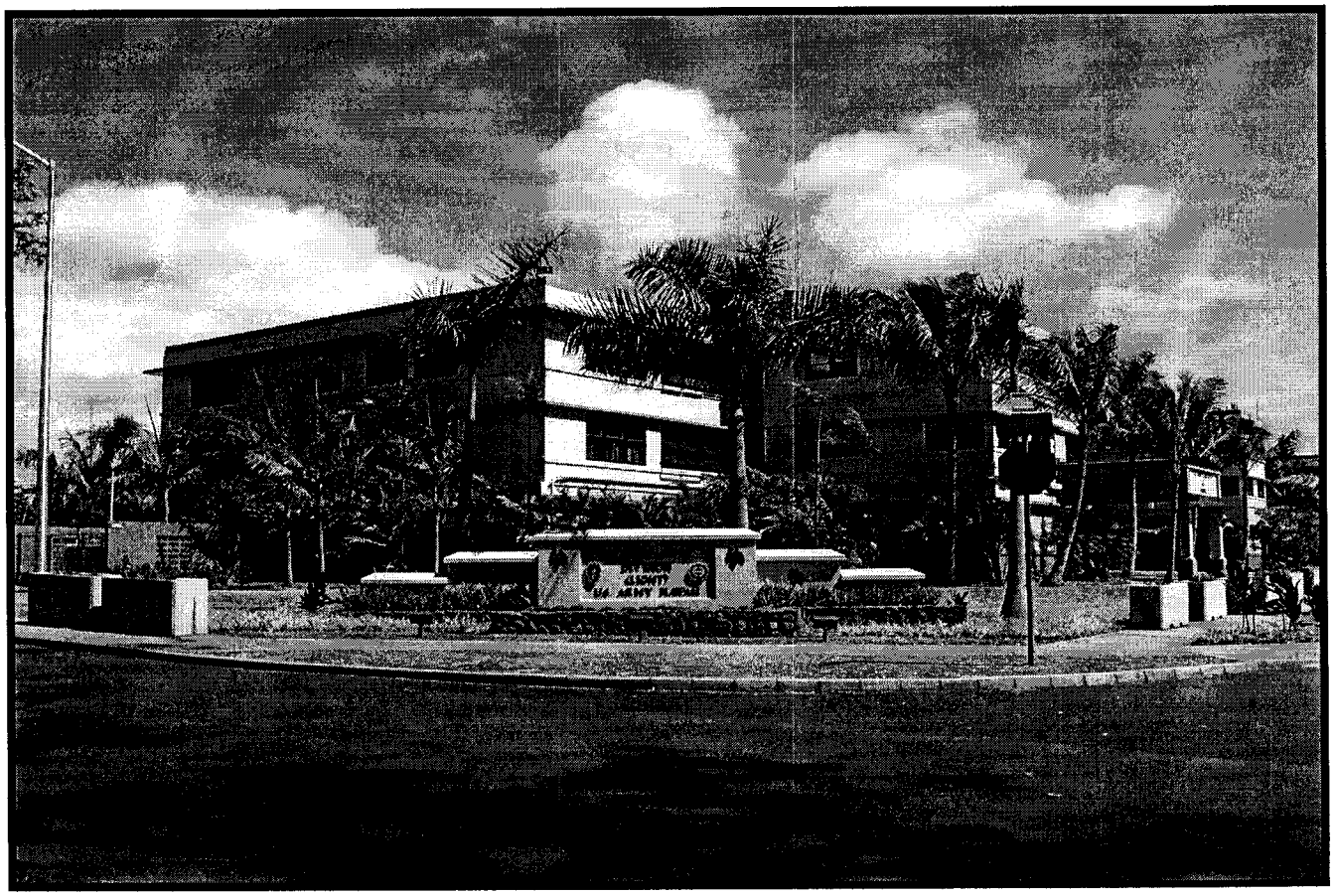
25TH ID (L) & USARHAW

Pam 210-5

25TH INFANTRY DIVISION(LIGHT)
AND
U.S. ARMY, HAWAII

POST INFORMATION



THIS COPY WILL NOT BE REMOVED FROM GOVERNMENT QUARTERS

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
FORT SHAFTER, HAWAII 96858-5000

REPLY TO
ATTENTION OF

Office of the Commander

21 AUG 2002

To Our Army Community Members:

"Aloha" and welcome to the 25th Infantry Division (Light) and United States Army, Hawaii Army Community.

This "Post Information Handbook" is designed to help make your transition to Hawaii as pleasant as possible. It refers you to important regulations, programs and services offered throughout this command.

Keep this valuable handbook accessible for easy reference to the many programs and services available to you and your family.

David L. Anderson
Colonel, U.S. Army
Commanding

DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION (LIGHT)
AND UNITED STATES ARMY, HAWAII
SCHOFIELD BARRACKS, HAWAII 96857-6000

25th ID(L) & USARHAW
Pam 210-5

21 August 2002

Installations

POST INFORMATION

	Paragraph	Page
SECTION I. GENERAL		
Purpose	1-1	1
References	1-2	1
Applicability and Scope	1-3	1
General	1-4	1
Changes and Additions	1-5	1
SECTION II. POST FACILITIES AND SERVICES		
25th ID(L) & USARHAW Bulletin	2-1	2
Army Substance Abuse Program	2-2	2
Ambulance Service	2-3	2
American Red Cross	2-4	2
Armed Services Young Mens Christian Association	2-5	3
Army Career and Alumni Program	2-6	3
Army Community Health Nursing	2-7	4
Army Community Service	2-8	4
Army Community Theater	2-9	4
Army Emergency Relief	2-10	4
Army Youth Program	2-11	4
Banking Facilities	2-12	5
Baseball/Softball Fields	2-13	5
Beaches, Resort Recreation Centers, and Picnic Areas	2-14	5
Bowling Centers	2-15	6
Buses, Commercial	2-16	6
Chapels/Chaplains	2-17	6
Check-Cashing Services	2-18	6
Child and Youth Services	2-19	7
Claims Offices	2-20	8
Clinics and Health Care Services	2-21	8
Clothing Sales Store, Military	2-22	11
Club Systems	2-23	11
Commissary	2-24	12
Community Activities Centers	2-25	12
Community Homefinding, Relocation and Referral Services	2-26	12
Conroy Bowl	2-27	13
Crafts	2-28	13

*This pamphlet supersedes 25th ID(L) & USARHAW Pam 210-5, 15 September 1995

	Paragraph	Page
Customer Service Center (Directorate of Information Management)	2-29	13
Dental Service	2-30	13
Education Services Office	2-31	14
Employee Assistance Program	2-32	14
Employment Opportunities	2-33	14
Environmental Hotlines	2-34	15
Equal Opportunity Office	2-35	16
Family Assistance (Information, Referral and Follow-Up)	2-36	16
Federal Credit Unions	2-37	16
Fishing and Hunting	2-38	16
Food Inspection/Sanitary Food Sources	2-39	18
Football Fields	2-40	19
Golf Courses	2-41	19
Hale Koa Hotel	2-42	19
Hawaii Army Cable Network (TV)	2-43	22
Information, Ticketing and Reservation	2-44	23
Inspector General	2-45	23
Intranet/Internet Websites	2-46	23
Laundry	2-47	23
Legal Assistance	2-48	23
Libraries	2-49	24
Military Affiliate Radio System	2-50	24
Military Personnel Customer Service	2-51	24
Museums	2-52	24
Music Center	2-53	25
Package Store System (Class Six)	2-54	25
Physical Fitness Centers	2-55	25
Picnics	2-56	26
Photographic Services	2-57	26
Postal Service	2-58	28
Post Exchanges	2-59	29
Post Theaters	2-60	29
Recycling	2-61	29
Religious Education	2-62	29
Religious Services	2-63	30
Retirement Services	2-64	30
Schofield Barracks Post Cemetery	2-65	30
Schools On-Base	2-66	30
Self-Service Supply Centers	2-67	30
Sick Call	2-68	30
Sound Reinforcement Support	2-69	30
Swimming Pools	2-70	31
Telephone Service	2-71	31
Tennis Courts	2-72	31
Thrift Shops	2-73	32
Transportation, Household Goods, Baggage and Privately Owned Vehicle	2-74	32

	Paragraph	Page
Veterinary Services for Privately Owned Animals	2-75	32
Volunteer Programs	2-76	33
SECTION III. QUARTERS, BUILDINGS, AND GROUNDS		
Housing, Family	3-1	34
Housing, Transient Lodging Facilities	3-2	38
Housing, Unaccompanied Personnel	3-3	38
Heating Quarters with Domestic Stoves	3-4	38
Painting	3-5	38
Quarters Parking Areas	3-6	38
Quarters Yards Maintenance and Refuse	3-7	39
Self-Help, Maintenance, and Repair Program for Quarters	3-8	41
SECTION IV. PUBLIC WORKS AND FACILITIES		
Responsibilities for Buildings and Grounds	4-1	42
Request for Engineer Services	4-2	42
Modification of Facilities	4-3	43
Installation of Equipment or Appliances	4-4	43
Electrical Wiring Standardization	4-5	43
Troop Self-Help Program	4-6	43
Trees, Cutting and Removing	4-7	44
Underground Utilities Protection	4-8	44
Signs, Installation and Repair	4-9	44
Marquee Signs	4-10	45
Utilities Conservation	4-11	45
Off-Post Landfill	4-12	45
Sanitation	4-13	45
Fire Hydrants	4-14	45
SECTION V. REGISTRATION AND LICENSING		
Bicycles	5-1	46
Citizens Band, Amateur, and Military Affiliate Radio Operations	5-2	46
Firearms, War Trophies, Ammunition, Fireworks, Pyrotechnics, and Weapons	5-3	46
Register All Privately Owned Vehicles	5-4	49
Pets	5-5	51
SECTION VI. VEHICLE/TRAFFIC REQUIREMENTS		
General Guidelines	6-1	56
Abandoned Vehicles	6-2	56
Bicycle Operation	6-3	56
Emergency Vehicles	6-4	57
Government Vehicles	6-5	58
Miscellaneous Vehicle Requirements	6-6	59
Motorcycle, Motor Scooter, and Moped Safety Requirements	6-7	61
Moped Operations	6-8	62
Motor Vehicle Accidents	6-9	62
Off-Road Recreational Vehicles	6-10	63
Passing School Buses	6-11	63

	Paragraph	Page
Pedestrian's Rights and Duties	6-12	63
Repair and Overhaul	6-13	64
Seatbelts	6-14	64
Speed Regulations	6-15	65
Standing and Parking of Vehicles	6-16	65
Suspension or Revocation of Post Driving Privileges	6-17	68
Traffic Control and Identification	6-18	69
Vehicles on Walks or Grassed Areas	6-19	69
SECTION VII. DISCIPLINE, LAW, AND ORDER		
Child Abuse	7-1	70
Control of Children	7-2	70
Disposition of Apprehended Military Personnel	7-3	72
Distribution of Printed Material and Demonstrations on Post	7-4	72
Entering or Exiting Military Installations	7-5	72
Entry Into Quarters by Military Police	7-6	73
Noise Control	7-7	73
Off-Limit Areas	7-8	73
Prisoners, Military	7-9	74
Removal of Property from the Post	7-10	74
Responsibility for Reporting Serious Incidents	7-11	74
Skateboarding, Scooters, Roller and In-line Skating	7-12	75
Spouse Abuse	7-13	76
Wanton Destruction, Vandalism, or Violations by Family Members	7-14	76
SECTION VIII. MISCELLANEOUS		
Advertising Privately Owned Vehicle for Sale	8-1	77
Beverages, Alcoholic	8-2	77
Cable Television Service Devices	8-3	78
Death Procedures	8-4	79
Disaster and Emergencies	8-5	79
Drug Paraphernalia and Prescription Drugs	8-6	79
Fire Prevention and Control	8-7	80
Fund Raising	8-8	81
Hawaii Army Weekly	8-9	82
Hitchhiking	8-10	82
Honors During Ceremonies, Reveille, and Retreat	8-11	82
Interfering with Law Enforcement Personnel	8-12	83
Littering	8-13	83
Lost and Found	8-14	83
Off-Duty Appearance	8-15	83
Office Hours	8-16	85
Physical Training of Troops	8-17	85
Posting or Display of Advertisements on Military Installations	8-18	86
Private Organizations	8-19	86
Production of Identification	8-20	86
Prohibited Recreational Activities	8-21	86

	Paragraph	Page
Resale of Exchange, Commissary, and Package Store Goods	8-22	87
Restrictions Governing Certain Substances	8-23	87
Safety	8-24	87
Smoking in Buildings on Army Installations	8-25	87
Soliciting and Peddling	8-26	88
Supply Economy Conservation	8-27	89
Trampoline Safety	8-28	89
Wearing of Headphones/Earphones	8-29	90
Yard Sales	8-30	90

Appendices
A. References
B. Emergency Telephone Listing
C. Assistance Matrix
D. Emergency Procedures
E. Hawaii Dangerous Weapons And Prohibited Items Statutes

Glossary

SECTION I. GENERAL

This publication is a handbook giving important information on regulations, programs, and services offered through the 25th Infantry Division (Light) and U.S. Army, Hawaii Community.

1-1. PURPOSE. This pamphlet summarizes policies and responsibilities for the operation, administration, service, and supply of all individuals, units, and activities on Army installations in the State of Hawaii. It furnishes information and guidance for the use of facilities and services available for the comfort and well-being of installation personnel.

1-2. REFERENCES. Referenced publications and forms are listed in Appendix A.

1-3. APPLICABILITY AND SCOPE.

a. The information contained in this pamphlet provides general information and guidance for both military and civilian personnel on Army installations in the State of Hawaii. Sponsors are charged with the responsibility to ensure that family members are aware of the contents of this pamphlet.

b. This pamphlet is informational and does not replace or modify existing U.S. Army Garrison, Hawaii (USAG-HI); 25th Infantry Division (Light) and U.S. Army, Hawaii (25th ID(L) & USARHAW); U.S. Army, Pacific (USARPAC); or Department of the Army (DA) regulations. Personnel are further directed to referenced regulations for specific governing directives. Specific punitive regulations, which might result in penal or criminal sanctions against offenders, govern the conduct of personnel of Army installations as well as certain personnel of 25th ID(L) & USARHAW installations. These regulations include 25th ID(L) & USARHAW Reg 210-8 and 25th ID(L) & USARHAW Supplement 1 to Army regulation (AR) 190-5.

1-4. GENERAL.

a. Because locations and telephone numbers change frequently, users are advised to consult the Hawaii Information Transfer System (HITS) directory for the latest information. Abbreviated lists of emergency telephone numbers for Army installations and housing areas are at Appendix B.

b. In addition to unit and activity copies of this pamphlet, a copy is furnished to each set of government quarters. When a copy is not available in the quarters at the time of check-in, housing will issue a copy, and accountability is included on the housing inventory listing.

1-5. CHANGES AND ADDITIONS. Submit recommended changes and additions to the Commander, 25th ID(L) & USARHAW, ATTN: APVG-GBS, Schofield Barracks, Hawaii 96857-5000, for approval and publication. Occupants of government quarters are responsible for noting interim changes and adding them to their copies of this pamphlet.

SECTION II. POST FACILITIES AND SERVICES

2-1. 25th ID(L) & USARHAW BULLETIN.

a. The 25th ID(L) & USARHAW Bulletin is published on Thursdays, and over Local Area Network in Public Folders, providing advisory, informative, or directive in nature information. Notices appearing in the official section of the bulletin are official orders. Notices must be submitted by E-mail to the Directorate of Information Management (DOIM), Administrative Services Division, Fort Shafter (FS).

b. Originators are responsible for ensuring that the 25th ID(L) & USARHAW Bulletin notices are clear and concise. Normally, items are published for one day only. Exceptionally important notices are re-published provided suitable justification is furnished. On all official items, a statement that all necessary coordination is completed or that no coordination is required must be included.

c. The bulletin publishes unofficial notices on a space available basis.

2-2. ARMY SUBSTANCE ABUSE PROGRAM (ASAP). This program provides basic services of identification (ID), education, evaluation, and rehabilitation to active duty Army personnel, retirees, family members, and DA civilian employees, for coping with alcohol and other drug problems. The ASAP offers outpatient services, including individual and group counseling. This facility is located in Bldgs. T695-A and T698-A, Schofield Barracks (SB). For assistance call 655-9113.

2-3. AMBULANCE SERVICE. Ambulance service is provided to military personnel, family members, and civilian employees on an emergency basis only. For ambulance service at SB (including Mendonca Park,), Helemano Military Reservation (HMR), and Wheeler Army Airfield (WAAF) housing residents, call 911. For FS, Aliamanu Military Reservation (AMR), and Tripler Army Medical Center (TAMC) housing residents, call 911 or 433-5700. To expedite treatment and evacuation of patients, it is absolutely necessary that individuals give the minimum information to the dispensary personnel before dispatch of an ambulance for emergency reasons. The following information needed is:

a. Extent of injury/illness. This helps the dispatcher determine need for special equipment required.

b. Exact location of patient.

c. Name of person calling, telephone number, and name of patient. Additional information when available will enable the dispensary staff to better provide for emergency care.

2-4. AMERICAN RED CROSS (ARC).

a. The SB ARC Service Center provides services to military communities 0800-1200, and 1300-1600, Monday through Friday, at Bldg. 690, SB; call 655-4927 for assistance. The TAMC ARC Service Center (A-Wing) provides services 0900-1300, Monday through Friday, call 433-6631 for assistance. When service centers are closed, contact the 24-hour toll free number 1-877-272-7337.

b. The ARC provides the following services:

(1) Communications. This is a system to assist with communications between military personnel and their families in emergencies.

(2) Emergency Financial Assistance. The Red Cross, on behalf of the Army Emergency Services, provides financial assistance. Loans or grants are provided to military personnel on active duty, or their family members, in an emergency situation arising through no fault of the individual.

(3) First Aid, Cardiovascular Pulmonary Resuscitation, and Water Safety Courses. Courses are offered for military personnel and their family members.

(4) Disaster Services. Assistance is provided to individuals and families to meet disaster-related needs.

(5) Volunteer Placement. Volunteers are placed within the SB medical clinics, dental clinic, and ARC Service Center.

2-5. ARMED SERVICES YOUNG MENS CHRISTIAN ASSOCIATION (ASYMCA). Educational and recreational classes and programs are available for military members and their families. Offerings include: preschool classes, a variety of parent/child programs, English as a second language, adult and child crafts, childbirth preparation, teenage baby-sitter training and day camps for school age children. For assistance contact AMR ASYMCA located in Bldg. 1875, (833-1185), and the WAAF ASYMCA located in Bldg. 122, (624-5645).

2-6. ARMY CAREER AND ALUMNI PROGRAM (ACAP). These services are available to transition soldiers, DA civilians, and family members from the Army into the civilian community in a caring and organized manner. ACAP services may be scheduled by calling 655-1028 or visit Room 3H, Bldg. 690, SB. This program consists of three primary components:

a. Preseparation Counseling. This is conducted when the soldier is within 1 year of their expiration term of service (ETS); civilians may attend anytime after reduction-in-force or base relocation and closure procedures identify them. Counselors provide information and referral services, assist with developing individual transition plans (a "roadmap" that provides referrals to agencies that can ease the transition process), and provide individual counseling on voluntary and involuntary separation benefits. Completion of Preseparation Counseling Checklists, DD Form 2648, is mandatory for all soldiers separating with an honorable or general discharge. Call 655-1028 for appointments.

b. The ACAP Center also plans and conducts the 2-day Transition Assistance Program (TAP) in coordination with the Department of Labor, Department of Veterans Affairs, and State Employment Service. The TAP, conducted twice monthly at the SB Education Center, concentrates on veterans benefits and job search process. TAP attendance is mandatory for all soldiers separating with a general or honorable discharge. Contact the ACAP Center at 655-1028 for TAP schedules.

c. The ACAP Center conducts one-half day workshops for TAP attendees that focus on topics such as developing the resume or interview techniques. This provides individual career counseling, maintains a

national employer data bank, and runs a career reference library with workstations containing resume writer software for client use. Call 655-1028 for appointments.

2-7. ARMY COMMUNITY HEALTH NURSING. Health nurses provide military personnel and their family members with the following services: health education classes; advice and counseling about care of the sick in the home; guidance to parents about infant and child-care; information about immunizations and communicable diseases; 2-week well-baby evaluations; Women, Infant, Children's Supplemental Food Program referrals; and help in locating appropriate health care resources when questions arise. Services are provided through home visits, telephone calls, classes, clinics, and visits to health nursing offices. Offices are located at the U.S. Army Health Clinic, SB, Bldg. 673, for coverage of the SB, HMR, WAAF areas; and at TAMC, Bldg. 40, for coverage of the TAMC, FS, AMR areas. Health nurses are listed in the HITS directory under TAMC Preventive Medicine Service in the miscellaneous section.

2-8. ARMY COMMUNITY SERVICE (ACS). This service is an Army-wide activity designed to assist personnel and family members with relocation and family well-being concerns. A full-time professional staff and volunteer corps furnish information, referrals, guidance and resources. ACS programs include family advocacy, financial management and budget counseling, information and support services for persons with disabilities, relocation services, and foster care. A lending closet furnishes temporary used household items to include linen and blankets to soldiers and family members arriving or departing Hawaii. A newcomer's orientation island tour is available to all newly arrived soldiers and family members. The tour is a great way to discover the island of Oahu and the many diverse cultures. ACS is located at SB, Bldg. 2091. For services call 656-2400.

2-9. ARMY COMMUNITY THEATER. Richardson Theater located at FS is the home of the Army Community Theater program that produces four live musical theater productions each year. The shows are open to military, Department of Defense (DOD) civilians, their family members, and the general public. Individual show and season tickets are purchased at the Richardson Theater box office. For more information, call 438-4480.

2-10. ARMY EMERGENCY RELIEF. This office is located at Bldg. 2091, SB, and provides emergency financial assistance to military personnel, active and retired, and their family members. Services are fully explained in AR 930-4. Normal office hours are 0730-1600. For assistance call 655-2400/2416; and for emergency travel assistance after hours, call toll free 1-877-272-7337.

2-11. ARMY YOUTH PROGRAM. Youth Services contributes to soldier readiness and retention by providing the following developmental programs for youth ages 5 through 18 years:

a. Assist youth in dealing with the stress and adjustment caused by frequent relocation and separations from parents, provide opportunities for youth to participate in leadership, athletic, and cultural programs that develop life long hobbies and skills. This also allows youth and parents to choose wholesome and safe alternatives that help minimize at risk behaviors during unsupervised hours. Programs and activities are available at Bennett Youth Center, Bldg. 9090, SB (655-4641); FS Youth Center, Bldg. 505, FS (438-6470); Aliamanu Youth Center, Bldg. 1782, AMR (833-4932); and Helemano Youth Center, Bldg. 25B, HMR (653-0717).

b. A variety of programs/activities are offered to include, but not limited to the following in life skills: communication skills, leadership development, teamwork, career shadowing, teen clubs, councils, computer labs, homeroom labs, work prep, job placements and many more. In team and individual sports: flag football, cheer-leading, basketball, soccer, softball, baseball, inline hockey, track and field, health and fitness, nutrition cardiovascular training, wrestling, sports clinics, swim teams, gymnastics, and karate. In instructional classes: hula, modeling, dance classes, learn to swim and swim club. In school-age services before and after school care, spring break and holiday care, and summer day camps, and field trips. Special events: holidays and ethnic events, lock-ins, youth sponsorship, special excursions, and much more. In middle school/teen programs: teen lounges, teen and preteen leadership, community citizenship, self-esteem camps, self-help information centers, career information centers and assistance, teen and preteen conferences, Youth Sponsorship Program, Hail and Farewell events, college and job fairs. A variety of teen and preteen workshops, community service projects, teen chancellors, volunteer work programs and recognition activities are available. Contact your local Youth Services Office for more information and registration procedures.

2-12. BANKING FACILITIES. Branches of the First Hawaiian Bank are located at SB and TAMC, and have varying banking services, excluding loan services, but include automatic teller machines outside the facility.

2-13. BASEBALL/SOFTBALL FIELDS. At FS, one baseball/softball field is located between Funston Road and Carter Drive, and another at Favreau Field on Pierce Street and Bonnie Loop. There are four multipurpose fields at FS Flats. Fields located throughout SB include Gimlet Field, Stoneman Softball Field, and Ralston Little League Field. WAAF baseball fields one and two are along Lauhala Road (close proximity to the football field). The AMR baseball fields are located at the AMR Community Center. The TAMC Multipurpose Athletic Field is located off Krukowski Road.

2-14. BEACHES, RESORT RECREATION CENTERS, AND PICNIC AREAS. On Oahu, beach and resort recreation centers include Waianae Army Recreation Center (WARC); Ft. DeRussy Recreation Center; Island of Hawaii; the uniformed services Recreation Center, and Kilauea Military Camp (KMC). Military and DA civilian personnel and their family members can use these facilities. The Outdoor Recreation Equipment Center rents outdoor recreation equipment.

a. WARC. This center includes family/studio cabins and a community club. It operates year-round for personnel of all services. For information, call 696-6026.

(1) Call WARC (696-4158) for cabin reservations. Reservations are assigned on a first-come, first served basis.

(2) Units/organizations desiring to reserve picnic facilities, call 696-6026.

b. Joint Services Recreation Center, KMC. This facility is located on the slopes of Mauna Loa, approximately 4,000 feet above sea level, 30 miles southwest of the city of Hilo, on the Island of Hawaii. KMC is operated jointly as an Uniformed Services Recreation Center for all military personnel and their family members. For reservations/information, call the KMC Central Reservations Office (438-6707).

c. Group Use of Picnic Areas. The community has three recognized recreation areas/picnic areas for use by organized groups. To reserve these areas contact the appropriate office: Bowen Park, SB (655-4804); Huey Park, WAAF (656-1488); and Super Park, FS (438-6996). Forward requests 5 days before the desired reservation date(s) and include the name of the point of contact (POC), phone number, organization, nature of party, number of persons, date and hours desired, and designation of sponsor, if applicable.

