-0300
Fax: 449-0323
15mss.dpf@hickam.af.mil

Aloha! Congratulations on your assignment to Joint Base Pearl Harbor-Hickam, Hawaii!

Planning Your Move

Before leaving your base, stop by your Airman and Family Readiness Center (AFRC) for info and support.

Services include:

- Family Services Loan Closet ~ provides household items and a variety of small kitchen appliances
- Childcare for PCS ~ this Air Force Aid Society sponsored program offers parents 20 hours of free childcare during a PCS move.
- One-on-one counseling



Sponsorship

All newcomers should be assigned a sponsor from their unit/directorate. If you have not been contacted by a sponsor, call your gaining CSS or MPF at DSN 315-449-8624 and request a sponsor.

Helpful Websites

- Military Homefront ~ <http://www.militaryhomefront.dod.mil>
- DOD Per Diem / TLA: <http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html>
- Hickam Community Housing ~ www.hickamch.com
- Hawaii Military Guide ~ <http://yourmilitaryinhawaii.com>
- Military One Source ~ <http://www.militaryonesource.com>
- Air Force Community ~ <http://www.afcommunity.af.mil> PCS America ~ <http://www.pcsamerica.net>
- Chamber of Commerce of Hawaii ~ <http://www.cochawaii.com/>
- It's Your Move: <http://afmove.hq.af.mil>
- Military Assistance Program: <http://www.dod.mil/mapsite/buildplan.html>
- Hawaii Visitors and Convention Bureau ~ <http://www.gohawaii.com>



In-Processing

You must in-process through the Hickam Military Personnel Flight (MPF) if you are being assigned to any of the following units:

15 AW	647 LRS	15 OSS
15 AMXS	15 MOS	647 SFS
647 CES	547 FSS	65 AS
647 CONS	15 MXG	535 AS
15 CPTS	647 CS	15 OG
561 NOS Det I		
Geographically Separated Unit		

Contact MPF at DSN 315-449-8624 or e-mail

15mss.dpmps@hickam.af.mil for an appointment. All others will in-process through your gaining CSS.

Your sponsor should meet you at the airport. If not, taxis are available to take you to the base. Ensure the taxi driver has a pass to enter the base. If he/she does not have a pass, you will be dropped off at the Hickam main gate. Shuttle services are not available from the Main Gate. Bus 19 (public bus) can also take you from the airport to the base, however, luggage is not allowed on board.



Report to your unit CSS (or MPF if your unit does not have a CSS) upon arrival or on the next duty day. Your CSS or MPF will schedule you for the Ohana Aloha Newcomers' Orientation that provides information on Hickam's mission and available services. Let your CSS or MPF know if you and your family plan to attend the "free" bus tour following Ohana Aloha. The bus tour is sponsored by Friends of Hickam. After the bus tour, enjoy free lunch provided through the 15 Services Squadron.

The Hickam Community Housing Community Center provides a Spouses Welcome to the Neighborhood from 0930 - 1100. Get information on Hickam AFB & the Hawaii community, meet new people. Light refreshments. Children Welcome. For more information, call 449-0300.

Post Office

Upon receipt of orders, you can obtain a general delivery address. Fax your orders, with a written request to DSN 448-0348. To confirm receipt of documents, call DSN 448-9914. Do not send boxes more than 30 days prior to your RNLTD, unless coming from overseas base. If coming from an overseas base with more than 30 days until your RNLTD, call 808-449-9480. Failure to call could result in packages being returned. Per USPS regulations, accountable packages (i.e. INSURED) will only be held for 15 calendar days. Accountable packages will arrive at the main post office located next to the Commissary.

Housing / TLA

All base housing units are managed and maintained by the Hickam Community Housing (HCH). For family housing availability, please refer to [Hickam Community Housing website](#). Upon arrival (within 72 hours), ALL active duty (except dorm residents) must schedule an appointment with a Housing counselor (DSN 853-3800) to initiate your TLA. IMPORTANT: Unaccompanied and those whose families haven't arrived yet receive 65% of the maximum lodging rate. Go to the [DOD Per Diem website](#) to determine your entitlements.

- Temporary Housing (Billeting): Call the Royal Alakai (DSN 448-5400) to make a reservation. If on-base billeting is unavailable, secure a non-availability letter and know your TLA entitlements prior to making a hotel reservation. The [Hale Koa Hotel](#) is available for military families.
- Single Airmen (E-1 to E-4 Under 3 years of service): Call your gaining CSS to obtain dormitory info. If you are unable to contact your CSS, contact the Unaccompanied Dorm Manager at DSN 448-2007/ 6815.
- Off-Base Housing: Finding off-base rental homes/ apartments can be challenging. Visit the Housing Services Office website at <http://www.ahrn.com> or call 808-438-6198.

Must Know Info

- Hands-free cell phone devices are allowed on Hickam AFB. Cell phone use on Pearl Harbor and Schofield are prohibited. Effective 1 Jul 09, hands-free cell phone only in Hawaii.
- For all 2nd Lieutenants at their first duty station, report to the Force Development Flight within 45 days of your arrival to complete your DD Form 2366 (Montgomery GI Bill). Bring your commissioning letter and orders. For further info, call 449-6363 ext 224.

