Navy Newcomers Info

Aloha and congratulations on your new assignment to HQ USPACOM.
Below is some information to help make the transition easier.

In-processing:
All Navy personnel assigned to HQ USPACOM will in-process thru the Navy Element.
Navy Element [111-navy_element.fct@pacom.mil](mailto:111-navy_element.fct@pacom.mil) or (808) 477-7436
Hours of Operations: 0730 to 1630
**Note: Newcomers Orientation will be scheduled by Element personnel upon in-processing.**

Email Account:
To initiate your email account request for PACOM the following actions must be completed and forwarded to your directorate IT Rep for processing.
DoD Information Training: [http://jko.jten.mil](http://jko.jten.mil)
**Note: Your sponsor will be able to assist you in forwarding all documents to your Directorate IT Rep.**

Security Badge:
For a security badge, contact your sponsor who will arrange with your directorate Security Manager to complete a USPACOM Badge Request letter along with printing your JPAS and turning it into the Visitor Control Office (VCO).

Lodging Arrangements:
Secure on-base billeting as soon as possible. Call Navy Housing for information on housing requirements. 808-474-1820/1. Housing information can also be found on the Forest City web site listed in Housing Communities. If you are unable to obtain on-base billeting, please secure a non-availability letter prior to making any hotel reservations.
TLA Approved Hotels: (all branches use the same approved TLA facilities)
**Note: You must stay in a TLA approved hotel for reimbursement. The most current listing can be obtained from the billeting office.**

Housing Communities:
Start looking for a new home as soon as possible by visiting the following websites:
Hickam Communities: [http://www.hickamcommunities.com/](http://www.hickamcommunities.com/)
Army Communities: [http://www.islandpalmcommunities.com/](http://www.islandpalmcommunities.com/)
**Note: Housing communities are open to all branches of service.**

Off Base Housing:
If you are planning on living off-base visit the DoD website [https://www.ahrn.com/](https://www.ahrn.com/)

Animal Quarantine:
There are specific rules for bringing pets into Hawaii, and if complied with, will eliminate separation into quarantine. For official information visit: [http://www.hawaii.gov/hdoa/ai/files/2013/01/aqsbrochure.pdf](http://www.hawaii.gov/hdoa/ai/files/2013/01/aqsbrochure.pdf) or contact (808) 483-7151, FAX (808) 483-7161. This is not an official cite but specific to military; [http://hawaiimilitarypets.com/2013/05/so-youre-bringing-your-pet-to-hawaii/](http://hawaiimilitarypets.com/2013/05/so-youre-bringing-your-pet-to-hawaii/)
State of Hawaii, Dept of Agriculture - Animal Quarantine -email: rabiesfree@hawaii.gov
**Child Care:**
Upon receipt of your orders contact the Joint Base Pearl Harbor Hickam CDC to place your child on the waiting list (808) 448-9880. Visit: [https://www.mcyfirst.com/mcy-consumer/home/view.action](https://www.mcyfirst.com/mcy-consumer/home/view.action)
Main CDC: (808) 449-9880

**Hawaii Schools:**
Contact the School Liaison Officer for JBPHH at (808) 422-3770/1 for all school information and questions.
Hawaii Public Schools: [http://www.hawaiipublicschools.org/Pages/home.aspx](http://www.hawaiipublicschools.org/Pages/home.aspx)
School Status/Improvement Reports: [http://arch.k12.hi.us/datacenter/adc.html](http://arch.k12.hi.us/datacenter/adc.html)
Hawaii Association of Independent Schools: [http://www.hais.org](http://www.hais.org)
Health Record Form: [http://www.ngycop.org/site/state/hi/files/u50/DOE_Form_14_Student_Health_Record.pdf](http://www.ngycop.org/site/state/hi/files/u50/DOE_Form_14_Student_Health_Record.pdf)

**Privately Owned Vehicles:**
If shipping your vehicle, please ensure that all maintenance has been completed. You can track your vehicle at [https://www.whereismypov.com/](https://www.whereismypov.com/).
Upon arrival you must register your vehicle within 30 days of receipt at Satellite City Hall (DMV). Documents required:
- CS-L (MVR) 50 (obtained from your CSS)
- Current Hawaii Vehicle Inspection Certificate (obtained at any Hawaii inspection site)
- Current Out-of-State Registration
- Shipping Documents (Bill of lading)
- Out-of-State Title (if available)
- Proof of Hawaii Insurance (visit your insurance company local agency for transfers)

**Note:** All vehicles entering the base will require a base DECAL. Offices are located on Camp H.M. Smith or JB Pearl Harbor-Hickam.

**Local Civilian Employment:** Spouses seeking employment in Hawaii may visit [http://www.hirenethawaii.com](http://www.hirenethawaii.com) and [https://www.jemsjobs.com/DesktopDefault.aspx](https://www.jemsjobs.com/DesktopDefault.aspx)

**Other helpful Agencies:**
Military and Family Service Center: 808-474-1999
Family Services Loan Closet: 808-449-0319
Furnishing Management: 808-448-0300
Medical Locale Transition: Tricare 1-888-874-9378
Deers updates: 1-800-538-9552 to update your addresses, e-mail address and phone numbers.
Central Appointments: 808-473-0247  Medical General Information number: 808-473-1880
PSD: 808-471-2405
Base Information: 808-449-7110