2-15. BOWLING CENTERS. Bowling centers for both league and open bowling are available for all military personnel and their family members, and eligible civilians. SB Bowling Center (46 lanes) is located in Bldg. 557, Burr Lane next to Kaala Recreation Center. The FS Bowling Center (22 lanes) is located in Bldg. 660, near the Post Library off Hase Drive. The TAMC Bowling Center (6 lanes) is located in Bldg. 300, Krukowski Road. WAAF Bowling Center (8 lanes) is located in Bldg. 835, between Wright and Santos Dumont Avenue.

2-16. BUSES, COMMERCIAL. Information concerning routes and schedules for commercial bus service for the SB, FS, AMR, and Ft DeRussy areas, call "The Bus" listed under City and County in the Oahu telephone directory or on the internet at http://thebus.org/Info/phone.asp.

2-17. CHAPELS/CHAPLAINS. Chapels and chaplains are available at SB, AMR, Ft DeRussy, WAAF, and HMR. Chaplain Family Life Centers are located at SB and AMR. For assistance concerning pastoral counseling, religious education, marriages, baptisms and other sacraments/rites, contact the following chaplain offices:

CHAPELS/CHAPLAINS	PHONE NUMBERS
Installation Chaplain	655-9355
SB Chapel Center	655-9307
AMR Chapel Center	836-4599
WAAF Chapel Center	656-1384
HMR Chapel Center	653-0702
SB Family Life Center	655-9460
AMR Chaplain Family Life Center	839-2413

After normal duty hours, a duty chaplain is available for emergencies by contacting the Staff Duty Officer 655-8766/63 or MP desk 655-5555. Contact your nearest chaplain for information and assistance (see Appendix B).

2-18. CHECK-CASHING SERVICES.

a. Check-cashing services are available at the Nehelani Community Club, SB.

b. Authorized PX patrons can cash checks at PXs, SB Main Exchange up to $300.00 per day and FS PX-market up to $150.00 per day, subject to availability of funds. These facilities operate the only check-cashing facilities; however, checks are accepted at any branch in exchange for merchandise for the exact amount of purchase or for $20.00 over the amount of purchase. All branches will accept traveler

checks for merchandise even though the checks are not in the amount of the purchase. No fee is charged for cashing checks, except collection charges in appropriate instances (see e below).

c. The Army Commissary accepts personal checks not to exceed $25.00 above the purchase cost, and will not accept second party or Federal Government pay checks.

d. Credit unions are covered in Federal Credit Unions, paragraph 2-37.

e. Checks cashed in a facility, but dishonored by the bank, results in an administrative fee to the maker when redeemed. One dishonored check offense will result in suspending an individual's check-cashing privileges at all Army check-cashing facilities.

2-19. CHILD AND YOUTH SERVICES (CYS). This service provides care through three delivery systems: Child and Youth Service Centers (CYSC), Family Child-Care Homes, and Supplemental Programs and Services. The CYS main office is located at WAAF, Bldg. 547. For assistance call 656-0093.

a. The CYSCs are located at FS, AMR, HMR, and SB. Developmental care provides for children 6 weeks through 5 years in full-day, part-day and hourly programs. All programs operate in accordance with AR 608-10. For information concerning CYSC programs contact the following centers:

CENTERS	TELEPHONE NUMBERS
AMR, CYSC, Bldg. 1783 Full-day care, 6 weeks through 5 years Part-day care, 2 weeks through 5 years Hourly care, 6 weeks through 5 years	837-0176/0236 or 836-2106
FS, CYSC, Bldg. 900 Full-day care, 6 weeks through 5 years	438-1151
Petersen/Annex, CYSC, SB, Bldg. 791 Hourly care, 6 weeks through 12 years Part-day care, 3 through 5 years	655-5293 655-4706
SB, CYSC, Bldg. 9098 Full- day care, 6 weeks through 5 years	655-7106
HMR, CYSC, Bldg. 30 Part-day care 3 through 5 years Headstart	622-2642

b. Family Child-Care (FCC) providers offer developmental care in their government quarters. All providers receive full training in child development and operate under AR 608-10 guidelines. The SB office is located at Bldg. 645 (655-8373), and services SB, WAAF, HMR, AMR, FS, and TAMC.

c. This installation prohibits unauthorized child-care in government-owned or leased housing or in family housing located on post. The definition of unauthorized child-care is "care in excess of 10 child-care hours per week on a regular basis." CYS offers training and certification to qualified applicants through the FCC Program. The program ensures that care-giving environments are conducive to the growth, development, and well-being of each child. Anyone providing care in their home on a regular basis or exceeds a total of 10 child-care hours per week must be certified in accordance with AR 608-10. When unauthorized care is reported, the FCC representatives will visit the quarters in question to confirm the care and advise the occupants of the regulations governing child-care in government quarters. If care continues, the occupants of the quarters may lose their housing privileges.

d. Supplemental Programs and Services (SPS) provide care for outside centers or home settings. Child-care options include the Volunteer Child-Care in unit settings. Volunteers provide child-care services in exchange for similar service at a future time. Parent co-ops offer child-care for parents who care for children in their homes in exchange for reciprocal care at a later date. Short Term Alternative Child-Care provides on-site hourly care to parents attending functions at the same site. SPS can help set up other child-care options as needed. Call (AMR) 833-5393, or (SB) 655-5314 for information.

2-20. CLAIMS OFFICE. Claims office is located in Bldg. 500, SB, for both FS and SB. The claims office will assist all personnel to present claims against the U.S. Government, including tort claims. Services are handled on a walk-in-basis, no appointment is necessary. Call 655-9279 for information.

2-21. CLINICS AND HEALTH CARE SERVICES.

a. Routine Medical Care at TAMC. All active duty military personnel will normally report to their primary dispensary. All other eligible beneficiaries will report to the appropriate clinic for medical services. All clinics operate on an appointment basis. For appointments and questions contact the Central Appointments desk (433-2778), 0730-1630, Monday through Friday.

b. Military Sick Call at TAMC. Active duty military personnel must report in uniform with their medical records and sick slip from their unit.

(1) Military personnel assigned to TAMC will enroll and report to the Family Practice Clinic, 0730-0830, Monday through Friday (433-3300/2500). For family medical appointments call 433-2500.

(2) All other male military personnel seen at TAMC will report to the Internal Medicine Clinic, 0730-0830, Monday through Friday (438-6605/6641). Same day appoints call 438-6641

(3) All other female military personnel seen at TAMC will report to the Gynecology Clinic, 0730-0830, Monday through Friday (433-2778, ext. 412).

c. U.S. Army Facility Health Clinic, SB.

(1) This facility is dedicated to providing medical care to TRICARE, an insurance provider, prime members. Family members must be enrolled and assigned to a Primary Care Manager at SB to make appointments at the clinic. The health clinic has a family practice, Troop Medical Clinic, and an

Aviation Medicine Clinic. To support these clinics, there is a laboratory, x-ray department, and a pharmacy available. Immunizations, optometry, mental health and physical therapy services are also provided at SB.

(2) Appointment Procedures:

(a) Aviation Medicine. Operational hours are 0630-1500 Monday through Friday. Active duty aviation soldiers call 433-8275 for an appointment.

(b) Family Practice. Call 433-2778 to make an appointment at the SB Family Practice Clinic. This is an automated appointment telephone line. Listen closely to make the appropriate selection.

(c) Troop Medical Clinic. Operational hours are 0630-1500, Monday through Friday. Active duty soldiers call 433-8225 for an appointment.

(d) Acute Care Clinic. This facility is located in Bldg. 683, and is available for acute injuries and illness. Operational hours are 0600-2100 daily, and no appointment is necessary. Non-urgent medical conditions may be triaged to their primary care provider/clinic.

(e) Ambulance Service. For medical emergencies call 433-5700 or dial 911.

d. Emergency Medical Care. TAMC (433-6629) and SB (433-8850 until 2100) provide 24-hour a day emergency service. The U.S. Army Health Clinic, SB provides medical coverage for family members and military personnel on Saturdays, Sundays, holidays, and after normal duty hours (see Appendix B).

e. Preventive Medicine Service.

(1) The Department of Health Promotion and Preventive Medicine conducts comprehensive programs in disease and injury prevention, health promotion, wellness, and environmental enhancement for the U.S. Army in Hawaii, and areas under its control. The program encompasses communicable and chronic disease control, environmental health, community health nursing, medical entomology, health risk appraisal, occupational health, patient education, health promotion, infection control, and industrial hygiene. Office hours are 0730-1630, Monday through Friday. Call 433-6693/94 for further information.

(2) This service is a TAMC resource, which serves all of the command by acting for the Director of Health Services. The majority of the staff is located in TAMC, including the supporting laboratory facilities. Other elements are located in SB.

(3) Complaints, inquiries, consultations, referrals, and requests for services are directed to the Preventive Medicine Service, administrative support staff.

f. Health Certification of Food Handlers, Barbers, and Beauticians. Military personnel, DA civilians, and non-appropriated fund (NAF) personnel must have an approved health certificate before employment,

assignment, or reassignment to permanent duties that require them to handle food, drinks, or mess equipment. Daily inspections of food handling personnel are made by mess stewards and other supervisors at the start of the work period. Individuals with symptoms of, or who have been absent from work due to a communicable disease (diarrhea, skin eruptions such as boils, postules, rashes) are referred to the appropriate Occupational Health Clinic at TAMC (433-6835), or SB Health Clinic (SBHC) (433-8390), or Acute Care Clinic during other than normal duty hours to ensure employees are not capable of transmitting a communicable disease. Barbers and beauticians must have an approved health certificate from a medical officer before employment. Pre-employment testing and chest x-rays, when indicated, are provided by clinics.

g. Occupational Health (OH). The OH program is the primary source of job-related health care for civilian employees and military personnel. It deals with the preservation and restoration of health in relation to work and the work environment. OH services include occupational and non-occupational injury/illness disorders, TAMC/dental activity (DENTAC) in-processing, job-related medical surveillance, hearing and vision conservation, pregnancy surveillance, etc. Clinic hours at SBHC and TAMC are 0730-1600, appointments and information can be obtained by calling SBHC (433-8810), or TAMC (433-5370).

h. The Environmental Health Section. This provides a number of services for Army communities located on Islands of Oahu and Hawaii through three major programs. The Environmental Sanitation Program monitors food service sanitation of all Army and Air Force Exchange Service (AAFES) and club facilities, ensures water quality of both drinking water and recreation water, and conducts sanitation inspections of Child Development Centers and other youth services facilities. The Environmental Quality Program manages environmental protection aspects of air, water, and noise pollution; solid, hazardous and infectious waste disposal; design reviews; environmental assessments/impact statement, and plans, projects, reports and contracts. The Medical Entomology/Pest Management Program conducts on-site pest consultations; provides integrated pest management recommendations; manages pest surveillance programs (pesticide application effectiveness and resistance testing); pest ID; conducts training in medical entomology; and operational entomology and pest management to military and installation personnel. The Environmental Health Section is located on Ward 7a and is open from 0730-1630 Monday through Friday. Call 433-6693 for more information.

i. Infection Control. This facility identifies and reduces the risk of acquiring and transmitting infections among patients, personnel, and visitors. This is accomplished through specific surveillance, prevention, control, education, and training activities that are designed to reduce the infection risks. Infection control covers a broad range of processes and support that are coordinated and carried out by the TAMC. Call 433-6526/2110 for personnel assistance.

j. Joint New Parent Support Program. This is a nursing program that conducts home visits and provides services to all prenatal and postpartum military families who are identified as high risk for the potential of child abuse and neglect. Services are also provided to all first time families and families in their homes on a regular basis to provide prenatal support and education, infant health and safety guidance, nurturing and parenting information, and general health promotion measures. Referrals are made to appropriate military and civilian programs as needed.

k. Health Promotion Center. This facility is a family center clearinghouse for tailored health promotion, education and referrals. The emphasis of care is alcohol, nutrition, physical fitness, reproductive health, tobacco, stress and safety (accidents and injuries/domestic violence). The nurse educators promote wellness in our clients population through facilitating behavior change. The care providers can make referrals or patients make appointments. The Health Promotion Center is open Monday through Friday, 0730-1630. For appointments/information call 433-1472.

l. Industrial Hygiene. This section is responsible for surveillance of the workplace by anticipating, recognizing, evaluation, and controlling conditions that may cause worker injury or illness. Environmental monitoring and analytical methods are used to detect worker exposure to chemical, physical, biological, and ergonomic hazards. To minimize health hazards in the workplace, modifications such as engineering controls, changing work procedures, changing equipment, and using personal protective equipment are recommended to management. The Industrial Hygiene Section can be reached at TAMC (433-6693), or SBHC (433-8397).

m. Community Health Nursing. Programs include:

(1) Disease surveillance including communicable disease investigation, provide evaluation and periodic screening for Tuberculosis and sexually transmitted diseases.

(2) Health promotion includes the Health Promotion Center and Patients Education Center.

(3) Community health nurses are the health consultants to the CYSC.

n. Health Physics Office. This office provides ionizing radiation protection services to radiation user at TAMC, the Pacific Regional Medical Command, and the Pacific Regional Veterinary Command. The Health Physics Office can be reached at 433-2334/35.

2-22. CLOTHING SALES STORE, MILITARY. The AAFES operates clothing sales stores located at the Flagview Mall, Bldg. 3320, SB, and Bldg. 550, FS. Cash clothing sales are made available to officers, enlisted personnel, and other authorized personnel in accordance with AR 700-84. The clothing sales store serves as the mail order outlet for off-island customers. A check or money order payable to the AAFES must accompany all written mail orders.

2-23. COMMUNITY CLUB. The Business Operations Division, MWR operates three community clubs and the Tropics Night Club to serve our active duty military, retirees, reservists, civilian employees, family members and guests.

a. Community Clubs.

(1) Hale Ikena Community Club. The Hale Ikena, is located on FS next to the Nagorski Golf Course. The club features Mulligan's Snack Bar for daily luncheon specials. Night activities including dinner bingo with all-you-can-eat buffet, karaoke, or enjoy fanciful food. The club also features Sunday brunch. Call 438-6712 for information.

(2) Waianae Beach Club. This club is located on Pokai Bay in Waianae. Breakfast is Sat and Sun, take-out services are available for lunch, and dinner is served Fri through Sun. Dinner bingo buffet is available twice a week on Thur and Sun. A traditional Hawaiian Luau is held on the last Fri of each quarter. The lounge is open all week with karaoke, live entertainment, and cocktail service. For information call 696-4778.

(3) Nehelani Community Club. This facility is a touch of vintage elegance conveniently located in the center of SB. The club features dinner bingo, and karaoke. The outdoor lanai grounds and gazebo area are ideal settings for special functions or weddings. Call 624-5600 for more information.

b. Tropics Night Club. This newly renovated nightclub offers the latest in variety dance music, competitive 8 and 9 Ball Pool Tournaments, and a barbershop. For additional information call 655-2230.

2-24. COMMISSARY. The Defense Commissary Agency (DECA) operates two stores on Army installations in Hawaii.

a. The SB store is located on Trimble Road, Bldg. 698. It features an in-store bakery, deli, and fish section. The store is open Monday through Friday, 0800-2000 (early bird shopping, 15 items or less, 0800 through 1000) and Saturday and Sunday 0700 through 1900 (early bird shopping, 15 items or less, 0700 through 0900), closed on Easter Sunday and all federal holidays.

b. A valid ID card must be shown upon entering the commissary, and at the point of purchase. Authorized commissary patrons, with the exception of persons shopping with an Agent Card, are authorized to bring visitors into the commissary. Persons authorized to use Army commissaries may also use DECA facilities at Hickam Air Force Base, Barbers Point, Kaneohe, and in Naval Housing Area No. 3, Pearl Harbor.

2-25. COMMUNITY ACTIVITIES CENTER. The Kaala Community Activities Center is located in Bldg.556 on Heard Street, between Trimble Road and Kolekole Avenue, SB. This center provides various programs in response to community needs for single soldiers, "Better Opportunities for Single Soldiers" activities.

2-26. COMMUNITY HOMEFINDING, RELOCATION, AND REFERRAL SERVICES (CHRRS). This facility is located at 988 Spence Street, Moanalua Shopping Center. For information call 474-1800 They provide counseling services to active duty and retired military personnel, their family members, and DOD civilians. CHRRS provides information on approved temporary lodging allowance (TLA) accommodations; assistance in locating off-post housing (including transportation to and from rental properties); rental negotiations and review of leases; mediation of landlord/tenant disputes; assistance in obtaining waiver of utility deposits; and relocation services which provides a departing soldier with all pertinent relocation/housing information prior to their arrival at the gaining assignment. This office provides housing referral functions for all military services on Oahu. All members are required to process through CHRRS, prior to renting off post. Copies of the CHRRS listing of TLA approved hotels and available rentals are obtained from the Family Housing Office.

2-27. CONROY BOWL. This facility is located in Bldg. 555, SB, at the intersection of Trimble Road and Foote Avenue. Obtain reservation approvals from the Martinez Physical Fitness Center to use the Conroy Bowl facility (655-5204).

2-28. CRAFTS. Art and craft center sales stores, and the automotive craft centers are operated at SB and FS. Facilities are located as follows:

a. FS.

(1) Arts and crafts center, located in Bldg. 339, offers craft instruction in pottery, ceramics, stained glass, and woodworking. Call 438-1071 for information.

(2) Automotive skills center and automotive salvage yard, located in Bldg. 1535, provides general maintenance and repair, state safety inspections, air conditioning and recharge services, auto sales by bid, and purchase of used auto parts. Call 438-9402 for information.

b. SB.

(1) Warren Skill Development Center, located in Bldg. 572, offers class instruction in ceramics, picture framing, photography, and woodworking. Services provided include laser engraving, custom framing, and a resale store. Call 655-4202 for information.

(2) Automotive crafts center, located in Bldg. 910, provides general maintenance and repair, state safety inspections, paint and body work, air conditioning and recharge service, and disposal of used oil and anti-freeze. Call 655-2271 for information.

(3) Automotive salvage yard, located in Bldg. 930, provides used auto parts for purchase and auto sales by bid. Call 655-2272 for information.

2-29. CUSTOMER SERVICE CENTER (CSC), Director of Information Management (DOIM): Mission Statement: "Provide the U.S. Army customers a central POC to process work requests supported by the 30th Signal Battalion/DOIM".

a. The CSC consists of two geographically separated customer service branches: FS, Bldg. S220 (438-2293), facsimile (438-2453/7371), Help Desk (438-8080/8078), or E-mail - hotline@shafter-emh3.army.mil. WAAF, Bldg. 600 (656-0847), and facsimile (656-0854). These facilities consist of a service and help area for customer service representatives to respond to official government customer's requests via telephone, facsimile, E-mail, walk-in, and work orders.

b. The CSC provides information technical (IT) support of approved systems, including equipment installation, testing, and post installation problem resolution. Also, provides IT consulting services to all supported activities and assistance in evaluations and analysis for procurement.

2-30. DENTAL SERVICE. Dental clinics are located in Bldg. 660, SB and D Wing, G1 floor, TAMC.

a. Emergency treatment for relief of pain, acute mouth infections, or dental injuries caused by trauma is available to all authorized personnel on a 24-hour basis. After duty hours, emergencies are seen at the SB Dental Clinic (433-8900/01/02/03/04/05 or 433-8814).

b. The TAMC and SB Army Dental Clinics provide routine care Monday through Friday, 0730-1615. In cases of cancellation, individuals must give the clinic 24-hour advance notification. This allows enough time to schedule a new patient for that time frame.

c. United Concordia, an insurance provider, provides routine dental care for family members. Obtain enrollment information through unit personnel service centers, the health benefits advisors or any Army dental clinic.

d. A clinical/educational preventive dentistry program is available at SB and TAMC Dental Clinics.

(1) Obtain information concerning the dental health educational program, group lectures, individual health consultation, mouth protectors, information concerning appointments, dental health literature, and any other dental services by calling the nearest Army dental clinic.

(2) Military water systems serving the housing areas of FS, TAMC, SB, WAAF, AMR, HMR are fluoridated. Call 433-6693 for further information concerning fluoridation.

e. Pacific Regional Dental Command Internet address – http://www.tamc.amedd.mil/.

2-31. EDUCATION SERVICES OFFICE. This facility implements and manages the Army Continuing Education System (ACES), Army learning centers, and other Army programs and services in support of the total Army family. It operates three Army education centers at FS, SB, and TAMC, and nine Army learning centers. ACES provide self-development opportunities for the total Army family to include active duty soldiers, reservists, adult family members, and DA civilians. Education centers allow personnel to complete high school, undergraduate and graduate course work, or pursue vocational-technical and/or job-related studies. Education services include counseling, testing, registration, and instructional programs and related services. Also available are military occupational specialty (MOS) reference libraries, learning laboratories for self-paced study, a language laboratory for foreign language study or review, and computer laboratories.

2-32. EMPLOYEE ASSISTANCE PROGRAM. This programs office is located in Bldg T698, SB, and assists in resolving family, social, legal, behavioral, emotional, financial, alcohol or drug abuse problems, and provides the initial evaluation and referral assistance at no cost. Services are available to civilian employees (including NAF), active duty military, civilian family members, and military retirees. Assistance is available to other DOD personnel on a case-by-case basis. Call 655-9113 for assistance.

2-33. EMPLOYMENT OPPORTUNITIES.

a. Family Member Employment Assistance Program provides employment resource services to family members. This includes information on job openings in the public and private sectors, employment/career counseling advice on completing applications and resumes, completing application

material, preparing resumes and cover letters, interviewing, skill development, information about education, self-development activities, and other employment enhancement services. Interested family members should visit ACS, Bldg. 2091, SB or call 655-2400.

b. NAF employment opportunities are mostly in MWR activities, such as military clubs, CYSC, golf, bowling centers, gymnasiums, and other recreational facilities. USAG-HI NAF activities are located at SB, WAAF, WARC, KMC, HMR, FS, TAMC, and AMR. Interested individuals must apply in response to specific vacancy announcements for consideration. Employment preference is given to eligible spouses. Vacancy announcements and application forms are available Monday through Friday at the NAF Job Information Center, Civilian Personnel Advisory Center (CPAC), Bldg. 126, FS (directly left of the main gate as you enter FS), 0800-1530, and at the ACS, Bldg. 2091, SB, 0730-1630. Obtain information on current vacancies by calling 438-2560/6777, or hotline 438-9556 for listings

c. Federal appropriated fund employment opportunities vary by occupation, geographic areas, and number of qualified candidates. The Office of Personnel Management maintains Federal Job Information Centers (FJIC) to provide information on opportunities and application procedures. The FJIC is located in the Federal Bldg. 300 Ala Moana Blvd, 5th floor, Honolulu. Individuals having never worked for the Federal Government in a civilian capacity, but who are interested in employment, should go to http://www.usajobs.opm.gov for listings. Individuals with previous Federal civilian employment and those who believe they are eligible for re-employment or employment as Vietnam Era veterans can also visit or call the CPAC, Hawaii, 438-2278/9678 if interested in employment with Army activities in Hawaii. For job information, the Internet address is http://www.cpol.army.mil. Once you are connected to the web page, click on "Regional Pages" on the menu screen, then to "Pacific Region". The CPAC, Hawaii, Job Information Center, is located in Bldg 126, FS from 0800 to 1600, Monday through Friday, directly left of the main gate as you enter. Vacancy announcements and application forms are available at the ACS, Bldg 2091, SB, Monday through Friday, 0730 - 1630.

d. DA, Equal Employment Opportunity (EEO) policies are adhered to at all times with regard to employment opportunities in both appropriated fund and NAF activities. In accordance with the Army's role as an EEO employer, all applicants receive equal consideration for employment without regard to race, religion, color, sex, national origin, age, and mental or physical handicap. The EEO is located at FS, Bldg. S330 (438-1132).

2-34. ENVIRONMENTAL HOTLINES.

a. The TAMC Preventive Medicine Service operates an Environmental Hotline (433-6693), for inquiries or reports concerning environmental pollution, food service sanitation, noise, pest problems, food sales, picnics, sanitation, water and waste disposal, and similar public health concerns. The hotline is in effect during 0730-1630, Monday through Friday.

b. Immediately report all spills of hazardous materials to the Directorate of Public Works (DPW) Environmental Hotline (656-1111).

2-35. EEO OFFICE. This facility assists in resolving complaints based on race, color, national origin, age, sex and religion. The office provides equal opportunity assistance to soldiers and their family members, and advises the commanders and staff on matters pertaining to the EEO program. The EEO office prepares and conducts equal opportunity representative courses for all soldiers on Oahu; advises and assists personnel with equal opportunity complaints; assesses the racial and gender climate; and coordinates, publicizes, and assists in ethnic observances. Call FS 438-1132 for assistance.

2-36. FAMILY ASSISTANCE (INFORMATION, REFERRAL AND FOLLOW-UP). This ACS program assists individuals and families in obtaining needed or desired social services and information. Professional social workers and information and referral specialists coordinate services with military and civilian agencies. A matrix for assistance is at Appendix C. Refer to ACS service for additional information (655-2400).

2-37. FEDERAL CREDIT UNIONS. Federal credit unions provide saving and loan services for all military and civilian personnel. The SB Federal Credit Union is located on SB, Bldg. 699-A (624-9883); FS Credit Union is located on FS, Bldg. 553 (841-0181); and the TAMC Credit Union is located on TAMC, Wing 1C (833-1257).