Airman & Family Readiness Center

The Hickam Airman & Family Readiness Center (AFRC) is your one-stop location for info and assistance. Our nine core services consist of the following — Air Force Aid Society, Employment and Transition Assistance, Family Life Education, Family Readiness, Information & Referral, Personal Financial Management, Relocation Assistance, and Volunteer Resources.

We are located at 655 Vickers Avenue (Building 1105) and our hours of operation are Monday through Friday from 0830 to 1530. Call DSN 449-0300 for assessment and referral counseling, info on on- and off-base resources, and workshop information.

For short-term counseling services, contact our Military Family Life Consultants at (808) 221-1341 or (808) 221-0238.

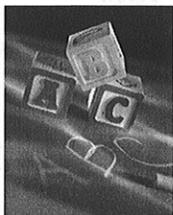
Local Employment

Hirenet Hawaii is the State of Hawaii Department of Labor and Industrial Relations on-line employment website for individuals seeking employment in Hawaii. Visit their website at <http://www.hirenethawaii.com>.

Child Care

Upon receipt of orders to Hickam AFB, call the Child Development Centers (CDC) or Family Child Care Office to get information on how to place your child on a wait list:

- Main CDC for children ages 6 weeks to 3 years of age (DSN 449-9880)
- West CDC for children ages 3 to 5 years of age (DSN 449-5230)
- Family Childcare for all children regardless of age (DSN 448-1988)



Family Services Loan Closet

Family Services Loan Closet (DSN 449-0319) has dish kits, kitchen appliances, linens, and other household goods for you to borrow while your items are in transit. All you need is a copy of your orders!

Hours: Mon-Fri,
0800-1600

(Closed for lunch
at 1430-1530)



Furnishing Management

While awaiting the arrival of your household goods and unaccompanied baggage, temporary loaner furniture is available.

All base housing is under Privatization. If you live in privatized housing, all appliances will be provided for you. However, if you live off base, Tunista Furniture Management Office loaner furniture can only be loaned for 90 days (inbound) and 60 days for outbound personnel. If you decide to rent off base, choose a rental that provides all the appliances. Otherwise, ship your appliances. Contact the Furnishing Management Office at DSN 448-0300.

Schools

Hawaii's unitary statewide school system is unique, in which, the State of Hawaii Department of Education formulates policy for the public schools.

There are five main feeder schools servicing our Hickam AFB children. Two elementary schools (Mokulele and Hickam) are located on-base, and Nimitz Elementary is adjacent to base housing just off-base. Aliamanu Middle School is located about 10 minutes from Hickam and is the feeder school for Radford High School (also located 10 minutes from Hickam).

For further information on Hawaii's public school, log on to <http://doe.k12.hi.us/> or contact the 15th Airlift Wing School Liaison at DSN 449-1577.

For private school information, check out the Hawaii Association of Independent Schools website at <http://www.hais.org>.

Spouse Tuition Assistance

The Air Force Aid Society provides partial tuition assistance for spouses of active duty, who accompany members to overseas locations. This program provides tuition assistance at a rate of 50% of unmet tuition charge per course, with a maximum of \$1,500 per academic year. If your spouse is interested in this program, contact the Force Development Flight at DSN 449-6363.

Kids On the Move

One of the important relocation goals of parents is making the move as stress free as possible for their children. Below are some points to consider:

Explain the relocation — talk the children through the relocation process. Why are we moving? When? How? Where will they live? What about their friends?

Involve the children — let your children help where they can by looking at brochures for homes, schools, packing, and/or arranging a goodbye party.

Personal Possessions — if your children are attached to certain things such as a pet or toy, make sure you take them with you. This makes the new home seem more familiar.

Learn about the host country/state — make an effort to teach the children as much as you can about their new home.

Convey excitement — children learn from their parents. Your sense of excitement, wonder, and adventure is contagious.

If your child is showing signs of stress after arrival, contact the Child and Youth Behavioral Military and Family Life Consultant at (808) 220-0219.

Pet Quarantine Requirements

All pets entering Hawaii may be eligible for a 30-day, 5-day, or direct release from the airport if specific pre-arrival requirements are met. If pre-arrival requirements are not met, your pet will have to undergo a 120-day quarantine. For specific information, contact the Animal Quarantine Branch:

Department of Agriculture
Animal Quarantine Branch
99-951 Halawa Valley Street
Aiea, HI 96701-5602

(808) 483-7151

Website: <http://hawaii.gov/hdoal>

E-Mail: rabiesfree@hawaii.gov

Pet Boarding

There is an Army MWR Boarding Kennel available with limited spaces. Call 808-368-3456 for further information.

Privately Owned Vehicles

Newcomers must register their vehicle within 30 days of arrival:

- CS-L (MVR) I Form
- CS-L (MVR) 50 Form
- Current Hawaii Vehicle Inspection Certificate
- Current Out-of-State Registration
- Shipping Documents (Bill of Lading)
- Out-of-State Title (if available)
- Proof of Hawaii Insurance
- Military ID Card
- All vehicles entering the base will require a base decal.

For further questions, contact the Motor Vehicles, Licensing and Permits Division at (808) 532-4324/5.

Useful Phone Numbers

Airman and Family Readiness Center	449-0300
Civilian Personnel	449-0121
Clinic/Appointment Line	448-6000
Finance	449-0330
Joint Personal Property Shipping Office	473-7760
Legal Office	449-1737
Pass & ID	449-9394
TMO	449-6003