2-38. FISHING AND HUNTING.

a. All persons hunting or fishing on a 25th ID(L) & USARHAW installation will have in their possession a valid state permit and (except for Pohakuloa Training Area (PTA), Hawaii) an installation permit. A fishing permit for FS Flats is a memorandum issued by the FS PM. For all other areas, the Game Warden, PM, SB issues fishing permits. Display a copy of the temporary fishing permit on the dashboard of the privately owned vehicle (POV) while in the hunting area and turn in at the end of the day. In addition, military personnel/family members must have a valid military ID card; civilian personnel must have a valid Hawaii driver's license. The SB Game Warden issues hunting permits for all areas. Call the SB Game Warden 655-2140 for assistance.

b. Fishing is permitted in a designated portion of Kaukonahua Stream, Wahiawa Reservoir. Fishing in other lakes/streams is prohibited to include Koolau Reservoir, Ku Tree Reservoir, all other tributary streams, and all waters posted off limits or lying within impact areas.

c. Fishing at East Range, and SB are restricted to angling with hook and lines; (i.e., a single lure on single baited hook, or two artificial flies attached to a single line when fly fishing). All other types of fishing (e.g., troutlines, and banklines) are prohibited.

d. Fishing is permitted only at the joining of Kanauiki and Moanalua streams in the FS Flats area. The FS MP grants this fishing permission.

e. The following restrictions apply to fresh water fishing:

(1) A valid state fishing license and a valid temporary fishing permit is required for fresh water fishing. Obtain fishing permits for areas other than FS Flats from the Game Warden, PM, SB. Obtain fishing permits for FS Flats from the FS PM.

(2) Persons under the age of 15 are prohibited from fishing unless accompanied by a licensed adult.

(3) The use of boats for other than fishing purposes is prohibited.

(4) Speedboats, cabin cruisers, boats with inboard motors, and boats exceeding 10 feet in length are prohibited. Boats are not to be operated at a speed exceeding 5 miles per hour (MPH) within the East Range fishing area.

(5) Boats constructed of material, other than wood, must contain properly installed flotation tanks.

(6) When on the 25th ID(L) & USARHAW installations personnel will wear life preservers when fishing from the shore or from a boat.

f. The OBSB, Commander, and the Commander, Pohakuloa Base Support Battalion (PBSB) are authorized to close their areas to hunting when necessary.

g. The State of Hawaii, Department of Land and Natural Resources (DLNR) controls all hunting on PTA when it is declared open for hunting by the Commander, PBSB. Range Control, PTA, is the POC to determine what areas are open for hunting. Persons desiring to hunt on the island of Hawaii must submit the request in writing to the Conservation and Resource Enforcement Division, DLNR, Hilo, Hawaii. Individuals must contact Range Control, PTA, to inquire what days and areas are open, and must sign in and out with Range Control on the day of the hunt.

h. On Oahu, dogs can be used for hunting wild pigs and goats, but the hunter must keep them under physical restraint and control at all times, except when actually hunting. No more than six dogs per party are permitted within the hunting area.

i. On PTA, using dogs to hunt mammals is prohibited; however, using bird dogs to hunt game birds is permitted. A maximum of 6 dogs is authorized per hunting party, and the dogs must be under voice or leash control at all times.

j. Procedures for obtaining a pass to hunt on 25th ID(L) & USARHAW installations.

(1) Hunters must report to the PM office, SB or PTA, on the day of the hunt to sign in, and receive a temporary hunting permit for a specific hunting area assignment. This permit must remain in the possession of the individual for the duration of the hunt. The permit must be returned to the PM at the termination of the hunt.

(2) Hunting area assignments are not to be reserved, but are allotted on a first-come, first-served basis. Hunting permits are valid only for the duration of the calendar day issued. Hunters must return to the PM office to sign out before departing the installation.

(3) Military personnel desiring a permit to hunt on a 25th ID(L) & USARHAW installation must present to the PM office a valid State of Hawaii hunting permit and a valid military ID card. A military

ID is not required to hunt on PTA. Civilians hunting on a 25th ID(L) & USARHAW installation must have an active duty, reserve, or retired military sponsor accompanying them.

k. Hunting is not permitted on FS, FS Flats, AMR, TAMC, and the Ft DeRussy/Hale Koa area. Hunting is not permitted in off limits, impact areas, including Makua Military Reservation, or restricted areas.

l. General Prohibitions.

(1) Prohibitions against hunting and fishing include trapping, snaring, and netting all forms of wildlife.

(2) Personnel will not--

(a) Remove live game from the 25th ID(L) & USARHAW installations.

(b) Sell/offer for sale wildlife/game fish obtained on the 25th ID(L) & USARHAW installation.

(c) Camp, picnic, or build fires in hunting or fishing areas.

(d) Damage or destroy government property on the installation.

(e) Carry a loaded firearm in or discharge a firearm from a vehicle.

(f) Damage, destroy, or remove vegetation, geographical features, or natural resources on the installation.

(g) Use government/military weapons, ammunition, vehicles, or aircraft for the purpose of hunting, tracking, or spotting game.

(h) Hunt within 500 meters of ammunition supply or storage areas.

(i) Hunt, pursue, trap, kill, or capture wild cattle or sheep on the installation.

(j) Use automatic weapons or weapons (rifles or shotguns) with an overall barrel length of less than 18 inches.

(k) Trap animals unless the OBSB grants a permit to trap specific animals.

2-39. FOOD INSPECTION/SANITARY FOOD SOURCES.

a. Inquiries or problems about the inspection of food at purchase, on receipt, during storage, at issue or resale, prior to shipment, or problems concerning purchase of subsistence by military activities from commercial firms, using appropriated or NAFs, should be referred to the Deputy Commander for Veterinary Services, TAMC. AR 40-657, provides guidance.

b. AR 40-5, with USARPAC Supplement 1 to AR 40-5 and TB MED 530 provide guidance and delineate medical responsibilities where food is stored, prepared, and served. The TAMC Preventive Medicine Service serves as the command authority for providing medical surveillance of food service facilities. This authority includes provision of health certificates, periodic inspection of food preparation service and storage facilities, provision of health education services, design review and consultation, pest control surveillance and evaluation, and investigation of foodborne illness. All civilian food service personnel are required to obtain medical clearance before beginning their employment.

2-40. FOOTBALL FIELDS. Stoneman Field (football and track) is located at the entrance of McNair Gate, SB. Shafter Bowl, a multipurpose field at FS, is converted for football during the football season. A combination football/soccer field at WAAF is located at Lauhala Road and Airdrome Road. At AMR there is a combination football/soccer field adjacent to the swimming pool. HMR has a combination football/soccer field located along Pa'ala'aa Uka Pupukea Road, southeast of the fitness center.

2-41. GOLF COURSES.

a. USAG-HI operates three golf facilities.

(1) Kalakaua Golf Course, located on SB, is an 18-hole, 5,880-yard, par 70 course with a pitching green, putting green and driving range. A golf merchandise shop, snack bar, locker, and shower facilities are available.

(2) Leilehua Golf Course, located on the East Range Area, SB, is an 18-hole, 6,916-yard, par 72 course with pitching green, two putting greens and driving range. A golf merchandise shop, snack bar, and shower facilities are available.

(3) Nagorski Golf Course, located at FS, is a 9-hole, 5,661-yard, par 68 course. A professional golf shop and lockers are available in the clubhouse.

b. USAG-HI golf courses are open to authorized personnel of the uniformed services, DOD civilians, and other civilians on a priority basis. Daily green fees are based on pay grade.

c. Practice driving, putting, and chipping are authorized only at the golf courses.

2-42. HALE KOA HOTEL. Located at Ft DeRussy overlooking Waikiki Beach, the Hale Koa is a first-class, full-service facility for military personnel of all ranks and branches and their family members. The hotel provides lodging and recreational activities in a highly desirable area that might otherwise be economically unavailable to many military personnel. The Hale Koa, "House of the Warrior," was constructed from profits generated from the Army clubs and exchanges worldwide. Eligibility requirements for the use of the hotel are as follows:

a. Rooms. The following personnel are authorized to occupy rooms at the Hale Koa Hotel:

(1) All active duty/retired military personnel, their family members (i.e., possessors of DD Form 1173), immediate family members and bona fide guests; cadets of the U.S. Army, Navy, Air Force, and Coast Guard Academies; active duty and retired commissioned officers of the National Oceanic and Atmospheric Administration; active duty and retired commissioned officers of the Public Health Service 1866, reserve components personnel, senior reserve officers' training corps cadets while on extended active duty, and reserve and National Guard members retired with pay. The last two groups must possess a DD Form 2A (ACT) and 2A (RES) from their respective branch of service. The reserve card alone is not acceptable.

(2) Honorably discharged disabled veterans of the uniformed services classified by the Veterans Administration as being 100 percent disabled and who possess a current DD Form 1173 and their immediate family members.

(3) Medal of Honor recipients, not eligible to use the hotel who possess a current DD Form 1173, and their immediate family members.

(4) Unremarried surviving spouses of personnel who died while on active duty or while in retired status require a DD Form 1173 or 1173-1. Unremarried former spouses who were married to military members for at least 20 years while the military member was on active duty require a DD Form 1173 for privileges.

(5) Foreign national uniformed services personnel and their immediate family members when assigned or attached to a U.S. military installation/operation or when on temporary duty (TDY) to DOD organization. The general manager or his designee approves personnel not in possession of U.S. invitational travel orders.

(6) DOD civilian employees and uniformed full-time professional installation ARC personnel including family members who reside on a Hawaiian military installation. Their ID is an unlimited DD Form 1173.

(7) DOD civilian employees performing a tour of duty in an overseas military location except Hawaii, their family members, and other immediate family members. Their ID is an unlimited DD Form 1173.

(8) DOD civilian employees while on TDY in Hawaii or when traveling to or from Hawaii on permanent change of station (PCS) orders.

(9) Personnel on official business with DOD activities or the U.S. Coast Guard as specifically authorized by the general manager or his designee.

(10) Participants of official DOD conferences upon approval of hotel management. The Hale Koa attempts to schedule conferences during slack periods so that maximum planning time is given to conference organizers. The general manager must approve conference lodging at the Hale Koa requiring more than 50 rooms.

(11) When the hotel is 100 percent reserved, a waiting list is established using the following priority:

(a) U.S. active duty military personnel.

(b) All other eligible personnel.

(12) Family members (10 years old and over) in each category mentioned above must possess a current DD Form 1173. An eligible adult must accompany family members, other than the spouse, who have not attained the age of 18.

(13) An additional guestroom is authorized for the immediate family member(s) of those personnel authorized to reside at the hotel listed in categories one through nine. An immediate family member is defined as a parent, grandparent, sibling, child (including a minor child under guardianship or foster care), or grandchild of the sponsor, whether so related by blood or marriage, regardless of the presence or absence of a dependency relationship. On an exception basis, the general manager may authorize a non-dependent child who is a friend of the immediate family to reside in the additional guestroom.

(a) Non-Oahu stationed sponsors or family members must reside in the hotel during the same period as their immediate family and personally assume responsibility, including payment for services rendered.

(b) Immediate family of an Oahu stationed sponsor visiting the sponsor. Sponsors in this category are not required to reside in the hotel; however, they must be present at check-in, and personally assume responsibility, including payment for services rendered.

(14) Personnel authorized to occupy rooms may sponsor guests when sharing the same room.

(15) It is the responsibility of the TDY traveler to determine the availability of visiting officer/enlisted quarters and to obtain a certificate of non-availability of quarters from the billeting office of the installation where assigned on TDY. TDY personnel, who use the hotel and do not obtain a certificate of non-availability, are subject to limited per diem allowances. As assistance to the TDY traveler, the Hale Koa prepares a printed handout providing information, telephone numbers, and locations of each military billeting office on the island of Oahu. Room reservation personnel inform those making telephonic TDY reservations of the above information.

b. Food and Beverage Facilities. Personnel in the following categories may use food and beverage facilities:

(1) Those personnel identified in (13) (a) above. Non-ID card-bearing hotel patrons are given a temporary Hale Koa ID card that permits them to use hotel food and beverage facilities while registered at the hotel.

(2) Active/retired reserve and National Guard members possessing a valid and current DD Form 2A (RES). Spouses of reserve/National Guard members, who do not possess their own valid military ID card, are issued a food and beverage card by the hotel. Proof of relationship is required prior to issue. A fee may be assessed to cover administrative costs.

(3) Military club system members (active, associate, and honorary). A valid and current club membership card identifies each member.

(4) A limited number of individuals who make outstanding contributions to the military community (e.g., distinguished government, civil, and business officials as determined by the general manager).

(5) Guests of authorized personnel. The sponsor personally assumes responsibility, including payment for services rendered.

(6) Foreign national uniformed services personnel and their family members.

(7) Employees of concessions within the hotel are authorized to use food facilities during the hours of their employment in the hotel. The Food and Beverage Director issues ID for a limited food and beverage card.

(8) Civilian employees with employee ID card.

c. Private Catered Functions. Authorized individuals and non-profit groups or organizations may use the Hale Koa facilities when one of the following conditions are met:

(1) The sponsor ensures the group or organization is composed predominantly of personnel authorized to use the hotel's food and beverage facilities.

(2) The holder of an approved ID card may sponsor the function. The sponsor assumes responsibility for payment of charges and ensures the group sponsored is non-profit.

(3) For non-profit groups or organizations, without an authorized user serving as a sponsor, the general manager or his designee determines whether the affair will make a positive contribution to military/community relations, or whether the affair is of primary benefit to one or more of the uniformed services.

2-43. HAWAII ARMY CABLE NETWORK (HACN) TV2. The TV2 channel has a continuous 24-hour a day operation. The purpose of this channel is to provide information of upcoming events and activities to Army personnel and family members working and residing in government quarters on Oahu Army installations. This channel also provides notices about power outages, road construction and emergencies. To post Army community related items on TV2, contact the DOIM Network Operations Center, 438-9887, or HACN TV2, 655-5015.

2-44. INFORMATION, TICKETING, AND REGISTRATION. These services are located in the Kaala Recreation Center, Bldg. 556.SB, and in the FS PX market, Bldg. 550. Services include information and ticketing for many local attractions, such as, entertainment, shows, sports events, tourist attractions, and hotel reservations.

2-45. INSPECTOR GENERAL (IG), 25th ID(L) & USARHAW. The IG receives requests for assistance from soldiers, family members, and civilians. The IG is not meant as convenient by-pass around normal command or installation channels; in fact, one of its tenant goals is to resolve problems at the lowest level in conjunction with the chain of command. Give the chain of command, or appropriate installation officials the opportunity to resolve problems before calling. The IG is located in Bldg. 361, behind the Tropic Lightning Museum, SB. Hours of operation are 0900-1700, Monday – Wednesday; 1300-1700, Thursday; and 0900-1600, Friday. The office is closed on weekends, a-day-of-no-schedule activities, and holidays. Walk-ins are welcome, or call 655-0847 for more information. After normal duty hours, call 655-0847 and leave a message.

2-46. INTRANET/INTERNET WEB SITES. Information via restricted web resources is available through the Intranet for authorized USARPAC military and civilian employees. This service is also available to USARPAC tenant organizations on the island of Oahu. The Intranet is operated and maintained by the DOIM located at FS. Information provided to the general public is available by Internet web servers. The USARPAC and Division PAO are the proponents for Internet information.

a. Intranet Sites.

(1) USARPAC: https://usarpac.army.mil

(2) 25th ID(L) & USARHAW: https://usarhaw.army.mil

(3) DOIM: https://doim2000.army.mil

b. Internet Sites.

(1) USARPAC: https://www.usarpac.army.mil

(2) 25th ID(L) & USARHAW: https://www.25thidl.army.mil

2-47. LAUNDRY. The Army laundry is located in Bldg. 2800, SB, corner of Lyman and Duck Roads. The FS laundry annex is in Bldg. 537. Laundry service is available to Army organizations, and active duty and retired members of the uniformed services and their family members. An AAFES concession operated laundry and dry cleaning service is available to all authorized exchange customers at SB, Bldg. 3320. The WAAF laundry and dry cleaning service is located in Bldg. 102. The AMR laundry and dry cleaning service is located in Bldg. 880. The TAMC laundry and dry cleaning service is located in the hospital, C-Wing.

2-48. LEGAL ASSISTANCE. The Legal Assistance Office at FS, located in Bldg. 718, provides legal assistance to all military personnel and their family members on an appointment basis. Emergency cases do not require appointments. Regular appointments are scheduled telephonically by consulting the appropriate listing under USAG-HI, Office of Staff Judge Advocate, in the HITS directory. Obtain emergency legal assistance after normal duty hours from the Judge Advocate on-call officer through the USAG-HI Officer of the Day pager (361-6015). A legal assistance office located at SB, Bldg. 500, is available to all military personnel and their family members on appointment basis.

2-49. LIBRARIES. Libraries are maintained for military personnel, their family members, and civilian personnel employed on government reservations. The Sergeant (SGT) Yano Library, SB, is located in the first floor of Yano Hall, Bldg. 560, near Kaala Recreation Center. The library also houses the USARPAC Command Reference Center and the 25th ID(L) & USARHAW MOS Library. The FS library is located in Bldg. 650 near Richardson Theater. A branch library is located at AMR Community Center, Bldg. 1782. A community library is located at TAMC. All libraries are automated and have Internet access.

2-50. MILITARY AFFILIATE RADIO SYSTEM (MARS). The U.S. Army Information System Command, 30th Signal Battalion, FS, Hawaii MARS Stations (ABM6USA) provides the following free morale and welfare record and voice communications services for military personnel:

a. MARSGRAM. The MARSGRAMs are Teletype messages that are sent to any military installation in the U.S. and any Air Post Office (APO) address in the world, and are accepted telephonically. Transmission to foreign nationals in a foreign country is prohibited. MARS is not permitted for commercial purposes. Call the MARS Station listed under "Military Affiliate Radio System" in the miscellaneous classified section of the HITS directory for additional information on the use of MARSGRAM or phone patches.

b. Radio Phone Patches. Radio phone patches originated overseas can be connected to any location within the U.S. or its possessions. In continental U.S. (CONUS), calls are processed on a collect call basis from the nearest MARS station to the called party accepting the collect call.

2-51. MILITARY PERSONNEL CUSTOMER SERVICE.

a. The Military Personnel Division (MPD) operates in the Aloha Centers at FS, Bldg. S330, and SB, Bldg. 690, to provide centralized in-and-out processing and central clearance for military personnel.

b. The MPD also operates ID card sections during normal duty hours at FS and SB for military personnel, active and retired, and their family members.

2-52. MUSEUMS.

a. The U.S. Army Museum of Hawaii is located in Battery Randolph at Ft DeRussy. The museum displays the history of the Army in Hawaii and the Pacific, the military history of Hawaii, and the contributions made by Hawaii to the nation's defense. The Hawaii Army Museum Society manages a

museum gift shop featuring books, T-shirts, videotapes and assorted materials pertaining to Hawaiian military history. The museum is open 1000-1630, Tuesday through Saturday, closed Sunday and Monday, and admission is free.

b. The Tropic Lighting Museum is located in Carter Hall, SB. It displays the history of the 25th Infantry Division (Light) (25th ID(L)), its units, and the post. The museum is open 1000-1600, Tuesday through Saturday, closed on Sunday and Monday, and admission is free. The Tropic Lighting Museum operates an on-site gift shop known as the Rucksack Gift Shop. The gift shop offers books, T-shirts, and assorted materials to purchase that pertains to the 25th ID(L) military history.

2-53. MUSIC CENTER. Located at Kaala Community Center, SB, offers group and individual rehearsal rooms, sound modules, and a musical instrument checkout. Call 655-8522 for information.

2-54. PACKAGE STORE SYSTEM (CLASS SIX). The Class Six is open to all Army exchange (PX) customers 21 years and over. Selections of alcoholic beverages are offered at the SB Class Six, Flagview Mall, Bldg. 3320; the FS PX market Bldg. 550; the Hale Koa PX in Waikiki; the PX outlet at the Waianae Army Recreation Center; the Aliamanu Shoppette in the AMR; HMR Shoppette, and the WAAF Shoppette, Bldg. 102.

2-55. PHYSICAL FITNESS CENTERS.

a. SB. The SB Martinez Physical Fitness Center, located in Bldg. 488 at the intersection of Kolekole and Heard Avenues, provides the following facilities: weight training, handball/racquetball courts, gymnasium, and sauna booths. DA civilian employees may use the facilities. Sports events are held in the gymnasium primarily for military personnel; however, certain sports are open to family members of military personnel, their guests, and family members of DA civilian employees.

b. SB Health and Fitness Center, located in Bldg. 582 across from SGT Smith Theater, provides the following: racquetball, nautilus, universal/free weights, aerobicycles, stairclimbers, and rowers.

c. FS. The FS Physical Fitness Center, located in Bldg. 665 on Chamberlain Road adjacent to the bowling lanes, provides the following facilities: weight training, handball/racquetball courts, gymnasium, and sauna baths. DA civilian employees may use the facilities. Most sports events held in the fitness center are for military personnel; however, certain sports events are also open to family members of military personnel, their guests, and DA civilian employees.

d. TAMC. The TAMC Physical Fitness Center is located in Bldg. 300 on Krukowski Road. The following facilities are available: gymnasium, weight training, two racquetball courts, sauna, a 6-lane bowling center, swimming pool, and picnic area. The facility is open to military personnel and their family members, and DA civilian employees with proper ID.

e. WAAF. The WAAF Physical Fitness Center, located in Bldg. 113 on Santos Dumont Avenue, provides the following facilities: weight training, racquetball court, gymnasium, and locker rooms. Events held in the fitness center are for military personnel and their family members, and DA civilians.

f. AMR. The AMR Physical Fitness Center, Bldg. 1780, and gymnasium, Bldg. 1781, are located adjacent to Bougainvillea Loop and Rim Road. The fitness center provides the following facilities: weight room, racquetball courts, sauna, aerobic activity room, and gymnasium. Available outdoors are volleyball and basketball courts. Sports events held in the fitness center are primarily for military personnel and their family members residing at AMR. However, the facility is also open to other military personnel and their family members, and DA civilian employees.

g. HMR. The HMR Physical Fitness Center, Bldg. 25, is located along Kuapale Road and at the end of Mua Road. The fitness center provides cardiovascular and weight training, racquetball courts, sauna, and a gymnasium. Available outdoors are basketball and tennis courts. Most events held in the fitness center are for military personnel and their family members, and DA civilian employees.

2-56. PICNICS. Coordinate command-sponsored picnics, carnivals, and similar events, where food or beverage is offered or available to the public, with TAMC Preventive Medicine Service or 25th ID(L) & USARHAW Preventive Medicine, at least 2 weeks prior to the event. This service provides guidance concerning medical requirements for food operations. Call 655-6038 or 433-6693 for coordination, in addition to coordinating the event with the respective OBSB, Community Coordinator.

2-57. PHOTOGRAPHIC SERVICES. DOIM is responsible to provide electronic imagery service and products in support of the USARPAC, 25th ID(L) & USARHAW, and all other supported tenant units. Supported units must request services using DA Form 3903-R-E for official military photography, DA photographs, official portrait photographs, and authorized chain of command photographs, which are provided at no cost to the customer. Location photography, other official photography and graphic art services are provided on a reimbursable basis. The following are the Electronic Multimedia Imaging Center (EMIC) Capabilities:

a Official military photographs:

(1) DA photographs 3/4-inch length and 8 x 10 inch for general officers and promotable colonels.

(2) Chain of command photographs.

b. Photographic services:

(1) Location photographs.

(2) 35mm slide location photographs.

c. Photographic copy services:

(1) Copy photograph from negative.

(2) Copy negative from photograph.

(3) Copy negative from slide.

(4) Copy 4 x 5 inch negative from photograph.

(5) Duplicate slide.

d. Studio photographs, other than official military photographs. Studio photograph (each person includes 2 prints) each additional print is extra.

e. Graphic art services:

(1) Original publication art (Master Art).

(2) Original chart.

(3) Original viewgraphs.

f. Graphic art duplication:

(1) Duplication art.

(2) Duplication chart.

(3) Duplication viewgraphs.

g. Compact disc authoring services:

(1) Authoring simple compact disc read-only memory (CD ROM).

(2) Authoring complex CD ROM.

(3) Recording CD ROM.

(4) Archiving CD ROM.

h. Digital imaging services:

(1) Photography prints from digital camera, disk, personal computer memory card international association.

(2) 35mm computer generated slides.

(3) Photographs from film and digital cameras (4 x 6 inch through 8 x 10 inch).

(4) Black and white paper copies.

(5) Color paper copies.

(6) Transparency color copies.

(7) Enhancement of customer created desktop publishing material.

i. After duty hours service:

(1) Photographic service and studio photography.

(2) Graphic arts.

(3) Emergency photographic service.

2-58. POSTAL SERVICE. Civilian operated stations of the Wahiawa and Honolulu Post Offices provide postal service. At FS, the main post office is located in Bldg 434, near the PX-market. The station post office for TAMC is located on the first floor, off the main elevator. The post office at SB is located on Foote Avenue, Bldg 256. The Waikiki substation provides postal services for U.S. Army Reserve activities at Ft DeRussy, and the Army postal service services PTA.

a. The appropriate Zone Improvement Plan (ZIP) codes and addresses for both official/barracks mail and quarters mail are indicated below. Official mail must use the nine digits ZIP code. The last four digits vary depending on the organization.

OFFICIAL UNIT/BARRACKS MAIL	ON-POST QUARTERS
SB, HI 96857-xxxx	Wahiawa, HI 96786-xxxx
HMR same as above	HMR same as above
WAAF, HI 96854-xxxx	Wahiawa, HI 96786-xxxx
TAMC, HI 96859-xxxx	Honolulu, HI 96819-xxxx
FS, HI 96858-xxxx	Honolulu, HI 96819-xxxx
AMR, no official unit/barracks mail	Honolulu, HI 96818(AMR)
PTA, APO, AP 96556-0008	None

b. Before clearing government quarters, occupants should furnish the post office a PS Form 3575, showing the names of all family members. When a military forwarding address is given, show the grade and social security number of the sponsor. A PS Form 3575, and DA Form 3955, is required as a part of the unit mailroom in-processing and out-processing procedures. Failure to submit change of address information results in mail not being delivered promptly to incoming personnel or mail being returned to sender.

c. Family quarters receive mail via carrier delivery once daily, Monday through Saturday. Carriers stop at quarters only to deliver mail. Bachelor quarters do not have carrier service. It is not necessary for a family member's mail to be addressed in care of the sponsor when it is mailed to a quarter's address.

Quarters delivery service is suspended when unfriendly dogs interfere with U.S. Postal Service carriers. The USARPAC Postal Officer will notify the quarters occupant that delivery service will resume when the dog's owner reports that the animal is under control.

2-59. PXS. These facilities are located at SB, Helemano, PTA, FS, AMR, Hale Koa (Ft DeRussy), TAMC, Hickam Air Force Base, Bellows Air Force Station, Pearl Harbor, Kaneohe Marine Base, Coast Guard Station, Keaukaha Military Reservation at Hilo, American Samoa, Wailuku Army Reservation on Maui, WAAF, and WARC area.

a. Customer ID procedures at all retail stores, service stations, concessions, bakeries, portrait studios, ice cream parlors, specialty gift shops, and appliance rental points are in accordance with AR 600-8-14.

b. Children under the age of 10 are prohibited entry to the main PXs unless accompanied by an adult and must remain in the custody of the adult while in the facility. Dependent children 10 years old and over must have in their possession permanent DD Form 1173, which is sufficient to authorize entrance into the main PXs. Parents will caution their children of these restrictions. Parents are responsible for their children's conduct and adherence to these age restrictions while in the main PX.

c. Currently, all exchanges (Army, Air Force, Navy, and Marines) permit bona fide guests to accompany an authorized patron in the exchange. Each service installation has its own policy. The Army policy is as follows: A sponsor, 18 years of age or older, can bring in guests to the exchange. An ID check is conducted at the entrance to the facility and at the point of purchase. The sponsor is responsible for the guest. The exchange policy permits no purchases by guests.

d. The AAFES provides the following services and facilities: main exchange, shoppettes, furniture stores, snack bars, fast food outlets, sporting goods, garden supply and toyland, delicatessen, class six, service station, barber and beauty shops, florist, laundry and dry cleaning, optical, alteration shops, watch repair, car rental, 1-hour photograph shop, video rentals and vending machines.

e. AAFES. This service installs vending machines in buildings throughout the area for the convenience of all patrons.

2-60. POST THEATERS. The AAFES operates the SGT Smith Theater, Bldg. 593, corner of Trimble Road and Lewis Street, SB. All PX customers and their guests are authorized.

2-61. RECYCLING. Recycling on post is strongly encouraged. Curbside pick up of aluminum cans, glass bottles, newspapers (without the shiny, slick inserts), flattened cardboard boxes, plastic drink containers, green waste, and toner cartridges are available from all family housing units. Recycling not in family housing areas can be arranged by calling the DPW Recycling Center at 655-0011, or dropping items off at the SB Recycling Center, Bldg. 1087, during regular business hours.

2-62. RELIGIOUS EDUCATION. FS, AMR, and SB provide religious education programs for all active duty personnel and family members including Protestant Sunday School, Confraternity of Christian Doctrine, adult education and instruction.

2-63. RELIGIOUS SERVICES.

a. Catholic and Protestant Services. Regular religious services are available for all active duty and retired military personnel and their family members and authorized civilian personnel. All unit bulletin boards post schedules of religious services.

b. Jewish Services. The Aloha Chapel at Pearl Harbor conducts Jewish services on Friday evenings.

c. Other Services. Buddhist, Mormon, Christian Scientist, and other services are available in the nearby civilian communities.

d. Weddings. Individuals must comply with Hawaii laws reference marriages, as well as specific denominational requirements of the officiating chaplain. Individuals intending to utilize Army Chapels and/or request Army Chaplains to officiate must make their arrangements as far in advance as possible. Most chaplains require, at a minimum, 4 weeks notice before officiating at a wedding ceremony.

2-64. RETIREMENT SERVICES. The installation retirement services officer operates an office at the MPD, Bldg. 2037, SB. Army retirees, soldiers, and family members may obtain up-to-date information and assistance from this office.

2-65. SB POST CEMETERY. The post cemetery, located on Lyman Road, SB provides internment services to all active and retired personnel of the U.S. uniformed services and their authorized family members. For further information, call Casualty and Mortuary Affairs and Post Cemetery Operations, G-1, 25th ID(L) & USARHAW (655-5261/624-2956), or go to the office at Bldg. 580, Room 123A, SB.

2-66. SCHOOLS ON-BASE. The Army does not operate its own on-base school system in Hawaii. Four public elementary schools and one middle school are located on Army installations to serve children quartered in the area. These schools are the Samuel K. Solomon Elementary School and the Hale Kula Elementary School at SB, the FS Elementary School at FS, and Wheeler Elementary (kindergarten through fifth grades) and Wheeler Middle School (sixth to eighth grades) at WAAF.

2-67. SELF-SERVICE SUPPLY CENTERS. The main General Services Administration self-service store is located at Hickam Air Force Base, with a branch self-service store located at Bldg. 2069, SB. They provide support to all activities.

2-68. SICK CALL. Active duty sick call is held in the respective troop medical clinics, Monday through Friday. The SB Family Practice Clinic, and TAMC Adult Outpatient Clinic provides family member sick call services. For appointments to both clinics, call 433-2778. Refer to clinics and health care services for additional information in Section II, paragraph 2-21, of this publication.

2-69. SOUND REINFORCEMENT SUPPORT. Obtain sound reinforcement support by submitting DA Form 3903-R-E, with two copies to DOIM, ATTN: VI, within 45 days before the required date. Address requests for off post public address support for use in domestic action or community relations activities through the PAO. Include the requester's organization, date the support is required, including the specific time frame (if the requirement is recurring, so state). Set up location for the public address

system, number of people expected to attend or participate in the event, name, grade (if applicable), and organization of important persons attending or expected to attend the event. Also, include the required number of speaking positions, and names and telephone numbers of contacts who are most familiar with the details of requirements on the work order.

2-70. SWIMMING POOLS. There are four facilities available at the following locations. Richardson Swimming Pool is located behind Bldg. 580, corner of Kolekole Avenue and Cadet Sheridan Road, SB. TAMC operates a swimming pool at the TAMC Physical Fitness Center, Bldg. 300 located on Krukowski Road. AMR operates a swimming pool at the AMR Physical Fitness Center, Bldg. 1780, adjacent to Bougainvillea Loop and Rim Road. HMR operates a swimming pool at the HMR Physical Fitness Center, Bldg. 25, located along Kuapala Road and at the end of Mua Road.

2-71. TELEPHONE SERVICE.

a. Official Telephone Service. Administration of official telephone service is in accordance with USARPAC Reg 25-1. Submit requests for service, to include installation, relocation, or removal of telephone instruments and associated equipment. The U.S. Army Information Systems Command authorizes official telephone service changes. Types of service and dialing instructions for official telephones are found in the current HITS directory. Direct any questions concerning official telephone service to the 30th Signal Battalion, ATTN: Network Operations Center at 438-9887.

b. Residential Telephone Service. Verizon Hawaii provides on-post telephone service. Individuals requiring residential telephones must call 643-3456 for service.

c. Long Distance Telephone Center. AAFES concession operates long distance telephone centers at SB. This service enables customers to place long distance and international phone calls, and is located at Bldg. 698, at the main shopping center complex. The facility is open, everyday and offers customers the privacy of their own booth. No coins are needed, just pick up and dial.

d. Barracks Phone Service Program by AAFES. The program is available to all soldiers living in the barracks. Soldiers residing in the barracks who need additional information or who wish to sign up for this service can go to the barracks phone center in Bldg. T697, McCornack Road, SB, or call the center at 624-4373.

2-72. TENNIS COURTS.

a. FS has four tennis courts. Palm Circle has two courts located behind the Generals' Quarters on A Street. Parking is only authorized for residents and guests on A Street. Two tennis courts are also located next to the PX, Bldg. 550, on Peace Street.

b. SB has four tennis courts that are located adjacent to the Sports Dome.

c. TAMC has four lighted tennis courts located in area 100 on Krukowski Road.

d. WAAF has one lighted court located near Bldg. 106, OBSB Satellite Office at Strieber Avenue and Chanute Road; and two lighted courts by officers housing at Fernader Avenue and Lilienthal Road.

e. HMR has six tennis courts located at Pa'ala'a Uka Pupukea Road. Three are located next to the softball/baseball field, the others are located near the football/soccer field. Courts are not lighted.

f. KMC has two tennis courts available for use.

2-73. THRIFT SHOPS. Thrift shops located at SB, Bldg. 2107, and at FS, Bldg. 24, are under control of the respective clubs Hui O Na Wahine and Hui O Wahine.

2-74. TRANSPORTATION, HOUSEHOLD GOODS (HHG), BAGGAGE, AND POV.

a. The Personal Property and Travel Branch, SB, Transportation Division, DOL, USAG-HI, arranges passenger transportation to meet official travel requirement of Army-sponsored military personnel into the command to include DA civilian employees and their family members. It also arranges ocean transportation for outbound POV; and processes family member applications for shipment of HHG, baggage, and POV.

b. Arriving personnel, military, DA civilian, and unaccompanied family members shipping POV(s) should contact the Vehicle Processing Center, Pier 51B, Sand Island Access Road, Honolulu, upon arrival by telephone at 848-8383. Tracking a POV is encouraged on the following web site www.whereismypov.com.

c. Joint Personal Property Shipping Office, Hawaii (JPPSO, HI). This facility is located at and under the operational control of the Fleet and Industrial Supply Center, Pearl Harbor. It is responsible for arranging outbound movements and effecting delivery of inbound movements of HHG and baggage for military personnel, DOD civilian employees and their family members. Within two workdays after arrival, all personnel, military, DOD civilian, and unaccompanied family members, having HHG or personal baggage shipments, should contact the Inbound Branch, JPPSO, HI (473-4497/1489) and provide a telephone number to their quarters or duty location. This information allows for notification of arrival of goods and delivery availability. Call the Inbound Branch, JPPSO, HI, for information, assistance, or tracer actions in connection with HHG and baggage shipments. Use the inbound web site www.cic.pearl.fisc.navy.mil/jppso/pp_ib.query to check status on shipments.

d. The Military Airlift Command Passenger Reservations Center at the Passenger Terminal at Hickam Air Force Base provides information on passenger aircraft arrival and departure times. Call 449-1515 or web site www.hickam.af.mil/amc for information.

2-75. VETERINARY SERVICES FOR PRIVATELY OWNED ANIMALS. The Veterinary Treatment Facility (VTF) is located at SB, Bldg. 936 on Duck Road, and at FS, Bldg. 435. Vaccinations, parasite control, health certificates, and limited outpatient treatment are available at modest fees. Flea, tick and other over-the-counter veterinary products for yards, homes and pets are in stock for sale. VTFs do not have authorization to perform routine surgeries. Office hours are 0800-1600, Monday through Friday at SB (655-4041), and FS (438-2271). Individuals can make vaccination and sick call appointments during

office hours. Individuals must register dogs and cats that are over 3 months of age residing on-post at the TAMC VTF. All pets must have a rabies vaccination. Check with the VTF for vaccination and entry requirements of the receiving area before shipping animals to the mainland or a foreign country. Commercial and government transportation requires that a health certificate and a veterinarian's statement that the animal is in good health accompany the animal. Since these are only valid for ten days, appointments for health certificates are made for the 10-day period prior to departure. We often have dogs and cats available for adoption at the VTF's.

2-76. VOLUNTEER PROGRAMS. The Installation Volunteer Coordinator, coordinates volunteer programs on-post. A variety of volunteer opportunities exist at all installation locations. These opportunities furnish quality of life support for soldiers and their families, while returning important dividends to the volunteer in skill development and self-satisfaction. Call 656-1900 for information.

SECTION III. QUARTERS, BUILDINGS, AND GROUNDS

3-1. HOUSING, FAMILY. The DPW Housing Division is responsible for the management of all Army housing on Oahu. The main office is located on SB and oversees family housing operation and policies for TAMC, AMR, HMR, WAAF, FS, and SB. Soldiers assigned in the area of FS are offered quarters at AMR, TAMC, or FS. Soldiers assigned to Schofield area are assigned quarters at HMR, WAAF, or SB.

a. Eligibility. Military personnel accompanied by command-sponsored dependents with a minimum of 6 months remaining on current tour are eligible for family housing. Within 3 working days after arrival in the command, the sponsor must contact the housing office to initiate temporary allowance eligibility and apply for quarters. For convenience, advanced applications for family quarters are accepted prior to arrival at either location; however, the applications will not be activated prior to the service member signing in for duty. Quarter assignments are based on the duty location stated on the PCS orders.

b. Waiting List. Family housing offices maintain the personnel placement on waiting lists for housing as specified in AR 210-50. Failure to submit an application for military family housing within 30 days after arrival in the command causes loss of original date of eligibility.

c. Exception to Policy. Individuals may submit requests for exception to policy, in writing, to the Family Housing Office Manager.

d. Temporary Furniture Support. Eligible service members can obtain temporary furniture support when their HHGs are in transit. Maximum time for use of loaner sets is 90 days for inbound personnel and 60 days for outbound personnel. The housing manager may extend this period when inbound HHG shipments are delayed beyond 90 days. The housing policy identifies a list of temporary furniture items which is issued on an "as available" basis. Forward requests, in writing, to the family housing office for extended furniture support exceeding 90 days due to extenuating circumstances. Approvals are considered on a case-by-case basis according to merit of request, availability of requested item(s), and impact on the overall mission requirement.

e. Termination of Quarters. Upon receipt of an alert notice or PCS orders, service members will immediately notify the family housing office of the impending departure. Family housing establishes a pre-inspection date and a quarter's clearance date. This action must be completed within 45 days prior to departure.

f. Joint Occupancy. Joint occupancy of family quarters is not authorized. Joint occupancy is defined as two or more families, or family groups or portions of families, living in a one-family type dwelling. The assigned sponsor is responsible for ensuring compliance with this policy.

g. Domestic Employees. Domestic employees are not authorized to live in government quarters where employed. Sponsors can request an exception in accordance with provisions of "c" above."

h. Guests in Government Quarters. Visits by bona fide guests are authorized up to 30 days. Sponsors desiring guest visits to exceed 30 days must request approval, in writing, through the applicable area family housing office to base support commander. Occupancy of quarters by personnel other than the

assigned occupant, his family, and guests are prohibited. Service personnel or their family members, if eligible, but not occupying family housing on Oahu, may not be guests in family housing for more than 7 days. Soldiers who violate this housing policy may have their family housing terminated in addition to receiving punitive action. Military sponsors may be held liable for damage to assigned housing, damage to or loss of related equipment or furnishings, caused by their abuse or negligence.

i. Rental of Government Quarters. Rental or any portion thereof is prohibited by law.

j. Conduct of Business in Government Quarters. DODD 5500.7, AR 210-7, AR 210-50, and 25th ID(L) & USARHAW Reg 210-8 govern the conduct of a business in or from assigned government quarters. Compliance with these regulations is required. However, prior approval of the base support commander is required. Submit applications through the family housing office to base support commander. In accordance with AR 608-10, child-care in government quarters is permitted.

k. Resident's Responsibility.

(1) Occupant Liability. Residents of the Army family housing are liable to the U.S. Government for damage to assigned housing, damage to or loss of related equipment/furnishings caused by their own abuse or negligence, or that of their family members or guests. This includes loss or damage caused by pets. Liability limitation for such damage is one month's base pay, unless the damage was the result of the occupant's gross negligence or willful misconduct. Occupants pay for repairs if, at any time, the housing authority makes repairs to the property or its equipment for damages caused by the abuse/negligence of the occupant, or the occupant's dependents/guests. Occupants are liable to pay the total expense for any loss/damage to assigned quarters or related equipment/furnishings, which is due to their gross negligence or willful misconduct. As appropriate, housing occupants may complete the necessary repairs either by an outside contractor or on their own; however, work must meet government inspection standards. Obtain additional information on occupant liability from the appropriate family housing office.

(2) Occupant Information Packet. The family housing office issues an information packet to each sponsor upon assignment to family quarters. The information packet contains items of mandatory actions required and information of vital interest to the sponsor and family.

(3) Conduct. It's important for all military and family members to conduct themselves in a manner that reflects credit on the military community. Continued failure to properly maintain the appearance of the area, acts of misbehavior, nuisances, and violations of post regulations result in a warning letter sent to the service member through the chain of command or termination of the privilege of occupying family quarters.

(4) Energy Conservation. Occupants must conserve utilities and perform certain routine maintenance on a self-help basis. Some materials and equipment are available through the self-help stores. Section IV, paragraph 4-6, of this publication has additional information on self-help programs.

(5) Modification to Quarters. Modification by occupants of the exterior appearance of family quarters is NOT permitted. The use of tarps, screens, nets, or other material to extend government quarters is unauthorized. Attaching "roll-up-blinds" to quarters is authorized. The housing policy does allow occupant-installed improvements providing they meet certain safety and construction criteria. These improvements may remain in quarters when the housing manager reviews and approves the improvements in writing.

(6) Dead-bolt Locks. These locks are allowed in government quarters with the following provisions:

(a) Written permission is obtained from the housing manager to install dead-bolt locks.

(b) Purchase and installation is at no expense to the government.

(c) For safety purposes dead-bolt locks are the type that have a key to unlock the exterior, but with a knob-type interior feature, not the double-key type.

(d) A copy of the dead-bolt key is given to the housing office upon installation.

(e) All keys are handed over to the housing office upon termination of quarters; or doors must be restored to the original condition.

(7) Yard Fences. Housing sponsors may install a fence at their own expense in accordance with housing policy available at the family housing office. Due to population density, sponsors cannot fence in yard areas at AMR and Patriot Park, SB. Authorized fencing will not restrict green belts or normal flow of pedestrian traffic. If construction of a fence creates a neighbor conflict, the base support commander and the housing manager determine the suitability of the fencing. All fences require the prior approval of DPW's housing office. Submit all requests to the housing office. Occupants are notified of the decision.

(8) Maintenance of Multiplex Quarters. Occupants of multiplex apartment buildings will not use buckets of water or hoses to clean their lanais. Damp mops are required for lanai cleaning. The senior occupant in coordination with the DPW, Housing Division issues a list of specific exterior responsibilities for sponsors living in multiplex family apartment buildings. Failure to comply will result in warning letters sent through the chain of command.

(9) Pets in Government Quarters.

(a) Sponsors of government quarters are responsible to de-flea their quarters during occupancy and upon termination of their quarters.

(b) Occupants that maintain animals in their household are required to do a professional steam cleaning of carpets upon termination of quarters or produce a paid receipt from a professional service to the inspector at their termination inspection. Cleaning of carpets is also applicable if inspector

determines that carpets are dirty beyond the normal vacuuming of carpets upon termination. Sponsors are responsible, at a pro-rated cost, for damages to carpets upon termination of quarters.

(10) Yard Inspections. Command inspections are conducted on both announced and unannounced basis since police of areas and maintenance of lawn and shrubbery are the continuing responsibility of the occupant. Occupants are notified in writing of deficiencies noted in their areas of responsibility and will take appropriate corrective action. In each housing area, the OBSB's office designates a limited number of individual quarter areas for Yards of the Quarter awards. Occupant neatness and individual initiative to beautify their quarter areas are criteria for selecting Yard of the Quarter.

(11) Fire Prevention. Occupants are expected to assist in fire prevention by promptly eliminating fire hazards, maintaining their quarters in good order, and exercising care with objects that cause fires in their household. Since unattended cooking causes most house fires, do not leave the room while frying or fry food in a pan without a lid. All quarters have smoke detectors. Occupants should periodically ensure that their smoke detectors operate properly. Report all fires to the fire department and the local family housing office. Kitchen fires may generate a letter of warning to the military sponsor.

(12) Work Orders/Service Orders.

(a) Routine Service Orders. Occupants of all housing areas, except AMR, may place a service order to the 24-hour clerk at the DPW Work Order Desk by calling 656-1275. AMR residents may telephone service requests to 839-6155. Service orders are processed based on the priority assigned by the work order clerks. Low priority service orders (4s or 5s) will not be responded to for several months, occupants may choose to do the work through self-help. Obtain a service order number from the service clerk and retain it for your records. Calls for routine repair made during evening, weekend, or holiday hours preclude telephone tie-up during normal duty hours.

(b) Emergency Service Orders. Emergency work is limited to problems that cause danger to occupants or property. Ensure that these conditions exist before calling for emergency service. Place emergency service orders at any time by calling the DPW Work Order Desk (656-1275). DPW will dispatch emergency service orders immediately. However, the work cannot be done if the occupant is not at home. After calling in a priority 1 emergency service order, the occupant should remain at home until the workers arrive.

(c) Work that is more extensive than can be requested on a service order must be called to the attention of the family housing office. A housing inspector will submit a DA Form 4283 for those larger jobs.

(13) Inspection of Quarters. When required, premises are opened for inspection by regularly detailed and properly identified members of the fire department, DPW engineer personnel, and the FS or SB housing manager.

(14) Absence from Quarters. Occupants will notify the appropriate housing office in writing when absent from quarters for 7 days or more. Notification will specify dates of absences and designate a representative responsible for lawn maintenance and authorized access to the quarters, in event of an emergency. Extended absences will not excuse the active duty occupant from their responsibility to maintain their quarters. Active duty occupants are encouraged to make the necessary arrangements for their quarters maintenance while on extended absences (leave, TDY, deployment).

3-2. HOUSING, TRANSIENT LODGING FACILITIES. These facilities are located at 563 Kolekole Avenue, SB (624-9650); and TAMC, Bldg. 228-B (839-2336). Accommodations for transient military families, guests, and other authorized military personnel are furnished on a space available basis, with active duty personnel having priority. All applicants must produce proper ID and written orders if in a transient status. Guests of military personnel will accompany the sponsor when registering at the office. The Inn at SB is open 24-hours a day, 7 days a week. Registrations are accepted at the office located in the main lobby. The TAMC Transient Lodging Facility is open 0600-2230, Monday through Friday, and 0800-1630 on Saturday and Sunday. Registrations are accepted at the office located in Bldg. 228-B.

3-3. HOUSING, UNACCOMPANIED PERSONNEL. The Unaccompanied Personnel Housing (UPH) Branch, Housing Division, DPW is located in Bldg. 692, SB (655-0453/4249). This division administers and controls all permanent party unaccompanied officer and enlisted quarters, and controls assignment and termination of unaccompanied officer and senior enlisted quarters. Furnishings support is provided through coordination with the UPH Property Book Officer. Barracks space for enlisted soldiers is assigned through their units. Authorization to live off-post must be initiated through the unit and submitted to the UPH office in accordance with DPW Standard Operating Procedures (SOP) 602. Unaccompanied officers and senior enlisted personnel must report to the UPH office within 72 hours of their arrival to apply for on or off post housing. The UPH office can authorize TLA only up to 30 days. Upon assignment to the bachelor officers quarters or senior enlisted quarters, occupants will receive a copy of the rules and regulations they are expected to follow. No pets are allowed in quarters assigned to unaccompanied personnel.

3-4. HEATING QUARTERS WITH KITCHEN STOVES. Do not use kitchen stoves (ovens/elements) as space heaters. It wastes electricity, contributes to area-wide power failures, and shortens the life of the elements. Replacement of elements burned out in this manner is made at the occupant's expense.

3-5. PAINTING. Interior painting of government quarters will not be accomplished more frequently than authorized. Exterior painting will not be accomplished more frequently than every 4 years and only when necessary to protect surfaces and maintain water tightness. The family housing office submits requests for interior/exterior painting of housing. A` change in occupants is not, in itself, sufficient justification for repainting. Occupants must obtain prior written permission from the housing office for any painting of building components.

3-6. QUARTERS PARKING AREAS. Only one parking stall is assigned to each quarter's address. The remaining spaces are designated as open parking and are available to post residents or their guests on a first-come, first-serve basis. Parking in any residential area is authorized for housing area occupants and

guests only. Parking in residential areas will not restrict the flow of traffic. Occupants are responsible to ensure their assigned parking stall is kept clean and free of debris. Children will not use the parking area for playing or riding equipment.

3-7. QUARTERS YARDS MAINTENANCE AND REFUSE.

a. Responsibilities. It is the responsibility of all occupants of government quarters to maintain their quarters areas to present an acceptable appearance. Occupants will maintain lawns to the nearest street, curb, sidewalk, fence, drainage swale, or natural break. Small playgrounds, islands, and median strips adjacent to quarters are also the responsibility of residents. DPW manages the maintenance of large playgrounds, islands or median strips and any large areas between quarters justifying use of tractor-operated mowers. When in question, the OBSB will determine the area of responsibility. Occupants are also responsible for their lawns up to the grass-cut line maintained by DPW. End or corner occupants will divide equally the maintenance responsibility of adjoining lawns with adjacent quarters occupants. DPW will cut the grass at quarters when they are vacant for an abnormal period of time. Quarter's occupants are requested to volunteer their services to maintain the yard of vacant quarters next to them.

b. Standards of Yard Maintenance.

(1) Grassed Areas. Mow lawns as frequently as necessary for neat appearance. Lawns should be maintained at a height between 1 inch to 2 and one-half inches. Residents are responsible for cutting the grass in front of their quarters to the concrete curb; to the halfway point to the other occupant on the side and back; sidewalk, road or all the way to the fence or 65 feet, whichever is greater. Residents will work together to cut the grass in the common areas and vacant quarters. Residents are responsible for the appearance of their yards, regardless of their sponsor's absence. Remove weeds to improve the appearance of the lawn and enhance growth of the grass. This removal pertains particularly to weeds harmful to humans and animals. Use sufficient amount of water and fertilizer to prevent the lawn from turning brown or burning, unless otherwise directed by appropriate authorities. Obtain fertilizer from the area self-help store.

(2) Flower Beds. Remove all weeds and tall grass.

(3) Curbs and Sidewalks. Grass is not permitted to grow over the edge of curbs and/or sidewalks. Cutting of V-shaped trenches between the lawn and curbs or walks is not authorized.

(4) Hedges and Shrubbery. All hedges and shrubbery must be neatly trimmed. Residents will ensure that plants and shrubs are approximately 4 feet from buildings. Shrubs adjacent to structures are neatly trimmed to windowsill height or lower. Shrubs and hedges along intersections and stop signs are neatly trimmed to 30 inches or lower. All other shrubbery and hedges are neatly trimmed to 6 feet or lower, unless otherwise authorized by the family housing office.

(5) Fallen Leaves. The accumulation of fallen leaves, fruit, or flowers is not permitted. Quarter's occupants are responsible for placing the refuse in containers or plastic bags.

(6) Building, Trees, and Obstacles. Trim grass growing along the edge of buildings, around trees, and in other areas inaccessible to mowers.

c. Maintenance of Trees, Shrubs, and Lawns.

(1) Quarter's occupants are responsible for trimming, pruning, and otherwise maintaining hedges and shrubs in the immediate vicinity of their quarters. Trees, plants, and shrubs are not planted in drainage swales or systems, and not closer than 15 feet from the building unless occupant obtains prior written approval from the housing office. Banana plants that have borne fruit (each plant bears fruit only once) are cut down and stumps removed. Their removal prevents them from becoming breeding places for insects. Remove all except 3 banana stalks. Only 3 banana stalks per dwelling unit are permitted. Trim all dried leaves from banana stalks.

(2) Trimming of trees, hedges and shrubs not within the scope of (1) above is accomplished continually on a common standard throughout the post. Occupants will not interfere with or give special instructions to the crews.

(3) Sprinkle lawns only when necessary. Grassed areas should be slowly and thoroughly soaked, not lightly sprinkled. A drying out period between watering is essential. This period varies from approximately 4 days for sandy soils to 10 days for clay soils. Daily watering stimulates shallow rooting, which is an undesirable condition. Continued sprinkling after water reaches the runoff point serves no useful purpose. Unless runoff occurs sooner, limit watering in any one area to 20 minutes for sandy soil and 60 minutes for clay soil. Water lawn before 0900 or after 1700 only. Lawn watering between these hours is prohibited.

(4) Privately financed permanent additions to grounds such as dog houses, playpens, walkways, shrubs, vine trellises, and lining of walks with fences and bricks must have the prior written permission of the housing manager. Do not remove trees, shrubs, vines, and hedges without written permission from DPW. Installation of fencing is in accordance with Section III, paragraph 3-1k(7) of this publication. The use of tarps, screen, or netting material to enclose or extend the patio (lanai) is prohibited.

d. Refuse. Collection and disposal from all Army housing areas are the responsibilities of DPW.

(1) Refuse not collected by the contractor includes explosives and incendiary waste, medical and radiological contaminated waste, rocks, earth, construction waste, concrete, heavy or large metal objects, and similar materials. Under no circumstances should hazardous materials be placed in waste containers. Individuals with hazardous wastes (chemicals, explosives, pesticides, pharmaceuticals, and like materials) should call Environmental Office, DPW (656-2878), for disposal guidance.

(2) Bulk trash or cut items not suited for placing in regular containers, such as, boxes, and crates to size, must be tied in bundles not exceeding 3 feet in length, and 2 feet in diameter and not exceed 50 pounds. Flatten all large boxes and containers before placing in dumpsters. Occupants will place all light refuse (leaves, papers, cans, etc.) in containers or have the refuse tied in bundles before placing at collection pickup points. This does not apply to corrugated cardboard boxes or aluminum cans, which should be recycled.

(3) Drain household food garbage of all liquid waste and securely wrap the garbage in plastic bags to prevent spillage when placed in refuse containers. Garbage is placed at collection points in covered garbage cans. Keeping container covers/lids closed is the occupant's responsibility.

(4) Place household cooking grease in suitable containers and dispose in the refuse container. Do not pour cooking grease down the sink or other wastewater drains. Do not place skins or peelings from celery, onions, and potatoes in the garbage disposal.

(5) Bulky items not suitable for regular trash collection, such as, discarded furniture and appliances are picked up separately by the contractor; however, car parts will not be picked up. Bulk trash must be laid out next to the trash cans for same day pickup.

(6) Family quarters occupants will place their containers at the curbside collection or designated pickup location after 1700 the day before collection, and return containers to their quarters as soon as possible after collection. The occupant may use other non-durable containers such as large plastic bags or boxes provided all dimensions are less than 3 feet and they are placed at designated pick up locations.

(7) The contractor is responsible for picking up refuse spilled during the collection operations. When the contractor fails that responsibility, the policing responsibility falls back to the using activity and quarters occupant.

(8) Keep vehicular access to containers clear at all times. The contractor is not expected to service the container when access is blocked.

(9) Direct refuse collection complaints to DPW (656-1410, ext. 1224).

3-8. SELF-HELP, MAINTENANCE, AND REPAIR PROGRAM FOR QUARTERS. This program allows family-housing occupants to perform limited (handy man) maintenance, repair work, and pest control. A list of authorized self-help supplies is available at the area self-help stores. In addition to self-help supplies, the stores conduct classes and have instructional materials available (pamphlets, manuals, and videos). FS self-help store is located at Bldg. 343, and serves the FS, TAMC, and AMR residents. SB Kama'aina Fix-It Store is located at Bldg. 2104, and serves all SB (including Mendonca Park, Helemano, and WAAF family housing residents.

SECTION IV. PUBLIC WORKS AND FACILITIES

4-1. RESPONSIBILITIES FOR BUILDINGS AND GROUNDS. Unit commanders and individuals assigned the custody of any type of building are subject to a determination of pecuniary liability for any damage to that building and the property contained therein that is not attributable to "fair wear and tear," in accordance with AR 735-5. Do not remove installed property from any building, whether occupied or unoccupied, except as approved by DPW in writing.

a. Custodians of a building will appoint, in writing, a responsible individual and two alternates to ensure the security of each building or activity during non-duty hours or when unattended.

b. DPW issues keys for vacant real property facilities only to building custodians at time of initial assignment by DPW.

c. All occupants of facilities on Army installations are responsible for maintaining key control. DPW is not responsible for re-keying all locks in a facility to re-establish physical security, when it is to correct a situation caused by lack of key control.

d. Grounds maintenance in non-family housing areas is the responsibility of the tenant activity. The yard surrounding these buildings and structures must be properly policed and ground maintenance (e.g. mowing, edging, weeding, and watering) performed to a minimum of 50 feet from the exterior of buildings/structures or to the natural boundary, whichever is less, by the using unit or activity.

4-2. REQUEST FOR ENGINEER SERVICES.

a. Make requests for emergency or routine minor repairs or maintenance by contacting the DPW Service Order Desk (656-1275), Bldg. 104, WAAF. A clerk is on duty 24-hours a day for calls placed at nights, weekends, or holidays to avoid long wait times during the normal work day. Also, non-emergency service order requests may be facsimiled to 656-9000. Do not use facsimile to notify DPW of emergencies.

b. Submit requests for major repair work, such as, permission for installation of equipment, appliances, or carpeting, and all minor construction work requests on a DA Form 4283, through the unit's designated requester, except for emergencies. Anyone can initiate the DA Form 4283, but only those recognized by DPW as authorized requesters can sign, assign a document number, and process the request. Obtain information concerning authorized requesters from the DPW Work Management Branch (656-1349). Instructions for completing the DA Form 4283 are printed on the back of the form.

c. To request repair of a broken lock, duplication of a real property key, or other key and lock services, the unit should submit a key and lock services memorandum to the DPW Work Order Desk in Bldg. 104, WAAF.

d. Work requests involving physical security or intrusion detection systems must be approved through the Physical Security Branch, Military Police (MP) Brigade (Bde), before forwarding to DPW.

4-3. MODIFICATION OF FACILITIES. Modification of facilities without prior written approval from DPW is prohibited. This also applies to the installation or removal of real property, such as equipment, fences, antennas, fixtures, or appurtenances. If DPW funds and executes the work (contract, self-help, or in-house), funding approval implies permission to modify the facility. If the customer funds the work and an organization, other than DPW executes the work, obtain separate written permission from DPW before any design or work is started. Submit DA Form 4283 to DPW Work Management Branch at Bldg 104, WAAF, describing the complete scope of the project with a sketch attached to further clarify the work requirement.

4-4. INSTALLATION OF EQUIPMENT OR APPLIANCES. Prior to purchase of any major appliance or equipment, you must obtain written permission from DPW. Although some items may not require any special installation, approval is still required (e.g., electric or fuel-burning heaters). DPW is not responsible for the installation of equipment or appliances procured without advanced approval, or any necessary structural modifications required by this installation. The applicant must submit a DA Form 4283 for permission to procure the equipment or appliance with all technical data related to each item proposed for installation. This data will include, but not be limited to, overall dimensions, weight, electrical characteristics, fuels (i.e., manufacture gas, liquefied petroleum gas, or fuel oil), estimated usage in hours per day or month, and sketch showing the proposed location for this equipment.

4-5. ELECTRICAL WIRING STANDARDIZATION.

a. To eliminate fire hazards caused by improper wiring or installation of improperly designed equipment or appliances, all interior electrical systems at 25th ID(L) & USARHAW installations must be installed by DPW or an licensed contractor with approval of DPW. DPW will correct all electrical work that presents a hazard to the occupants.

b. Upon discovery of substandard or unauthorized wiring or appliances, DPW notifies the occupant or using agency of the unsatisfactory condition and advises them to correct the problem immediately. If not corrected within a specified time, DPW will remove the unauthorized wiring or appliances. DPW will return appliances removed for non-compliance, to the occupant-owner, upon assurance that reinstallation is in accordance with "a" above.

4-6. TROOP SELF-HELP PROGRAM. This program allows soldiers in troop units to improve their environment by performing three types of work: (1) limited real property construction, (2) incidental repairs and utilities maintenance, and (3) non-real property construction (reimbursable – customer funds the project). A DA Form 4283 must be submitted to self-help store, first floor, Bldg. 2624, SB, for jobs being performed on real property where costs exceed $500, and approved prior to issuance of materials. When the cost is less than $500, for materials only, a service order may be generated at the troop self-help store. Jobs that are not real property, such as building display cases or physical training (PT) equipment, the requester must provide a fund citation on DA Form 2765-1. With advance written approval from DPW, materials can be procured using international merchant purchase authorization card (IMPAC). Alternative way of procuring non-real property materials is using the IMPAC card. To use the IMPAC card, submit a memorandum requesting permission to procure, including a list of materials, a justification, and drawings as needed, to the troop self-help store manager for approval. The memorandum must be

attached to the purchase invoice for audit or Directorate of Contracting inspections. The requester can then pick up the materials when they are available at DPW Logistics, or directly from the vendor if purchased by IMPAC card.

4-7. TREES, CUTTING AND REMOVING. The cutting, digging, or mutilation of any plant life in improved lands (other than trimming, pruning, and maintaining hedges and shrubs in the immediate vicinity of family quarters) is prohibited without written approval and supervision of DPW. Submit requests for stump removal or tree trimming which requires the use of ladders or special equipment by calling the DPW Service Order Desk (656-1275). Submit requests for tree removal to DPW on a DA Form 4283, with a picture of the tree and a sketch (showing its location) in relation to the nearest building or landmark.

4-8. UNDERGROUND UTILITIES PROTECTION. Underground utilities (water mains, sewers, high-voltage cables, and telephone cables) exist throughout the 25th ID(L) & USARHAW installations. Before performing excavations of any kind, make coordination with DPW (656-2942, ext. 3029) and 30th Signal Bn, Base Communications, Bldg 121, FS. Requests for toning for underground utilities may not be called directly into the DPW Service Order Desk. If an excavation permit is required, DPW will initiate request for toning of underground utilities. Requesters should allow 4 weeks for toning and should not proceed to dig without written approval. Failure to comply with these instructions results in pecuniary liability on the part of individuals responsible for damage utilities. Approval of a request for work order to proceed with a project does not constitute a clearance to excavate. Report any breaks or needed repairs in water or sewage lines to DPW.

4-9. SIGNS, INSTALLATION AND REPAIR.

a. Submit all requests for new installation signs or for repainting of existing signs with sketches of the proposed sign and its exact location to DPW on DA Form 4283.

b. On a DA Form 4283, request and submit for installation or alteration of traffic signs and pavement markings. Call the DPW service order desk to request replacement of a damaged traffic sign. The area PM, OBSB, and a Traffic Engineer approve all requests for traffic control signs.

c. Before requesting installation of a sign, the requester must determine if the requested sign has an impact on the operations of another command element. Only one sign is authorized for each major entrance to a facility, regardless of the number of activities working in that area of the building. Identify all the names of all those activities to DPW at the time the sign request is submitted, not just the unit name of the requesting activity.

d. Some signs are not displayed because of the physical layout of their facility. The request is disapproved if there is not enough room in front the entrance or beside the doorway to mount the signs.

e. The OBSB and DPW approve morale-type signs. These signs do not identify an activity, but are designed as morale boosters; (e.g. "Through These Doors Pass the World's Greatest Soldiers"). If approval is granted, making or procuring and installing morale-type signs are the responsibility of the requester.

4-10 MARQUEE SIGNS. Static marquee signs at SB, FS, AMR, WAAF, and electronic marquees at TAMC, and SB are controlled by the Directorate of Community Activities Marketing Office. DPW must approve the location of all new or replacement marquee signs, whether static or electronic.

4-11. UTILITIES CONSERVATION. Utility conservation is practiced wherever possible. Everyone should practice turning off unnecessary lights and appliances. Individuals should monitor watering of lawns so runoffs onto the streets do not occur. Watering of grass or plants between the hours of 0900 and 1700 is prohibited. Individuals can utilize the self-help program to repair leaking faucets. Conservation is everybody's business.

4-12. OFF-POST LANDFILL. Units and activities generating construction, demolition, renovation, range clearing, and similar types of waste must call DPW at 655-1410 ext. 1224/1226, for an authorization sheet prior to going to the off-post landfill for disposal. Disposal of used oil or hazardous waste at off-post landfill is prohibited.

4-13. SANITATION. Sanitation programs include medical surveillance of the environment in those areas that affect health and well being. Preventive Medicine Activity, TAMC, acting for the Director of Health Services, conducts periodic scheduled environmental surveillance. This includes, but is not limited to water supply, ice manufacture, swimming pools, liquid waste disposal, refuse disposal, hospital environment, housing, barber and beauty shops, places of employment, food service, and recreational facilities.

4-14. FIRE HYDRANTS. Fire hydrants are intended for use by Fire Department personnel for fire fighting purposes. However, DPW will get prior approval from the Federal Fire Department (FFD) and issue permits to authorize temporary use of hydrants (limited to 1-day only) for irrigation or construction purposes. DPW must approve use of hydrants for any other purpose.

SECTION V. REGISTRATION AND LICENSING

5-1. BICYCLES.

a. Register all bicycles operated or parked within the limits of 25th ID(L) & USARHAW installations with the PM Vehicle Registration Office within 10 days after operation of the bicycle in the state or within 72 hours after the bicycle is acquired locally.

b. On-post registration is in addition to the State of Hawaii bicycle registration requirement that must be met for operation of a bicycle anywhere in the state.

c. Report any changes to bicycle registration records, such as, change in color of bicycle, change of owner, or removal from post, to the PM Vehicle Registration Office within 72 hours of the change.

5-2. CITIZENS BAND, AMATEUR, AND MARS RADIO OPERATIONS. Operations of citizens band, amateur, and MARS radio stations on U.S. Army military installations and government-housing areas in Hawaii must conform to the appropriate ARs and supplements. Citizens band radio operations and registration procedures are covered in AR 5-12. Both amateur and MARS radio registration procedures are in accordance with AR 105-70. Direct radio operation questions to DOIM, Enterprise Management Center (655-2433).

5-3. FIREARMS, WAR TROPHIES, AMMUNITION, FIREWORKS, PYROTECHNICS, AND WEAPONS. All personnel are responsible for compliance with 25th ID(L) & USARHAW Reg 210-8. Applicable Portions of the Hawaii Dangerous Weapons and Prohibited Item Statues are found in Appendix E.

a. Local Registration.

(1) The State of Hawaii requires that every person arriving in the state register all firearms and ammunition within 72 hours of the arrival of the weapon and ammunition. Excepted are antique and antique replica firearms that use loose black powder or a similar substitute. Registration on Oahu is processed through the Honolulu Police Station, 801 South Beretania Street (529-3371). Each firearm is presented to the registration clerk at the time of application. Proper ID, source of acquisition, and a certificate of naturalization for non-U.S. born is required.

(2) An application and a 10-day waiting period must precede acquisition of firearms. At the time of application, fingerprints and photographs are taken, and a release of medical information is signed. The waiting period will not exceed 15 days and there is no cost to the applicant.

(3) The transfer or loan of firearms not properly registered is prohibited, except during actual range firing/hunting for the period required to discharge the weapon. Possession by minors is prohibited.

b. Military Registration.

(1) All individuals residing on Army installations will register all firearms, including war trophies, with the area PM within 3-workdays after occupying government quarters or acquiring such weapons. Personnel must present a Hawaii State registration permit when weapons are registered.

(2) Unit commanders will approve military registrations and retain a copy for weapons stored in the unit arms rooms.

c. Prohibited Weapons. Weapons specifically prohibited are fully automatic firearms, silencers, rifles with barrel lengths less than 16 inches, shotguns with barrel lengths less than 18 inches, switch blade knives, dirks, daggers, black jacks, saps, slug shots, billy clubs, numchucks, metal knuckles, chains, blowguns or any device designed or modified for use as a weapon.

d. Security.

(1) Except in the performance of official military duties requiring otherwise, all firearms while being carried or transported are unloaded, with magazine or clip removed, breech opened, cased, and broken down when possible. Privately owned firearms being transported must also be placed unloaded into a compartment, if available, separated from all occupants of the vehicle. On Army installations it is permitted to carry unloaded firearms and/or ammunition to and from authorized practice or hunting areas in an enclosed container from the place of purchase to the purchaser's quarters or unit arms room. This is between residences or unit arms rooms upon change of residence or unit, or between these places and a place of repair, sale, or shipping. Storage of a firearm in a private automobile is not authorized.

(2) Owners may keep weapons in the home or temporary residence. Retain weapons of personnel residing in barracks in unit arms room, except during registration and recreational use authorized by the regulation or unit commander. Security and control is the same as for government-owned weapons. (See AR 190-11, and USARPAC Supplement 1 to AR 190-11).

(3) Occupants may store privately owned firearms in U.S. Army-owned family quarters. To store weapons in bachelor officer or enlisted quarters, occupants must request authorization from the base support commander. Occupants of quarters are to secure all weapons in locked containers, cabinets, on racks, or with a locked metal bar or lock that passes through the breach or behind the trigger in a manner that immobilizes the trigger. As an alternative, occupants may remove and secure the firing mechanisms separately. Occupants should maintain the keys to the locking devices in the custody of an adult or ensure storage in a secured location out of reach of children. Lock all ammunition in a secured container. If facilities are not available, or if desired by the individual, occupants can store firearms and ammunition in their unit arms room. The weapon owner bears all expenses incurred to adequately secure privately owned weapons.

(4) Do not transport military firearms in POVs.

e. Restriction on Use.

(1) Restrict use of pellet-type air rifles and pistols, slingshots, crossbows, and bows and arrows (other than those with cup type tips) to areas designated by the installation commander. To use range areas, obtain a clearance as indicated in (2) below.

(2) The use of small arms, other than those indicated in (1) above is restricted to designated rifle and pistol ranges. Obtain request for clearance from the Chief, Range Division, G-3/Directorate of Plans, Training, and Mobilization (DPTM) or the Office of the Commander, PTA, ATTN: Range Control, at least 14 days in advance of date of use. Two adult persons must be present on the range at all times during firing. A responsible individual can obtain a telephone, range flag, and instructions from the Range Control on the day of firing.

(3) An adult must directly supervise individuals under the age of 18 who use any weapon emitting a projectile.

(4) Shooting weapons with mounted searchlights is prohibited.

f. Lost, Stolen, and Recovered Firearms.

(1) If a privately owned firearm is lost or stolen, the owner must make an immediate oral report to an MP.

(2) Individuals, who find or otherwise come into possession of a privately owned firearm under circumstances that indicate that the item may have been lost or stolen, will report that fact to the appropriate area MP station. Individuals should immediately turn any such weapons over to the MPs.

g. Prohibitions. No person will manufacture, make, sell, transfer, or possess a switchblade knife, dirk, dagger, black-jack, slug shot, billy, numchucks, metal knuckles, silencer, or dangerous weapons. For the purpose of this pamphlet, the term "billy" includes, but is not limited to, sawed-off pool cues, metal pipes, bunk adapters, canes not medically required, and chains.

h. Fireworks. Fireworks, defined as any composition or device that is for the purpose of producing a visible or audible effect by combustion, deflagration, detonation, or explosives of any type, are prohibited. Exception is when used by authorized persons, such as, for official training exercises and construction projects, as set forth in pertinent regulations. The individual possession, importation, or use of fireworks on 25th ID(L) & USARHAW installations is prohibited, except as approved for official ceremonies or officially sanctioned occasions. Observe and adhere to restrictions of the use of fireworks in areas, such as, housing, hospitals, and chapels where noise, safety, fire, and environmental considerations prevail.

i. Firing of Blank Ammunition or Pyrotechnics. Firing of blank ammunition and pyrotechnics on SB post proper and FS area proper is not permitted, except that firing squads for burial details may fire practice volleys in their unit areas during duty hours, 0730-1700, Monday through Friday only. The base support commander may approve firing of blank ammunition and pyrotechnics for salutes, official ceremonies, training, sports, and other functions.

j. Straight Edge Razor. The possession of a straight edge razor in troop billets without prior approval of a unit commander is prohibited. When approved, use the razor for shaving purposes only and store the razor in a locked container when not in use.

5-4. REGISTER ALL POV. Register POVs within 30 days after arrival and operation of the vehicle in state, or when the vehicle is acquired locally. This includes trucks, automobiles, motorcycles, motor scooters, mopeds, boats, and trailers regularly or intermittently parked or operated within the limits of 25th ID(L) & USARHAW installations. Registration is limited to military personnel, active/retired, their family members, and civilian personnel quartered or employed on the 25th ID(L) & USARHAW installations. The registration locations are PM Vehicle Registration Office, SB, Bldg. 6058, Leilehua Golf Course; and FS, Bldg. 1599, Room 111.

a. Registration Limitations. Registration is limited to military personnel, active or retired, their immediate family members who are owners of POV's, and civilian personnel quartered or employed on or making regular authorized visits to military installations. Categories of POV registration decals will include officer, enlisted, civilian employee, retired personnel, and commercial. The PM will control the category determination and will issue decals in each individual instance. The following procedures apply to vehicle registration:

(1) Army Active Duty and Retired Members. Uniformed services decalcomania with small numerical decals indicating an expiration date of 3 years from the date of registration or month of scheduled PCS, whichever is first, is issued to Army active duty and retired members.

(2) DA Civilian Employees. Uniformed services decalcomania with small numerical decals indicating an expiration date of 3 years from the date of registration or the month of scheduled employment termination, whichever is first, is issued to all DA civilian employees.

(3) Civilian Contractors. Uniformed services decalcomania with small numerical decals indicating an expiration date of the contract up to 1 year is issued to all civilian contractors who have contracts with the DA and who require the decal to perform their work.

(4) Motorcycle Safety Course. Registration and operation of a motorcycle or motor scooter on any 25th ID(L) & USARHAW installation by active duty personnel or personnel affiliated with the DOD requires successful completion of the Installation Motorcycle Course, other motorcycle safety foundation-sanctioned courses, or motorcycle safety courses conducted and recognized by U.S. Army commands in CONUS or overseas, in addition to meeting the licensing requirements of the State of Hawaii. All motorcycle/motor scooter operators are required to carry with them, while operating the motorcycle/motor scooter, proof of having successfully completed an approved motorcycle safety course.

(5) Moped Rider's Course. Registration and operation of a moped on any 25th ID(L) & USARHAW installation by active duty personnel or personnel affiliated with the DOD, requires the successful completion of the Installation Moped Rider's Course. All moped operators are required to

carry with them, while operating the moped, proof of having successfully completed this course. The exception to this is the KMC Moped Rental Program. Operators are not required to complete the course in order to ride mopeds at KMC.

(6) Temporary Registration to Meet Safety Course Requirements. The PM Vehicle Registration Office issues temporary, on-post motorcycle, motor scooter, or moped operating permits to newly assigned motorcycle or moped operators that do not meet the safety course requirements of 5-4a(4) and (5) above. Temporary permits are valid for 30 days from the date of issue. Upon successful completion of an approved motorcycle or moped safety course and providing that the application meets all other state and Army requirements, the PM Vehicle Registration Office will issue regular on-post registration.

(7) Static Parking Permit. A static parking permit may be issued for vehicles that temporarily do not meet all of the requirements for vehicle registration (e.g., no insurance, not operational, awaiting parts, etc.). Static parking permits are valid for up to 30 days and are issued by the area PM. The issuing authority may revoke a static parking permit prior to its expiration date. Static parking permits allow the vehicle to be parked in authorized areas on the installation for the duration of the permit. The static parking permit will designate the specific location where the vehicle is authorized parking. For soldiers residing in the billets, the request for the parking permit is routed through the unit commander to obtain his/her recommendation for where the vehicle is parked. No person will perform major repairs or overhauls of vehicles in the parking lots or other unauthorized areas on post. Established post automobile craft shops should be used for such repairs. Major repairs are those repairs or replacement of major component parts normally taking more than 90 consecutive minutes to complete. Failure to obtain a static parking permit for a vehicle that does not meet registration requirements will result in vehicle being impounded and towed as abandoned. Static parking passes will not be renewed once expired.

b. Application Procedure. During each registration of a motor vehicle, including renewals, all persons must present documented (updated and valid) proof of requirements stated in (1) through (5) below.

(1) Proof of Ownership. A registration certificate issued by any state of the U.S. is required for proof of ownership/registration.

(2) Insurance. Individual must possess a valid Hawaii no-fault insurance card.

(3) Valid Operator's License. Individual must possess a valid operator's license issued by any state of the U.S.

(4) Out-of-State Registration. All individuals who possess out-of-state registration must present their current registration or title and proof of registration with the City and County of Honolulu. Submission of a CS-L (MVR) 50 form is required to exempt non-residents from paying Hawaii motor vehicle weight taxes.

(5) Proof of Motor Vehicle Safety Inspection. All individuals must present proof of a current vehicle safety inspection. Safety stickers are issued annually. For post registration renewals, individuals must show proof of their vehicle safety inspection.

c. State Registration Requirements.

(1) On Oahu, register all POVs with the Treasurer, City and County of Honolulu, and with a bumper sticker or metal license plates issued by that office within 30 days after arrival of the vehicle in the state.

(2) Out-of-state registrations are valid, but owners must also register with the Treasurer, City and County of Honolulu.

(3) File an application with the Honolulu City and County Treasurer for state registration. Documents required are: last registration certificate and certificate of ownership, bill of sale, or other proof of ownership, and proof of motor vehicle safety inspection.

(4) Keep the state vehicle registration certificate, motor vehicle inspection certificate, and Hawaii insurance card in the vehicle at all times.

d. Termination of DOD Registration.

(1) All personnel with registered vehicles on any 25th ID(L) & USARHAW installations that are departing (e.g., PCS, ETS, civilian transfer, or retirement, etc.), or have transferred vehicle ownership to another person or have otherwise disposed of the registered vehicle, will report to the PM Vehicle Registration Office to terminate registration. This needs to be completed when the vehicle is sold, shipped to a destination outside Hawaii, ownership is transferred, or otherwise disposed of properly. The vehicle owner/operator terminating the registration of any vehicle is responsible for removing all vehicle registration decals to ensure they are not used by or come into the possession of unauthorized persons. The remains of the decal are turned in to the PM Vehicle Registration Office.

(2) Personnel transferred between Army installations within Hawaii to an area serviced by a different vehicle registration office have a choice of removing decals and reregistering at the gaining installation, or leaving current decals on and having the driving record transferred to the gaining installation. Personnel will notify the losing installation registration office of the transfer.

e. Recreational Vehicle Lot. Boats, campers, jet skis, and race cars are registered with the PM and parked at the authorized recreational vehicle lot.

5-5. PETS. Government-housing occupants may have no more than 2 pets (i.e., dogs, cats, rabbits, and/or birds) per set of quarters unless approved in writing by the base support commander. This prohibition is inapplicable to fish (see 25th ID(L) & USARHAW Reg 210-8). Government-housing occupants, who have impregnated pets, will immediately apply to the base support commander for an exception to the above requirement and request a reasonable time to reduce the number of their pets consistent with 25th ID(L) & USARHAW Reg 210-8. Government-housing occupants, who do not reduce the number of pets in the time provided by the base support commander, are in violation of 25th ID(L) & USARHAW Reg 210-8.

a. Registration.

(1) Dogs. Upon arrival and biannually, owners must register dogs over 4 months old with the City and County of Honolulu, 801 South Beretania Street, Honolulu, or any satellite city hall. There is a small fee, and owners can make renewals by mail. When the dog is properly registered with the City and County, the owner if residing on post, will also register the animal with the TAMC, VTF facility within 14 days after arrival on post. Government-housing occupants must immunize dogs 4 months old or older for rabies if the pet resides on post. The Army requires a second rabies immunization 1-year after the first. Revaccinate the pet every 3 years thereafter. Present a rabies certificate of vaccination at time of registration with the VTF. Government-housing occupants must immunize their dogs annually for distemper, leptospirosis, hepatitis, parvo, and parainfluenza.

(2) Cats. When the pet resides on post, government-housing occupants must immunize all cats, 3 months old or older, for rabies. The Army requires a second rabies immunization 1-year after the first immunization. Owners must register cats on a one-time basis with the TAMC, VTF. Cats must wear the registration tag issued at the time of registration at all times. At the time of registration, owners must present a rabies certificate of vaccination to the VTF. Government-housing occupants must vaccinate cats annually for rhinotracheitis, pan-leukopenia, calici, and chlamydia virus. Other vaccinations may be recommended based on local incidence of disease.

(3) Control. Dogs and cats not properly registered are impounded.

b. Change of Records. Owners must immediately report changes of pet registration to the VTF.

c. Behavior and Care of Pets.

(1) Owners are responsible for the security, care, and behavior of their pets. Owners must control pets to the extent that they cannot damage lawns or flowerbeds and other property, annoy neighbors, or cause injury to people or other animals (see 25th ID(L) & USARHAW Reg 210-8). Failure to comply with pet ownership requirements, in addition to other administrative or punitive action, results in impoundment or removal of pets and loss of the privilege to have pets in government housing on Army installations. The base support commander determines loss of the privilege to house pets on Army installations. When pets are penned and leashed, owners will ensure they are properly controlled so neighbors will not be annoyed by excessive animal noises. Outdoor pets unsupervised must be fenced and leashed. Exception is MP working dogs under voice control by the handler. Pets leashed and not fenced must be supervised at all times. Fencing must be in accordance with the guidelines established by the Housing Division, DPW. Occupants must obtain written approval from HD, DPW prior to installing a fence. Though secured, an animal's owner has the responsibility for exercising precaution to prevent injury to others, especially for animals known to have dangerous/vicious traits. Dogs must wear county-issued metal dog tags and post registration/rabies tags. Cats must wear post registration/rabies tags. Electrical fence wires used to control animals are prohibited from use on the installations.

(2) Ensure close control of female pets in season (heat) to prevent gathering of other animals. Any time a disturbance occurs, such as, a gathering of similar pets, barking, howling, and fighting that annoys neighbors, the owners must remove the pet in season from the installation. Upon complaint, the animal is subject to removal by the MP.

(3) Owners will not abuse or neglect their pets. Owners will provide them with shelter, and if kept outdoors, owners will provide their pets with adequate protection from heat, cold, sun, and rain. Owners will ensure that pets afflicted with mange or other diseases receive proper veterinary treatment. Reports of violation are sent through normal command reporting channels to the responsible owner (sponsor, if pet is owned by a family member) for appropriate correctional and remedial actions.

(4) When housing animals, owners must maintain a high level of sanitation, provide adequate quantities of fresh drinking water at all times, provide food daily, and have pets immunized. Do not leave pets unattended inside motor vehicles. Arrange for pets to receive care while owners are away from home longer than 1 day. Government quarters areas, such as, storage or laundry rooms will not be used to house pets.

(5) The Army limits pets to domestic household animals. Owners may not house wild animals, fowl, or animals other than cats, dogs, fish, rabbits, and caged birds as pets on Army installations without written approval of base support commander.

(6) Individuals will not raise or breed pets housed on Army installations for consumption or commercial purposes.

(7) All animals introduced into the State of Hawaii are subject to quarantine.

(8) Abandoning of animals on 25th ID(L) & USARHAW installations is prohibited.

d. Impoundment.

(1) MP will impound all uncontrolled pets and cite the owner for failure to comply with regulations. Owners must defray expenses for care of their animals during confinement. Fees are determined by and subject to cost of operating the animal holding facility.

(2) MP will impound unattended or uncontrolled animals and confine them at the VTF. Animals wearing a current registration tag are held at the installation animal kennel for 3 workdays (72 hours). If not claimed within this period, the animal will then be subject to disposition at the discretion of the veterinarian at the installation VTF. Personnel who want their pet disposed by euthanasia may present the animal for this purpose at the FS or SB VTF.

(3) Dogs and cats not properly registered or leashed are impounded.

e. Animals Involved in Biting or Scratching Incidents. Report incidents of animal bites or scratches to the PM. Following an incident, such animals are subject to a 10-day quarantine at home or the VTF at the discretion of the veterinarian. Owners will not take animals on walks through the housing area or other areas on the installation for defecating purposes.

f. Pet Pollution and Control.

(1) In metropolitan areas, such as Honolulu, animal feces is one of the greatest contributors to water pollution in streams. In addition, animal feces not only attract flies, but also serve as a breeding area for flies. To minimize these problems, pet owners must take additional precautions. Animals should defecate only in the owner's yard, and the owner must immediately pick up, bag, and place the feces in a garbage can. In the event an animal owned by or under the control of a person defecates upon other grounds, the person will immediately pick up, bag, and place the feces in a garbage can. Pet owners are especially cautioned against permitting animals to contaminate common areas where people walk or jog and children play.

(2) Control animals to the extent necessary to prevent loud or continuous barking, annoyance, destruction of plants or other property, and injury or disease to people and other animals.

(3) Owners are responsible for ensuring that their dogs do not disturb other people. While it is desirable to have a dog bark to warn of intruders, uncontrolled barking (particularly in the absence of the owner) is simply a nuisance. Owners must train their dog to refrain from barking. Commercial training schools are available where dogs are taught not to bark. The City and County of Honolulu provides a pamphlet which describes in detail how an owner may train his pet. When the MP receives 3 complaints, the dog is subject to removal from the installation. Individuals wishing to complain about animal noise should contact the MP desk sergeant. For areas that have the senior occupant program in place, contact the senior occupant before calling the MP.

(4) Pets are not permitted in recreational beach and park areas because of pet pollution and control problems.

g. Ensure Control and Care of Horses. Owners are responsible for the security, care, and behavior of their horses at an authorized saddle club. They are responsible for the following health requirements:

(1) Required Vaccinations. Yearly: eastern and western encephalomyelitis and tetanus. Every 6 months: equine influenza and rhinopneumonitis. Only a licensed veterinarian may administer these vaccinations.

(2) A licensed veterinarian will de-worm all horses every 3 months.

(3) Owners must provide proof of vaccinations and deworming to the saddle club president. The saddle club president will make all necessary medical records available for review when deemed necessary by an Army veterinarian.

(4) Entry Quarantine. Owners must quarantine all new horses and any horse removed from the stable for 30 days or more. The quarantine will proceed at least 5 days and must continue until terminated by an Army veterinarian. Vaccinate these horses as specified in g(1) above, and ensure at least one de-worming within the 60 days prior to quarantine. Prior to entry to the stable, owners shall present proof of vaccination and deworming to the USAG-HI VTF. Veterinary personnel will establish a medical record. Owners will provide veterinary personnel the entry date. Veterinary personnel will set the time and date of an end of quarantine medical exam. Owners must be present to restrain their horses for veterinary personnel at the appointed time.

(5) Veterinary Care. Owners will obtain all necessary veterinary care from civilian veterinarians. Army veterinarians may offer selected routine veterinary services. Army veterinarians, when necessary, may prescribe treatment or recommend removal to the installation commander to control contagious disease.

SECTION VI. VEHICLE/TRAFFIC REQUIREMENTS

6-1. GENERAL GUIDELINES.

a. For complete information concerning operation of vehicles on 25th ID(L) & USARHAW installations, refer to AR 190-5, and 25th ID(L) & USARHAW Supplement 1 to AR 190-5.

b. The State of Hawaii traffic laws apply to 25th ID(L) & USARHAW installations, and the 25th ID(L) & USARHAW law enforcement personnel carry out the laws. The 25th ID(L) & USARHAW Supplement 1 to AR 190-5, Appendix D, contains provisions governing traffic and traffic related conduct, which are applicable to all individuals on 25th ID(L) & USARHAW installations. 25th ID(L) & USARHAW Supplement 1 to AR 190-5, Appendix D, is punitive, and the penalties for violating its provisions include the full range of statutory and administrative actions for military and civilian personnel.

c. All offenses by military personnel, civilian employees, and civilians involving the operation of a POV on a 25th ID(L) & USARHAW installation are referred to the U.S. Magistrate Court's Special Assistant U.S. Attorney for action.

d. Individuals who receive a civilian traffic summons must appear in civil court at time and place designated on the summons. Non-appearance may result in a bench warrant being issued for his/her appearance and the cost of processing the bench warrant is assessed against him/her.

6-2. ABANDONED VEHICLES.

a. No person will abandon a vehicle within the confines of a military installation. Individuals who do are subject to disciplinary action, and are permanently deprived of operating a vehicle within all 25th ID(L) & USARHAW installations. Any person having knowledge of an abandoned vehicle must notify the PM.

b. A vehicle is considered abandoned if it does not bear a current license plate, or current safety inspection sticker. MPs will evaluate the totality of the circumstances before deciding to tag a vehicle as abandoned. Expired safety and registration will not automatically result in a vehicle being tagged as abandoned.

c. Vehicles presenting an unsafe appearance or safety hazard are considered abandoned and are immediately towed.

6-3. BICYCLE OPERATION.

a. Bicyclists will operate at a speed that is not greater than the posted speed and is reasonable and prudent under existing conditions.

b. Ensure that the bicycle is equipped with a brake, which enables the operator to make the brake wheel skid on dry, level, clear pavement.

c. Come to a full stop when emerging from an alley or driveway, from between buildings or from between parked cars and yield the right-of-way to oncoming traffic.

d. When riding during periods of darkness each bicyclist will ensure their bicycle is equipped with a front headlight and red reflector taillight. In addition, they will ensure their bicycle has at least four square inches of reflectorized material installed on both sides of the vehicle.

e. Each bicyclist will wear a helmet when riding.

f. The wearing of reflective gear is mandatory when riding a bicycle in BDUs (e.g., reflective belt or vest).

g. Avoid riding on lawns, sidewalks, or walkways when occupied. Riding bicycles on sidewalks at Fort DeRussy is prohibited.

h. Ride in single file, not two or more abreast.

i. Do not ride bicycles in crosswalks; get off the bicycle and walk with the bicycle in the crosswalks.

6-4. EMERGENCY VEHICLES. Ambulances, firefighting vehicles, police vehicles, engineer emergency vehicles, mine and bomb disposal vehicles, transportation motor pool wreckers, escort vehicles, and ordnance wreckers are designed as emergency vehicles and are the only vehicles authorized to use sirens and/or emergency lights.

a. Speed Limit. Operators of such emergency vehicles (except for MP, firefighting, and ambulance vehicles) will not exceed the authorized legal speed on or off post. Drivers will maintain a safe speed as required by road conditions, inclement weather, congested traffic, or as indicated by road signs.

b. Emergency Lights. Emergency vehicles, which are authorized to exceed the legal speed limit (MP, firefighting, and ambulance vehicles), will use flashing emergency lights whenever the emergency conditions necessitate operation of the emergency vehicle above the legal speed limit (see Hawaii Revised Statutes (HRS)).

c. Stop Signs and Signals. Operators of emergency vehicles will stop at all traffic signals and stop signs. Emergency vehicles using flashing emergency lists may then proceed through the intersection only when the way if safe and clear. In the event a civilian police or MP vehicle escorts an emergency vehicle, the driver may proceed as directed by the civilian police or MP. Vehicles being escorted by the civilian police or MP will follow the escort at a safe distance and proceed with necessary caution.

d. Right-of-Way. Whenever emergency vehicles signal an approach with siren, belt, and/or flashing light, the emergency vehicle has the right-of-way. All vehicles will yield the right-of-way and immediately drive to a position parallel to and close to the edge of the roadway, clear of an intersection,

and remain stopped until the emergency vehicle has passed, or proceed as otherwise directed by the MP. Unless on official business, no driver will follow an emergency vehicle with flashing lights, bells, and/or siren closer than 500 feet.

e. Safe Operation. In responding to an emergency, operators of emergency vehicles will operate vehicles with caution as not to jeopardize their safety of others.

6-5. GOVERNMENT VEHICLES

a. Dispatch. Vehicles are dispatched by the activity operating the vehicles. The control document used to dispatch the vehicle is properly filled out and maintained at all times.

b. NAF Vehicles. On weekends and holidays, NAF vehicles parked over night are parked in an area designated by the respective activities.

c. Smoking, Eating, or Drinking. Drivers of U.S. Government motor vehicles are prohibited from smoking, eating, or drinking while operating their vehicles.

d. Operator's Permit.

(1) Each operator of a government vehicle will have a valid government operator's permit in his/her possession and/or a valid/current state driver's license to operate a sedan, pickup truck, or van/carryall.

(2) Operator of emergency vehicles will have a current government operators permit for the emergency vehicle.

e. Movement of Property. Drivers of government vehicles transporting property from and to locations have in their possession a tally-out slip, shipping ticket, or comparable papers listing the property on the vehicle. An authorized commander or supervisor in-charge of the property executes these property listings.

f. Ground Guide. Drivers of government vehicles will post a ground guide, when driver visibility to the rear is limited, to ensure safe backing. Track vehicles operating in maintenance, bivouac, and troop billet areas will have a ground guide in front of the vehicle, and (when backing) in front of and behind the vehicle to ensure safe movement. Vehicles 2-1/2 tons and larger are ground guided when backing up.

g. Trucks at Macomb Gate. Trucks 2-1/2 tons or larger will not leave or enter SB through Macomb Gate except when all other gates are closed.

h. Heavy Cargo Tractor Escort. An escort vehicle equipped with a rotating, flashing light will accompany M26, M26AI, and similar heavy cargo tractor in operation on the installation or state roads.

i. Track Vehicle Operation. Operation of track vehicles on SB is limited to Trimble Road as far as Beaver Road, McMahon Road, Ayres Avenue from Hale Kula School to McNair Gate, Mellichamp Road, and Lyman Road.

(1) An escort vehicle must be equipped with a rotating guide's track vehicles flashing light when operated on SB roadways, unless the SB OBSB or his/her representative grants an exception to this policy.

(2) Maximum speed is 15 MPH on SB for each track vehicle operating independently with an escort or as a member of a convoy with an escort.

(3) When track vehicles are being operated off post, adhere to the following directions:

(a) Track vehicles without protective rubber pads will not be driven over public highways.

(b) Track-laying vehicles, operated independently or in convoy over public highways, are accompanied by an escort vehicle equipped with a rotating flashing light and operated within the established speed limit, at no time exceeding 25 MPH. Road clearance permits must be obtained from local, state, and county highway authorities, and must remain in the possession of the operator at all times during such movements.

j. Seat Belts. Drivers and passengers of U.S. Government vehicles will wear seat belts when the vehicle is so equipped.

k. Parking. Military vehicles are parked overnight only in established and authorized motor pools or parking areas. Military vehicles not having an ignition lock-in device are secured from theft by such means to prevent the vehicle from being driven.

l. Accident Reporting. The driver of any U.S. Government vehicle involved in an accident off post will give aid, properly identify himself/herself, and promptly notify the Honolulu or appropriate local police department. The driver will then immediately notify the nearest Army PM office, giving name, unit, location of accident, and opinion whether ambulance, fire truck, and/or tow truck is needed.

6-6. MISCELLANEOUS VEHICLE REQUIREMENTS.

a. Do not operate a vehicle on the post while intoxicated. Intoxicated means being under the influence of alcohol or drugs to the extent that is sufficient to impair the rational and full exercise of the mental and physical faculties. Violators are subject to disciplinary action.

b. No person will consume or have any open alcoholic beverage container in a POV or government-owned vehicle. When individuals operating motor vehicles are cited for possession of open containers of alcoholic beverages or for possession of dangerous drugs, installation driving privileges are suspended for a period deemed appropriate by the installation commander.

c. No person will deposit debris, such as, glass, nails, papers, cans, or any other substance on a road. Persons removing wrecked vehicles will remove any debris dropped from such vehicles from the road.

d. POVs are prohibited from operation on the ramp and flightline at WAAF. Military vehicles are operated on the ramp only in accordance with 25th ID(L) & USARHAW IASC WAAF SOP.

e. Each operator of a POV will have a valid state permit and registration in his possession and a valid safety inspection of his car while operating on a military installation. Vehicle operators must also have proof of insurance as required by Hawaii State law.

f. MP Traffic Control. MP directing or controlling traffic have full authority to direct and control both pedestrian and vehicular traffic contrary to any of the directions or controls established within this directive. Operators of motor vehicles and pedestrians will comply with instructions, directions, or orders issued by the MP under such circumstances.

g. Rate Capacity. No vehicle will carry more than the authorized/rated capacity of passengers or cargo.

h. Sidewalk Crossing. No person will drive a vehicle over any sidewalk area, except at a permanent or temporary driveway or in an emergency.

i. Towing, Impounding, Searching, and Inventorying of POVs.

(1) POVs may be impounded when the vehicles clearly interfere with ongoing operations or movement of traffic, threaten public safety or convenience, have been involved in criminal activity, contain evidence of criminal activity, or are stolen or abandoned.

(2) When reasonable alternatives to impoundment exist, the MP will attempt to locate and notify the owner of the POV so the owner or a licensed operator authorized by the owner can move the vehicle to an authorized location.

(3) Specific violations and conditions under which a vehicle is towed or impounded include any of the following conditions:

(a) The vehicle is illegally parked on a street or bridge, in a tunnel, or is double-parked and interferes with the orderly flow of traffic.

(b) The vehicle is illegally parked on a sidewalk, within an intersection, on a cross-walk, a railroad track, in a fire lane, blocking a fire hydrant or a driveway, or other parking violations, which cause the vehicle to interfere with operations or creates a safety hazard to other roadway users or general public.

(c) The vehicle is illegally parked in a "tow-away" zone that is marked with proper signs.

(d) The vehicle is illegally parked, blocking an emergency exit door of any public place.

(e) The vehicle interferes with street cleaning or debris removal operations and attempts to contact the owner/operator are unsuccessful.

(f) The vehicle interferes with emergency operations during a natural disaster/fire or must be removed from the disaster area during cleanup operations.

(g) The vehicle is used in a crime or contains evidence of criminal activity.

(h) The owner or person in charge is apprehended and unable or unwilling to arrange for custody or removal to an authorized parking area.

(i) The vehicle is mechanically defective and presents a danger to others using the public roadways.

(j) The vehicle is disabled by a traffic incident and the operator is either unavailable or physically incapable of having the vehicle towed to a place of safety for storage or safekeeping.

(k) Law enforcement personnel reasonably believe the vehicle is abandoned based on the totality of the circumstances.

(4) The MP will make reasonable efforts to identify, locate, and notify the owner of the towing, impounding, searching, and/or inventorying of a vehicle. Vehicle owners may be identified using state and installation vehicle registration files and documents found in the vehicle. When an owner is identified and located, the MP will notify the owner by phone, in person, or by letter that his/her vehicle is impounded and explain the reasons why. Vehicle owners who believe their vehicle was towed or impounded should contact the PM office.

j. Transportation of Ammunition, Explosives, and Flammables. Vehicles carrying flammables, ammunition, or explosives are marked with the appropriate signs. The signs are mounted on the front, rear and each side of the vehicle. They will also display a red flag.

k. Truck Passengers. All personnel being transported as passengers in the bed of a truck covered or uncovered will sit directly on the floor of the truck bed with the tailgate closed and secured.

6-7. MOTORCYCLE, MOTOR SCOOTER, AND MOPED SAFETY REQUIREMENTS. This paragraph applies to all military personnel whenever (on-or-off post) they operate or ride a motorcycle, motor scooter, moped, or other self-propelled, open, two-wheel, three-wheel, or four-wheel vehicle powered by a motorcycle-type engine. The safety requirements of this paragraph apply to all DOD civilian personnel while driving or riding as passengers on the 25th ID(L) & USARHAW installations or while on government business off the installation.

a. Helmets. Personnel riding as operators or passengers will wear approved protective helmets with fastened chin straps. Military personnel will wear protective helmets with the uniform only while actually riding such vehicles. Helmets will meet the standards of either the Shell Memorial Foundation, the American National Standards Institute (ANSI) Z90.1-197 1, or the Federal Motor Vehicle Safety Standard Number 218. The Army helmet and/or helmet liner do not meet the standards of this regulation.

b. Eye Protection. All personnel operating or riding motorcycles, motor scooters, or mopeds will wear, as eye protection devices, plastic or hardened safety glass goggles or face shields designed to resist impact, which meet ANSI A87.1 or VESC-8 standards. Glasses and sunglasses do not meet the standards of this regulation.

c. Protective Clothing. All personnel operating or riding motorcycles, motor scooters, or mopeds will wear the following protective clothing:

(1) Full-fingered gloves.

(2) Long-legged trousers.

(3) Long-sleeved shirt or jacket.

(4) Leather boots or over-the ankle leather shoes.

(5) High visibility garments (bright color for day and reflective for night). Bright colored reflective vests are recommended.

d. Headlights. Must be on at all times when in operation.

e. Rear View Mirror. Must be attached to each side of the handlebars.

6-8. MOPED OPERATIONS.

a. In Hawaii, a moped is classed as a motorized bicycle having less then 1.5 horsepower, brakes and fenders on all wheels, automatic drive, seat, speedometer, electric horn, retracting stand, and not capable of speeds in excess of 35 MPH.

b. Persons must be 16 years or older and possess a valid State of Hawaii driver's license to operate a moped or a bicycle equipped with a motor. Persons possessing a valid out-of-state driver's license must be 18 years or older to operate a moped or a bicycle equipped with a motor. Not more than 1 person is allowed to ride a moped or a bicycle equipped with a motor.

c. Each moped operator will ensure that the motorized bicycle/moped is equipped with a brake that will enable the operator to make the brake wheel skid on a dry, level, clear pavement.

d. Should a moped operator be identified as a problem driver, he/she may be required to attend Remedial Driver's Training.

6-9. MOTOR VEHICLE ACCIDENTS.

a. The driver of any vehicle involved in an accident on post resulting in injury or property damage will stop immediately, render first aid to injured, and give his name, address, and vehicle license number

upon request of proper authority. A vehicle involved in an accident will not move without instructions from the MP unless it becomes necessary because of injured or endangered persons.

b. The driver of any vehicle involved in any accident will immediately notify the MP, remain at the scene of the accident pending arrival of the MP, and carry out instructions given him.

c. The driver of any Army vehicle involved in an accident off post will give aid, properly identify himself and notify the Honolulu Police Department. He will then immediately notify the nearest MP giving his name, unit, motor pool, location of accident, and an opinion whether ambulance, fire or tow truck is needed.

d. When a driver of any vehicle is physically incapable of complying with these reporting requirements and another occupant of the vehicle is capable, such occupant will make the necessary report.

6-10. OFF-ROAD RECREATIONAL VEHICLES. These vehicles include any vehicle not authorized for operation on any state or installation highway or roadway. This includes trail bikes, stock cars, and racers. Off-road vehicles will not be driven in housing areas on lawns, football fields, recreation parks, and children's playgrounds. These vehicles present noise and safety hazards, and their operation is limited to authorized dirt tracks, special courses, and other specifically designated areas. Off-road recreational vehicles will not be driven in training areas unless moving by the most direct route to or from a specifically designated area authorized for use by off-road recreational vehicles.

6-11. PASSING SCHOOL BUSES. Before reaching a stopped school bus with flashing lights from the front, sides, or rear, vehicles will stop at least 30 feet away from a halted school bus and will proceed only after the bus resumes motion and turns off visual signs (lights, stop signs, etc.).

6-12. PEDESTRIAN'S RIGHTS AND DUTIES.

a. Foot troop columns have the right-of-way over all traffic on all installations, will march on the right side of the roadway.

b. Units marching in formation on streets of 25th ID(L) & USARHAW installations will march as close to the curb as possible with commanders or leaders on the right file, or at the head or rear of the column.

c. Units will maintain a minimum distance of 25 yards between elements.

d. Road guards are used at intersections and at all crossings, will execute all movements in a military manner, and will use reflective safety vests.

e. Units will normally cross roads by means of flanking movements, except at intersections, to minimize interference with traffic.

f. Troop columns marching on vehicular roads at night are marked at both the head and rear of the column by guards with flashlights or other suitable lighting devices. These guards will maintain sufficient distance from the column to ensure ample warning to vehicle drivers.

g. All persons exercising (jogging, running, race-walking, etc.) upon roadways during the period between sunset and sunrise will wear reflective garments of a highly visible material. The reflective material is worn on the trunk of the body and is no smaller than 18 inch square on both the front and the back of the body. Military units marching, double timing, or running in formation on roadways will post road guards wearing properly reflective garment in sufficient numbers to ensure that one road guard is in front of the formation, and one is behind the formation at all times. When such properly marked road guards are present, soldiers in the formation are exempt from this provision. Battalion level (or higher) commanders may exempt units from this provision only when necessary for tactical reasons. All joggers/walkers will utilize the jogging paths for their safety.

h. Where sidewalks are not provided, pedestrians will, whenever possible, walk only on the left side of the roadway or its shoulder facing traffic. This provision also applies to joggers not running in a unit formation.

i. Every pedestrian crossing a roadway at any point other than within a marked crosswalk, or with an unmarked crosswalk at an intersection, will yield the right-of-way at all vehicles on the roadway. Pedestrians have the right-of-way at all intersections when crossing directly from one side of the street or roadway to the other side if they are already in a marked crosswalk, unless there is an MP directing traffic at the intersection. Pedestrians will not cross diagonally from one side of the street to another.

j. When any vehicle stops at a marked crosswalk or at any unmarked crosswalk at an intersection to permit pedestrians to cross the roadway, the driver approaching from the rear will not pass the stopped vehicle.

k. Where a sidewalk is provided, pedestrians will not walk along or upon an adjacent roadway.

l. Pedestrians are prohibited on all ramp and grassy areas near the WAAF flightline.

6-13. REPAIR AND OVERHAUL. No person will perform major repairs or overhauls of POVs in parking lots or other unauthorized areas on post. Established post automobile craft shops should be utilized for such repairs. Major repairs are those repairs taking longer than 90 consecutive minutes to complete. The elevation of vehicles on blocks, jackstands (with the exception of replacing a flat tire), or other devices in areas other than car maintenance facilities is unsafe and prohibited on a military installation.

6-14. SEATBELTS.

a. All occupants must use seat belts in vehicles being operated on Army installations and in the State of Hawaii. All passengers require seat belts when riding in military vehicles.

b. Seat belts are worn by operators and passengers of U.S. Government vehicles on or off installations when the vehicle is so equipped.

c. Seat belts are worn by all military service and reserve members on active federal service driving or riding in a POV whether on or off the installation.

d. All DOD civilian employees, family members, guests, and visitors driving or riding in a POV on installations must wear seat belts.

e. Use of child restraining seats for children under the age of 4 years is mandatory while riding in a POV both on and off post. Children under the age of 12 will not ride in the beds of trucks.

f. Seat belts are required only in cars manufactured after model year 1966.

g. To be in compliance with the requirement, seat belts must be fastened.

6-15. SPEED REGULATIONS. No person will operate a vehicle on the military installation at a speed greater than is reasonable and prudent under the conditions existing or to endanger life or property. When no special hazard exists, the following speed limits are established:

a. The maximum speed limit within the military installation is 25 MPH on all roads other than roads in residential areas and service roads unless otherwise posted.

b. The maximum speed limit on main roads in all residential areas is 15 MPH unless otherwise posted.

c. The maximum speed limit on service roads, in parking lots, and when passing marching troops is 10 MPH.

d. The maximum speed limit on ranges, in training areas, and on leased lands is 25 MPH unless otherwise posted.

6-16. STANDING AND PARKING OF VEHICLES.

a. The person in charge of a motor vehicle should not leave it unattended without first stopping the engine, locking the ignition, and removing the ignition key from the vehicle (except for military vehicles that do not have a locking device or key-type ignition). Never leave an unattended motor vehicle on any perceptible grade without effectively setting the brakes and turning the wheels to the curb or side of the roadway (see HRS 291c-121).

b. Vehicles will only be parked in marked stalls in designated parking areas. A marked stall consists of lines drawn on the ground that designate a parking space for a vehicle.

c. Vehicles are parked parallel to the curb and headed in the direction of the traffic with the curbside wheels within 12 inches of the edge of the curb, except as noted in "f" below (see City and County Ordinance 15-13.3).

d. When parking is authorized in marked stalls on a roadway without curbs, vehicles will park on the shoulder of the road in the direction of the traffic to completely clear the paved or traveled section of the road (see City and County Ordinance 15-13.1).

e. Except for emergency vehicles in the performance of emergency activities, no person will stop, stand, or park a vehicle on the traveled section of a roadway for any purpose or length of time other than for expeditious unloading, delivery, or pickup in stalls marked as a loading zone. In no case will stopping for loading and/or unloading exceed 15 minutes when yellow curbs or signs identify loading zones (see City and County Ordinance 15-13.3).

f. On streets or areas that are marked for angle parking, vehicles will park in the angle indicated for such parking (see City and County Ordinance 15-13.3).

g. Prohibited parking includes the following:

(1) Posted "no parking" zones (see City and County Ordinance 15-14.1).

(2) All service roads and alleys (i.e., resident and utility access roads not intended as public thoroughfares) (see City and County Ordinance 15-14.3).

(3) On sidewalks and crosswalks (see City and County Ordinance 15-14.2).

(4) In front of a fire station, per this regulation.

(5) Within 10 feet of a fire hydrant (see City and County Ordinance 15-14.1).

(6) Within 30 feet of an intersection (see City and County Ordinance 15-14.1).

(7) Where curbing is painted yellow or red (see City and County Ordinance 15-14.1).

(8) On athletic fields, golf courses, playground, and other grassed or seeded areas on the post, with the exception of grass cutting equipment and golf carts, per this regulation.

(9) In quarters area parking lots except in properly marked stalls. Never park vehicles in such a manner as to hamper the removal of trash receptacles (see City and County Ordinance 15-13.3).

(10) Vehicles on one-way streets must be parked parallel to the curb and headed in the direction of traffic. Vehicles may be parked on either side of the street except on days scheduled for street cleaning or unless otherwise posted.

(11) Boats, trailers, mobile homes, off-road recreation vehicles, other equipment on streets, in yards, and housing parking lots for more than 3 hours. Any deviations in this policy must be approved in writing by the OBSB, per this regulation.

(12) Within the parking areas of FS and SB, unless in accordance with this regulation and 25th ID(L) & USARHAW Supplement 1 to AR 190-5.

(13) In limited or reserved parking areas for a particular activity (effective only on normal duty days from 0600-1800).

(14) Motorcycles, motor scooters, and mopeds in regular parking spaces instead of the striped parking areas. Motorcycles, motor scooters, and mopeds may be secured to fixed objects, and will not be parked or secured in areas that may cause a nuisance or eyesore.

(15) In special parking areas (see City and County Ordinance 15-13.4).

(a) Parking spaces marked carpool "CP" are reserved for vehicles displaying authorized and registered carpool permits.

(b) Parking spaces marked visitor "VIS" or customer "CUS" are reserved for bona fide visitors and customers of adjacent activities/offices. Personnel assigned to or working in those activities/offices will not use these parking spaces. The maximum time limits for visitor/customer parking is 2 hours or as posted on signs in the vicinity of visitor/customer parking spaces.

(c) Parking spaces marked as reserved for occupants of government quarters are reserved for their exclusive use as indicated.

(d) Parking spaces marked "Reserved" and numbered (e.g., Reserved 1, Reserved 29), are reserved for the exclusive use of designated individuals during normal duty days from 0600-1800. Use of such spaces by other individuals is prohibited.

(e) Parking spaces marked "Handicapped" are for exclusive use of personnel who are handicapped and possess the Hawaii State permanent or TAMC issued temporary permit vehicle decal for handicapped parking or a current handicapped decal card from another state.

(f) Parking spaces marked military vehicle ("MIL VEH") are reserved for the exclusive use of military vehicles of both commercial and tactical design. Use of such designated spaces by other than military vehicles is prohibited.

(g) Clearly marked official parking spaces designated for military vehicles that are listed in the SB Parking Policy. Executive parking privileges for commanders and other officials are also marked with confirmation in the SB Parking Policy. These spaces are enforced by the MP during duty hours only. References are found in Appendix A, Section II, to this information.

6-17. SUSPENSION OR REVOCATION OF POST DRIVING PRIVILEGES.

a. The privilege of driving POVs on 25th ID (L) & USARHAW installations is subject to either administrative suspension or revocation for cause, as determined by the base support commander. The termination of installation registration is inherent to revocation actions. Driving privileges may be suspended for the following reasons:

(1) Driving under the influence of alcohol or drugs. Driving privileges are normally suspended immediate for a minimum period of 1 year.

(2) Driving while license is suspended or revoked. Driving privileges are normally suspended for a period of 5 years.

(3) Speeding. After receiving two speeding tickets, privileges are suspended for a period normally not to exceed 6 months. Before privileges are reinstated 8-hours of remedial training is required.

(4) Driving without insurance. Driving privileges are normally suspended for 6 months.

(5) Parking. After receiving 4 or more parking tickets within a 1-year period, privileges are normally suspended for 6 months.

(6) Accumulation of Points. After receiving traffic tickets that total 12 points within 12 consecutive months, or 18 points within 24 consecutive months, driving privileges are normally suspended for a minimum of 6 months.

b. After suspension of driving privileges the vehicle registration decal must be modified for the period of the suspension.

c. Under certain circumstances, persons whose driving privileges were suspended or revoked have the right to a limited hearing. When informed of the suspension or revocation, the individual concerned is informed about this right and procedures necessary to initiate the hearing.

d. Appeals or requests for reconsideration to the suspension or revocation of installation driving privileges are submitted to the base support commander. This request is through channels within 10 workdays from the date that the individual is notified of the suspension or revocation action, or the result of an administrative hearing. Individuals are informed of the appeal rights provided in AR 190-5 and 25th ID(L) & USARHAW Supplement 1 to AR 190-5.

e. Reinstatement of driving privileges is not automatic. A request must be made in writing to the appropriate base support commander.

6-18. TRAFFIC CONTROL AND ID.

a. Authority. The MP, operating under the authority of the Commander, 25th ID(L) & USARHAW through the PM are responsible for the enforcement of all traffic regulations. All personnel will comply with directions, instructions, or orders pertaining to traffic regulations issued by the MP.

b. Inspection. Vehicles and persons entering or on 25th ID(L) & USARHAW installations are subject to inspection to determine, for example, whether personnel are driving under the influence, vehicles are properly registered, or contraband including drugs is being transported. Vehicles are subject to seizure for a variety of reasons, such as, when it is abandoned or there is evidence of it being used in the commission of a crime.

c. Responsibility. The senior passenger in a military vehicle and registered owners of POVs are responsible for ensuring that drivers of their vehicles comply with existing traffic and safety regulations of the DA, State of Hawaii, 25th ID(L) & USARHAW, and USAG-HI. When the driver is neither the registered owner nor the senior person in the vehicle, both the driver and the registered owner or the senior person may be held responsible. This senior occupant responsibility does not apply to passenger-carrying vehicles with a seating capacity of 12 or more.

d. A senior passenger, military or government employee, in a military vehicle is responsible for ensuring that drivers comply with existing traffic and safety regulations of the DA, the State of Hawaii, and the 25th ID(L) & USARHAW. When the driver is not the senior person in the vehicle, both the driver and senior person may be held responsible.

6-19. VEHICLES ON WALKS OR GRASSED AREAS. Parking on sidewalks, crosswalks, athletic fields, golf courses, playgrounds, government housing, and other grassed or seeded areas on post (except for emergency vehicles, grass cutting equipment, and golf carts) is prohibited. Should the necessity arise to operate or park vehicles or mobile equipment on grassed areas, in connection with training or essential work, obtain prior approval in each case from the OBSB. In all cases, drivers must provide adequate protection such as planking.

SECTION VII. DISCIPLINE, LAW, AND ORDER

7-1. CHILD ABUSE. Anyone observing or having knowledge of actual or suspected child abuse should call the MP desk (655-7114) for SB, HMR, or WAAF; and 438-7114 for FS, AMR, or TAMC. Child abuse is defined as the non-accidental physical injury, sexual and/or emotional maltreatment, and deprivation of necessities, or other maltreatment of a child by a parent, guardian, or any other person. This includes an employee of a residential facility or any staff person providing out-of-home care whom is responsible for the child's welfare on a temporary or permanent basis.

7-2. CONTROL OF CHILDREN. Military personnel and/or their spouses with family members on any Army installation must properly control and supervise their family members at all times.

a. Children, other than groups with an adult sponsor present, will not camp out on an Army installation, except in yards of quarters. Military sponsors are responsible for the conduct of children camping in their yard. Forward written requests for sponsored groups to utilize training areas for camping to the Headquarters (HQ), USAG-HI, ATTN: APVG-GT, with an information copy to PM, SB. A minimum of 10 workdays prior to scheduled camping trips is required for processing the request. Requests will contain the campsite location, 8-digit grid coordinates, and an overlay of hiking route, if any, using a 1:25,000 scale map. Give estimated time of entry into and departure from the campsite. Also, give the names and numbers of personnel participating, and the person in charge of the group.

b. Parents are responsible for the behavior, safety, and proper discipline of their children including adolescents. Children 10 years of age and older may be left alone in quarters. This does not relieve parents of their ultimate responsibility. Individuals will not leave children under 10 years of age unattended in motor vehicles, family quarters, at public transportation bus stops, or in playgrounds, parks, or recreation areas, or allow them to walk to and from school alone, or any other place on post, under any circumstances. Children are considered unattended when left alone in quarters even though the quarters have an installed electronic monitoring device or intercom that is monitored by a neighbor in a nearby facility. Children under 10 years of age, when outside and within line of sight, or in the same quarters with a child 12 years old or older or an adult, are not unattended within the meaning of this provision.

c. Parents are responsible for ensuring their children avoid defacing or damaging grounds, buildings, or property on any Army installation. This includes entering training and/or other off-limit areas and activities, behaving in a manner which causes excessive annoyance to other personnel or infringes upon their property or rights, and playing on or leaving tricycles and other toys on roadways. This endangers themselves and/or the lives of others. Parents must take responsibility for the safety of their children by performing the following:

(1) Clearing toys from sidewalks by dark.

(2) Not handling ammunition, (explosives and/or duds).

(3) Not having children play on the streets of housing areas or near shops or warehouse areas.

(4) Not playing near or around troop housing.

(5) Not playing near or around other residents' yards.

(6) Not playing near or around other vacant family quarters.

(7) Not playing near or around other vacant buildings.

(8) Not climbing on or destroying trees/shrubbery.

(9) Not swinging on clothesline poles.

(10) Not building tree houses.

(11) Not climbing over/under perimeter fences.

(12) Not digging passageways under fences.

(13) Not operating skateboards, roller skates, or similar devices on main streets and thoroughfares except as authorized.

(14) Not playing in, on, or around dumpsters.

(15) Not climbing on roofs of family housing or other structures.

d. Send reports of violations to the area support battalion commander for corrective action.

e. Children between the ages of 10 and 16 will not be left unsupervised for more than a 24-hour period. As indicated previously, children under the age of 10 may not be left unsupervised.

f. Children under 16 years of age will not, except in case of necessity, go to or remain on any Army installation street, highway, public place, or private place held open to the public between the hours of 2200-0400 unless accompanied by either a parent or guardian, or an adult duly authorized by a parent or guardian to accompany the children. Parents or guardians are responsible to ensure that children under their control or supervision abide by these curfew restrictions.

g. Juveniles will not involve themselves in wanton destruction, vandalism, and violation of existing ARs and Hawaii State law while on an Army installation.

h. Only those family members 13 years and older, who have completed a CYS approved training course, are referred for baby sitting service.

i. Children under 12 years of age will not baby sit a younger child.

j. Parents are responsible for ensuring their children refrain from playing in, on, or around construction sites or equipment.

7-3. DISPOSITION OF APPREHENDED MILITARY PERSONNEL. Personnel apprehended for minor offenses are referred to their immediate commanders and organizations for necessary disposition. Persons apprehended by the MPs, except persons apprehended for uniform, pass, and minor traffic violations, are released by preparing and completing a DD Form 2708 at the MP desk upon completion of normal MP processing.

7-4. DISTRIBUTION OF PRINTED MATERIAL AND DEMONSTRATIONS ON POST.

a. Individuals will not distribute publications, including pamphlets, newspapers, magazines, handbills, flyers, and other printed material, on any Army installation without prior approval of the base support commander. This prohibition does not preclude distribution through regularly established and approved distribution outlets. The one exception to this restriction concerns policies and procedures governing approval and distribution of labor union handouts which are contained in the Supervisors Handbook of Civilian Personnel Management, section 3.

b. Individuals will not picket, demonstrate, conduct sit-ins, conduct protest marches, make political speeches, hold political rallies, engage in partisan or non-partisan political activity, or engage in other similar activities on Army installations. Submit applications for exceptions in writing to the PM at least 7 days prior to the proposed demonstration or other activity. Military personnel are prohibited from taking part in partisan or non-partisan political meetings or rallies, picket lines or any other public demonstration as follows:

(1) During the hours required being present for duty.

(2) When in uniform or on an Army installation.

(3) When the activity constitutes a breach of law or order.

(4) When violence is reasonably likely to result.

c. Individuals will not participate in, hold, or cause any assembly, gathering, or meeting on Army installations, which-

(1) Is prohibited by law or lawful regulation.

(2) Could interfere with or prevent the orderly accomplishment of the installation's mission or which presents a clear danger to the loyalty, morale, or discipline of the troops.

7-5. ENTERING OR EXITING MILITARY INSTALLATIONS. All personnel, except those engaged in tactical exercises and those utilizing air transportation, are prohibited from entering or leaving the military installation at any point other than through one of the authorized gates. When any of the

authorized gates are closed, entry and exit is made through one of the open authorized gates. Climbing over or crawling under the perimeter fence of any of the closed authorized gates is prohibited.

7-6. ENTRY INTO QUARTERS BY MP. Generally, MPs may enter quarters with occupants consent when they are needed to respond to an emergency, e.g., to prevent fire or loss of life; or when authorized by the installation commander, military judge, or magistrate incident to a valid search or apprehension authorization. (The aforementioned reasons do not purport to enumerate all reasons which may warrant entry by MP into on post quarters.)

7-7. NOISE CONTROL.

a. Excessive noise is detrimental to the physical, mental, and social well being of people. Noise in quarters and barracks areas is a problem, but only in the last few years it is regarded as an important health matter. Noise can be very irritating, can impair communication, can interfere with sleep and because of lack of rest, can impair social adaptation. Unreasonably loud, disturbing, or unnecessary noise is prohibited on 25th ID(L) & USARHAW installations. The following are prohibited:

(1) Sounding of any horns or other signaling device, unless in case of emergencies.

(2) Radios, phonographs, or other sound-producing devices operated in a manner that disturbs the peace, quiet, and comfort of neighbors. Individuals will not play radios, stereos, tape players, and other audio equipment loudly enough to be heard more than 30 feet away. This prohibition does not apply to musical performances or other entertainment events authorized by the base support commander.

(3) Vehicles causing unnecessary noise because of improper loading, defect, or lack of a proper muffler.

(4) Animals causing frequent or long continued noise that disturbs the comforts of other persons.

(5) Operational use of equipment including, but not limited to washers, dryers, power tools, hand tools, etc., causing loud or unusual noise between the hours of 2100-0800.

b. Report violations to the PM.

c. Preventive medicine activity is available for technical evaluation and consultation on matters pertaining to community noise control.

7-8. OFF-LIMIT AREAS.

a. Individuals will not enter off-limits or restricted areas without authority.

b. Off-limits areas include, but are not limited to the following:

(1) Family-type government quarter areas, except to chain of command supervised formations or other activities moving along 25th ID(L) & USARHAW. Also included are approved PT running routes or activity routes, quadrangles, and barracks, except residents, invited guests, MP patrols, maintenance and delivery personnel, and other personnel authorized by the base support commander as having legitimate business in the area. Unauthorized individuals prohibit use of housing areas, as shortcuts or throughways.

(2) Formations moving through family housing areas will not call cadence.

(3) Vacant structures, storage and supply buildings or areas.

(4) Golf courses, except for employees, members, their guests, or authorized players.

(5) All ranges and training areas unless authorized by Chief, Range Division, G-3/DPTM. All other training areas on Oahu are off-limits unless authorized by G3, 25th Infantry Division (Light).

(6) Specified parking areas when marked or posted.

(7) Other areas when marked or posted.

7-9. PRISONERS, MILITARY. All military and civilian personnel, whether stationed, employed, or visiting on the post, are prohibited from having any dealings with military prisoners on the post except those of an official nature necessary in the course of their duties. It is specifically prohibited to give to or receive from military prisoners, gratuities, either in the form of money or articles of any type, to mail or receive letters for military prisoners, to sell or purchase from military prisoners articles of any nature, or to take pictures of military prisoners. Military prisoners and persons undergoing correctional custody, Article 15, will not be transported in POVs.

7-10. REMOVAL OF PROPERTY FROM THE POST.

a. No person, military or civilian, will remove from the post any class of government property, except such clothing and individual field equipment for which he is individually responsible, without authorization issued by the responsible activity.

b. Persons individually responsible or accountable for government property will immediately notify PM office upon the discovery of any loss, theft, or unexplained shortages.

7-11. RESPONSIBILITY FOR REPORTING SERIOUS INCIDENTS.

a. Report serious incidents involving personnel assigned to or on military installations or agencies within or under the jurisdiction of a military installation to the MP desk, as soon as possible. The reporting of cases involving military personnel is the responsibility of the unit commander. The PM will in turn be responsible for further reporting, as directed by the commander.

b. Information of incidents to be reported and reporting procedures is found in AR 190-40.

c. Report disorders, unusual occurrences, and motor vehicle accidents at once to the MP desk. Immediate reporting is essential to complete investigations accurately, apprehend offenders successfully, and render aid to injured or endangered victims promptly and effectively.

7-12. SKATEBOARDING, SCOOTERS, HEELIES, ROLLER AND IN-LINE SKATING. Skateboarding, though fun, can be extremely dangerous.

a. Skateboarding, riding scooters, roller and in-line skating are prohibited as follows:

(1) Upon any roadway with a speed limit of 20 MPH or greater.

(2) Inside public buildings or upon lanais and covered walkways of public buildings.

(3) Upon drainage ditches.

(4) On sidewalks.

(5) No person shall ride a bicycle, skateboard, scooter, roller or in-line skates upon any sidewalk at Fort DeRussy or no person may ride a skate board, scooter, roller, or in-line skates on any roadway to include the parking lot and parking garage at Fort DeRussy.

(6) Upon any roadway portion or other place designated and posted as a "No Skateboarding" zone by the OBSB.

(7) Upon roadways during the period between sunset and sunrise.

(8) With more than one rider on a skateboard.

(9) Upon any roadway while wearing any radio, tape player, etc., with headphones/earphones worn in or on the ears.

(10) Upon the PX and commissary parking lots during hours of business.

b. Skateboard riders, scooter riders, roller and in-line skaters will -

(1) Adhere to all posted traffic regulations including, stop signs, yield signs, and one-way signs.

(2) When operating on roadways, operate only in the same direction designated for motor vehicle traffic flow and will not crouch, squat, sit, or lie down on the skateboard or roller skates.

(3) Yield the right-of-way to pedestrians at all times.

c. It is mandatory for all skateboard riders, scooter riders, roller and in-line skaters to wear protective pads on their knees and elbows, canvas or leather shoes covering the entire feet, and safety helmets with chin straps.

d. The use of sport shoes (Heelies) is prohibited near entrances, inside all customer facilities, or on sidewalks throughout all installations. Customer facilities include, but are not limited to the following: commissary, AAFES facilities, libraries, religious facilities, health facilities, and office areas.

7-13. SPOUSE ABUSE. Spouse abuse is assault, battery, threat to injure, or other unlawful act of force or violence, or emotional maltreatment inflicted by one spouse in a marriage against another. Report actual or suspected cases of spouse abuse to the MP by calling 655-7114 for SB, HMR, WAAF, or 438-7114 for FS, AMR, or TAMC.

7-14. WANTON DESTRUCTION, VANDALISM, OR VIOLATIONS BY FAMILY MEMBERS. Wanton destruction, vandalism, and violation of existing regulations by family members call for appropriate action and may result in termination of quarters assignment, restitution payments, initiation of claims on behalf of the government against the military sponsor, and prosecution of offenders in the federal or civil courts.

SECTION VIII. MISCELLANEOUS

8-1. ADVERTISING POV FOR SALE. POVs in the FS area may be advertised for sale and displayed at the AMR area designated by the base support commander for a 2-week period. Obtain permits to advertise POVs at this location from the Residential Action Office, AMR, and FS Community Coordinator's Office. In the SB area, obtain permits from the Director of Community Activities (DCA) and A to B Quads. Individuals must register their vehicles at the DCA auto craft shop, SB.

8-2. BEVERAGES, ALCOHOLIC.

a. The PX and its branches are authorized to sell malt beverages within the limitation prescribed locally and in AR 215-1.

b. Package beverage (Class Six) stores are authorized to sell alcoholic beverages to authorized exchange customers 21 years and older. These stores are located in the FS PX, Bldg 550; at SB, Bldg 3320 (Flagview Mall); in the Hale Koa PX, Waikiki; at the Aliamanu Shoppette, AMR; Wheeler Shoppette, WAAF; Helemano Shoppette, HMR; and the PX outlet at WARC. Hours of operation are posted at each store.

c. No alcoholic beverages are opened/consumed on the premises at the PX or Class Six store outlets.

d. Consume alcoholic beverages only in designated locations on the 25th ID(L) & USARHAW installations. Individuals may consume distilled spirits in installation club system facilities. The following restrictions apply to troop billets and dining facilities controlled by the Commander, 25th ID(L) & USARHAW. Battalion levels and above commanders may implement more restrictive policies, as they deem necessary to maintain good order and discipline.

(1) Alcohol may be consumed in private residence/quarters, including enlisted barracks (troop billets), bachelor enlisted quarters, bachelor officers' quarters, family quarters, and transient housing.

(2) In addition to paragraph above, personnel may consume malt beverages, such as, beer, ale, and malt liquor in the following locations: installation club system facilities, troop dining halls, PX, beverage bars, post-operated bowling centers, golf courses, and permanently established outdoor recreation areas. This also includes, but is not limited to Bowen Park, Huey Park, and WARC, above the seawall to the perimeter fence, softball and baseball fields. When such fields are in use for recreational activities, and other premises are in use for unit recreational activities and recreation centers, on special occasions must be approved by the first general officer in the chain of command or supervision after coordination with the Commander, USAG-HI.

(3) In addition to Section VIII, paragraph 8-2d(1), individuals may consume wine in installation club system facilities. Individuals may consume commercially available wine coolers in permanently established outdoor recreation areas, post-operated bowling centers, and golf courses. The first general officer in the chain of command or supervision may authorize wine consumption in the following locations: troop dining halls on special occasions, civilian activities and recreation centers on special occasions after obtaining the coordination of the Commander, USAG-HI.

(4) Individuals may consume alcoholic beverages in other locations where not prohibited by AR 215-1, and when authorized by the first general officer in the chain of command or supervision and coordination with the Commander, USAG-HI.

e. Additional Restrictions at Fort DeRussy.

(1) Except as stated below, individuals will not display to public view, drink, possess, use, or offer any alcoholic beverage, in any container with a broken or open seal.

(2) Individuals must consume alcoholic beverages purchased from or served at the Hale Koa Hotel within the hotel, or within the hotel areas designated for their consumption by the General Manager of the hotel. This is in accordance with established agreements, if any, between the Commander, 25th ID(L) & USARHAW, and the Hale Koa Hotel.

f. Individuals under 21 years of age will not possess, store, or consume alcoholic beverages, such as, malt beverages, wine, or distilled spirits, on an Army installation in Hawaii. No soldier assigned or attached to the 25th ID(L) & USARHAW less than 21 years of age will possess or consume alcoholic beverages on any other military installation in Hawaii. Commanders may obtain a written exception to this provision pursuant to AR 215-1.

g. Individuals will not sell, offer to sell, deliver, transfer, give, or distribute alcoholic beverages to anyone under 21 years of age, except as otherwise authorized by the 25th ID(L) & USARHAW Regulation 210-8, ARs, or Hawaii law.

h. No soldier while on duty assigned or attached to the 25th ID(L) & USARHAW organizations will consume any alcoholic beverage at any place, whether on or off an Army installation. A soldier's commander determines on duty status. Commanders may obtain written exception to this provision pursuant to AR 215-1.

i. No person of legal drinking age shall purchase alcoholic beverages for those individuals under 21 years of age whether on or off the military installation in the State of Hawaii.

j. Individuals will not consume alcoholic beverages while a passenger in a vehicle or on a moped or motorcycle.

k. Individuals will not possess, while a passenger in a vehicle or on a moped or motorcycle any bottle, can, or other receptacle containing any alcoholic beverage with a broken seal, an opened seal, or with contents partially removed.

8-3. CABLE TELEVISION SERVICE DEVICES. Individuals will not procure cable television services, devices, or black boxes from anyone other than the proper authorities. Soldiers and family members will not manufacture, distribute, use, or possess such devices per HRS 708-8201, 8204.

8-4. DEATH PROCEDURES. The information contained in this publication is intended as a general guide in the event of death of Army military persons on active duty, their family members, retired military personnel, and civilian government employees who are CONUS hires or on TDY status. Upon learning of a death of one of the above, notify the Casualty Section, Assistant Chief of Staff (ACofS), G1/Adjutant General (AG), HQ, 25th ID(L) & USARHAW, SB, HI, by calling 655-8836/8845.

a. If active duty Army military persons or family members die either on or off post, the Casualty Section, ACofS, G1/AG, HQ, 25th ID(L) & USARHAW, must be notified immediately. State the circumstances, decedent's name, organization (duty station), address, and other pertinent information.

b. Notify the MP when the death of a civilian employee occurs on post. When the death of a CONUS-hire civilian employee or a civilian employee on TDY occurs, notify the Casualty Section ACofS, G1/AG, HQ, 25th ID(L) & USARHAW, immediately. State the circumstances, decedent's name, organization (duty station), address, and any other pertinent information.

c. The U.S. Army Civilian Personnel Office, Hawaii, HQ USAG-HI is notified of all deaths of DA civilian employees. A personnel specialist is assigned to assist the family in matters regarding benefits or entitlements.

d. In case of death of retired military personnel residing in the area, the Casualty Section, ACofS, G1/AG, HQ, 25th ID(L) & USARHAW should be notified.

e. The commander of the deceased military person is responsible for collection, recording, and disposing of the decedent's personal property, in accordance with AR 600-8-1. Dispose the personal property of a government employee on TDY or traveling on official business in accordance with AR 600-8-1. Personal property of local residents is delivered to the next of kin.

f. Military clothing and equipment, except that required for burial of the deceased, is processed in accordance with AR 670-1.

g. In accordance with AR 600-8-1, a Casualty Assistance Officer is appointed to make all necessary coordination for disposition of the remains of the military deceased, and to render all possible assistance to the next of kin, and obtain all benefits they are entitled.

8-5. DISASTER AND EMERGENCIES. The 25th ID(L) & USARHAW installations are subject to a variety of natural disasters, in addition to man-made disasters. The Disaster Preparedness Operations Plan for the 25th ID(L) & USARHAW provides preparatory and recovery actions for protection of our material assets, personnel, and their families. Important information from that plan is found in Appendix D to this publication.

8-6. DRUG PARAPHERNALIA AND PRESCRIPTION DRUGS. In addition to those state and federal laws prohibiting use, possession, and distribution of controlled substances, 25th ID(L) & USARHAW provides specific restrictions concerning the possession and use of drug paraphernalia, and prescription drugs. (See 25th ID(L) & USARHAW Reg 210-8).

a. It is unlawful for any soldier assigned or attached to 25th ID(L) & USARHAW, wherever located, or any person while on a Army installation, to use, or possess with the intent to deliver, any drug paraphernalia as stated in the HRS 329-1 and 329 43.5 a - c. This paragraph includes, but is not limited to, the definition of drug paraphernalia and examples provided in HRS 329-1 and HRS 329-43.5.

b. Individuals will not possess a prescription drug or prescription medicine, except obtained by the possessor with a valid prescription from a practitioner licensed by law. This is to administer, distribute, dispense, transfer, or sell such drug or medicine from a duly licensed pharmacist, a medical specialist, registered nurse, practical nurse, or from any agent of the above, or as part of and in the performance of official duties.

c. Individuals will not possess any prescription drug or medicine unless it is in the original container, or after prescription expiration date.

d. Individuals will not dispense, distribute, sell, transfer, or deliver any prescription drug or any medicine unless that person has a valid federal or state license. With a valid license a person can dispense, distribute, sell, transfer, or deliver such prescription drug or medicine, or the individual acts as an agent for or under lawful orders or direction of a licensed individual.

e. Individuals will not possess, use, or distribute any variety of Health Inca Tea on an Army installation.

f. Individuals will not wrongfully use or distribute any variety of Datura plant on an Army installation. This includes the use of any substance derived from boiling any portion of a Datura plant.

8-7. FIRE PREVENTION AND CONTROL. Immediately report to the FFD all fires occurring on any installation, regardless of origin, extent, or method of extinguishment. All official and family child-care telephones must have the emergency decal affixed to the telephone. All other telephones should have the decal affixed. Dial the appropriate telephone numbers. Give name, organization, building or quarters' number, location, and any other pertinent information. Remain near the scene of the fire to direct the fire department to the location. Evacuate premises as soon as possible. If feasible, make an effort to extinguish the fire. All military and DA civilian personnel will attend fire prevention classes annually. The 25th ID(L) & USARHAW Reg 210-8, provides additional restrictions on fire prevention.

a. Report any fires extinguished without the aid of the fire department immediately, regardless of how trivial it may appear.

b. Controlled, open fire burning, including campfires, is prohibited without a permit from the FFD. The permit includes rules and safety guidelines for burn and burn areas.

c. Sponsors of military family members residing on post must train those members in fire prevention. The necessary fire preventions are the following:

(1) Methods and avenues of escape from within their quarters.

(2) How to report a fire.

(3) The proper safeguarding of children and invalids, and ensure that they are always attended by a person who is physically and mentally capable.

(4) Exercising every precaution to ensure that electric ranges and other heat-emanating household appliances are turned off when not actually being attended.

(5) All housing occupants with disabled family members in the quarters must notify their FFD.

d. Smoking in bed in any U.S. Military or U.S. Government billets, quarters/barracks, or in any other U.S. Government facility used for sleeping is not permitted.

e. Smoking is not permitted in fuel storage areas, fuel disbursing points, storage areas in warehouses, areas where oxygen is stored or administered, paint shops, carpenter shops, ammunition and explosive storage and handling areas, motor repair shops, or in other hazardous areas, where smoking restrictions are posted. Smoking is prohibited in all government buildings on the installation, except in designated areas in clubs and bowling lanes.

f. Individuals will not use gasoline for any purpose other than as motor fuel or an appliance that is designed to burn gasoline as a fuel.

g. Within the military community, the majority of fires happening are through unattended cooking.

8-8. FUND-RAISING. Fund-raising activities on the 25th ID(L) & USARHAW installations require prior written approval of the base support commander where the fund-raiser will occur, except for Army Emergency Relief Fund drives which are authorized by AR 930-4. Fund-raising events for the Combined Federal Campaign are not authorized under AR 600-29; however, the Combined Federal Campaign itself is authorized. Submit fund-raising requests at least 10 working days before the date of the proposed fund-raiser. Requests must contain detailed information, including the sponsoring organization, scope of the fund-raiser, its purpose, date, time, and specific location. Fund-raisers are limited to the location and time specifically approved in writing.

a. Only on-post organizations and activities are authorized to raise funds on 25th ID(L) & USARHAW installations, except veterans organizations may engage in forget-me-not or poppy sales.

b. Fund-raising is not authorized in competition with the Army Emergency Relief fund drives.

c. Door-to-door fund-raising at government quarters is prohibited.

d. Sales of candy, jewelry, coupons, etc., to raise funds for organizations or for personal gain, are prohibited in offices and work areas on the 25th ID(L) & USARHAW installations.

e. Military family members residing off post may conduct fund-raising activities on post only in support of on-post activities and organizations.

f. Fund-raising using the Army golf courses requires approval in writing by OBSB.

8-9. HAWAII ARMY WEEKLY. The Hawaii Army Weekly is a civilian enterprise newspaper, unofficial publication of the 25th ID(L) & USARHAW. The newspaper is designed to communicate with the Army community in Hawaii. Direct request for coverage of events and submission of stories to the 25th ID(L) & USARHAW, PAO.

8-10. HITCHHIKING. All military personnel are forbidden to solicit free rides by thumbing or other means of signaling to the occupants of passing motor vehicles. This restriction does not prohibit military personnel from accepting voluntary offers of rides. When awaiting such offers, the courtesy place provided at the post gates, Foote and Macomb, SB, are the only authorized waiting areas.

8-11. HONORS DURING CEREMONIES, REVEILLE, AND RETREAT. In general, to render honors: when indoors, stand at attention except when reporting to a superior; when outdoors, execute the hand salute when in uniform or by placing the right hand over the heart when in civilian clothes. All vehicle drivers, military or civilian, will halt vehicles during flag ceremonies. Military members will dismount and render the hand salute. On buses and trucks, only the senior will dismount and render appropriate courtesy. Passengers or drivers of other vehicles will remove their headdress during ceremonies.

a. Cannon Salutes. When a cannon salute is an integral part of honors, such as, ruffles, flourishes and appropriate music, military personnel being saluted and other military personnel in the ceremonial party will render the hand salute during the playing and firing. Civilian personnel being honored and other civilian personnel in the ceremonial party will stand at attention. Other military personnel in the ceremonial party will render the hand salute during the playing and firing. Other military personnel, except those on security duty, in the vicinity of the ceremonial party will, when outdoors and in uniform, face the ceremonial party and salute, ending salute on the last note of music or when last round of salute is fired. Males wearing civilian dress, including sports uniforms, with headdress will, at the first note of music or first round of salute, face the ceremonial party, remove headdress and stand at attention until last note of music or last round of salute is fired. Civilian and military personnel in civilian dress, including sports uniform without headdress, and women with headdress, and personnel engaged in sports wearing a sport uniform without headdress, will at the first note of music or first round of salute, face the ceremonial party, and stand at attention until the last note of music or last round of salute is fired.

b. "To the Colors" or National Anthem. Military personnel in uniform in formation will render the same honors as for reveille. Military personnel in uniform, but not in formation when outdoors will render the hand salute at the first note of music; when indoors, stand at attention until the last note of music is played. All men (civilians and military) wearing civilian clothes with headdress will, at the first note of music when outdoors, hold headdress over the left shoulder with the right hand over heart; when indoors, stand at attention until the last note of music is played. Military personnel and civilians in civilian clothes without headdress, female personnel with headdress, and persons engaged in sports and attired in a sports uniform without a headdress, will at the first note of music when outdoors, stand at attention with the right hand over the heart; when indoors stand at attention until the last note of music is played.

c. Retreat. Military personnel in uniform not in formation will, at the first note of music, face the flag or music if the flag is not in view, and stand-at-attention until the last note of music is played. All men in civilian clothes (including sports uniform) with headdress will, at the first note of music, face the flag or music if the flag is not in view, remove headdress with right hand, and stand-at-attention, holding this position until the last note of music is played. Military in civilian dress and civilian males without headgear, female personnel with headdress, and persons engaged in sports and dressed in a sport uniform without headdress will, at the first note of music, face the flag or music if flag is not in view, and stand at attention until the last note of music is played.

d. Reveille. Military personnel in uniform and in formation will follow the commands of the officer or noncommissioned officer in charge. Military personnel in uniform, but not in formation will, at the first note of music, face the flag or music if flag is not in view, stand at attention, and render a hand salute until the last note of music is played. All men, civilian and military, wearing civilian clothes (including sports uniform) with headdress will, at the first note of music, face the flag or music if flag is not in view, and stand-at-attention. Hold the headdress over the left shoulder with the right hand over the heart until the last note of music is played. Military personnel and civilians in civilian dress without headdress, female personnel with headdress, and personnel engaged in sports and attired in a sports uniform without headdress will, at the first note of music, face the flag or music if flag is not in view, stand-at-attention with the right hand over the heart, holding this position until the last note of music is played.

e. Further Instructions for Courtesies During Military Ceremonies. Individuals can find additional information in AR 600-25, Appendix A.

8-12. INTERFERING WITH LAW ENFORCEMENT PERSONNEL. It is unlawful and a criminal offense for any person to knowingly interfere with, resist, obstruct, delay, hinder, disobey, or attempt any of the foregoing actions of a MP person, MP investigator, Criminal Investigation Division agent, federal law enforcement agent, including agents of the Federal Bureau of Investigations, Drug Enforcement Agent, Alcohol Tobacco and Firearms, or U.S. Marshal, and DOD police persons, or any officer or noncommissioned officer when engaged in law enforcement or disciplinary investigations. Additionally, it is unlawful and a criminal offense for any person to knowingly destroy, conceal, damage, dispose of, or change in any manner, or attempt any of the foregoing actions such articles known to him to be the subject of law enforcement or disciplinary investigations by any of the foregoing military or federal authorities.

8-13. LITTERING. Individuals must deposit trash and garbage only in receptacles provided for that purpose. Individuals will not scavenge in dumpsters, garbage cans, trash receptacles, or landfill areas without the prior approval of the community commander.

8-14. LOST AND FOUND. When reporting or seeking information pertaining to lost and found property, personnel should call the PM.

8-15. OFF-DUTY APPEARANCE. Off-duty appearance of military personnel is in accordance with the Soldier Standards Book, Chapter 5, paragraph 3a, which states that the professional atmosphere and high

standards of appearance during the duty day should carry over into the selection of civilian attire. While off-duty, personnel, family members, and civilians may dress casually and comfortably; however, there are legal, moral, safety, and sanitary criteria that require a dress code for service facilities. Service facilities include, but are not limited to areas, such as, PX, commissaries, package beverage stores, shoppettes, banks, concessionaire shops, food outlets, gas stations, other areas where individuals desire a service, and work areas. Wear of appropriate attire avoids public embarrassment and promotes a sense of consideration for others. The following articles of civilian clothing and appearance are inappropriate to wear in service facilities:

a. Clothing worn as an outer-garment that is obvious intended to be worn as an undergarment. This does not include T-shirts.

b. Clothing with obscene, slanderous, vulgar words, or drawings. Clothing which makes disparaging comments concerning the military/U.S. Government.

c. Articles of apparel, which include, but are not limited to T-shirts or hats which depict drug or drug paraphernalia, or which advocate the use of drugs.

d. Bare feet in any facility except where footwear is inappropriate, such as swimming pools. Sandals or shoes without stockings are authorized.

e. Articles of apparel that are heavily soiled, and could cause sanitation problems or prove offensive because of lack of cleanliness.

f. Attire that is immodest or likely to offend patrons, examples are: males without shirts in public places other than recreational areas where such attire is appropriate, females wearing transparent or semi-transparent garments, wearing of spandex type bottoms and tops, or swim wear as an outer garment except at fitness centers and swimming pools.

g. Short shorts and halter-tops worn by females are appropriate for sun bathing, but are not appropriate for wear at post facilities.

h. Swim wear is not considered appropriate wear beyond the confines of the swimming pool and the immediate quarters areas.

i. Jewelry.

(1) The only jewelry authorized to wear while in uniform is a wrist watch, wrist ID bracelet, not more than two rings (a wedding set is considered one) and one religious medallion. Female soldiers may wear a set of small earrings with the class a or b uniform; however, they are not authorized for use with the class c uniform. Females in civilian clothes, off duty, and other places under military control, are authorized to wear one earring per ear lobe.

(2) Service members are not authorized to wear "pierced jewelry" while in uniform, in civilian clothing while on active duty, or on any military installation or places under military control, except for females wearing earrings as mentioned in the Soldiers' Standards Handbook, Chapter 5, paragraph 1b(15).

j. Remember that you are a soldier 24-hours a day and your off-duty appearance should portray the Army in a positive manner.

8-16. OFFICE HOURS. Normal office hours for FS and SB elements of HQ USAG-HI are 0730-1600, Monday through Friday.

8-17. PT OF TROOPS. Physical readiness training is a vital necessity for keeping the soldiers in peak condition. The limited areas available and suitable for conducting daily unit PT often encompass or run adjacent to military housing areas. In order to minimize disruption to those living in family housing, guidelines are established as follows:

a. Commanders may hold PT formations within their unit area, such as, quads, etc., prior to 0630; however, movement from those areas and calling of cadence will not begin prior to 0630.

b. Soldiers will not use vulgar or derogatory cadence or language at any time. When housing is located on both sides of the street, calling of cadence is prohibited unless a written exception is granted.

c. Running formations will not exceed 3 files, nor will the formation extend over the centerline of the road. This includes the cadence caller and the formation leader.

d. Safety personnel are placed at the front and rear of each formation. Safety personnel will wear protective orange-blazer vests. During periods of darkness, safety personnel will carry flashlights or light batons.

e. Personnel responsible for conducting PT running formation must ensure that unauthorized roadways and streets are not used, and designated roads and streets are utilized when necessary. Commanders should contact the appropriate training office for guidance.

f. Commanders at all levels must ensure that PT running formations maintain proper decorum at all times, and control the noise level of cadence to not create unnecessary disturbance to family housing occupants.

g. Foot troop columns have the right-of-way over all traffic, and will march on the right side of the roadway.

h. Units marching in formation on streets of the 25th ID(L) & USARHAW installations will march as close to the curb as possible, with commanders or leaders on the right file, or at the head or rear of the column.

i. Units will maintain a minimum distance of 25 yards between elements.

j. Road guards used at intersections and all crossing will execute all movements in a military manner, and will use reflective safety vests.

k. Units will normally cross roads by means of flanking movements, except at intersections, to minimize interference with traffic.

l. Troop columns marching on vehicular roads at night are marked at both the head and rear of the column by guards with flashlights or other suitable lighting devices. These guards will maintain sufficient distance from the column to ensure ample warning to vehicle drivers.

m. Where sidewalks are not provided, any pedestrian walking along and on the roadway, when possible, will walk only on the left side of the roadway or shoulder facing traffic which may approach from the opposite direction. This provision also applies to joggers not running in a unit formation.

8-18. POSTING OR DISPLAY OF ADVERTISEMENTS ON MILITARY INSTALLATIONS. Permission from the base support commander is required for posting or displaying advertisements or banners in the SB area, including WAAF, HMR, Kaena Point, Makua, and Waianae-Kai and FS area, including Fort DeRussy, AMR, and TAMC. Do not post or display advertisements for the purpose of political gain or advancement, protests, or demonstrations. Advertisements must be of community or troop interest and of weather-resistant construction. Submit requests of post advertisements to the base support commander, at least 10 duty days in advance of proposed display date. Include proposed location, posting dates, sign description, and purpose of each request.

8-19. PRIVATE ORGANIZATIONS. Individuals establishing a private organization on Army installations must obtain the approval of Commander, USAG-HI, through the base support commander.

8-20. PRODUCTION OF ID. Upon the request of a military law enforcement official, or any commissioned, warrant, petty, or E-5 and above noncommissioned officer, any soldier on an Army installation must produce and allow inspection of his/her DD Form 2A, (ACT). The soldier must state his/her current unit of assignment or attachment, and state whether he/she is on active duty or inactive duty for training. In lieu of a DD Form 2A (ACT), the soldier must produce an alternate form of picture ID. Before responding to any request for ID, a soldier may ask to see proof of the law enforcement official's status or the requester's rank, (e.g., badge or DD Form 2A (ACT)).

8-21. PROHIBITED RECREATIONAL ACTIVITIES.

a. Fort DeRussy. Roller skating, riding scooters, and riding of skateboards are prohibited at Fort DeRussy. Individuals may play Frisbee, football, soccer, baseball, and similar games only in the designated area for such activities in the beach park oceanside of Kalia Road. These restrictions are necessary to ensure the safety of all visitors to the recreational areas at Ft. DeRussy.

b. FS. Rock climbing on the post is prohibited.

8-22. RESALE OF EXCHANGE, COMMISSARY, AND PACKAGE STORE GOODS. Items purchased from the PX are for personal use of the military purchaser, family members, or for use as bona fide gifts. Transferring merchandise obtained from a commissary, PX, or package store to unauthorized persons is prohibited. Re-selling items purchased from the PX, commissaries, or package stores to unauthorized persons is prohibited, whether or not a profit is realized. Purchasing items from the PX, commissaries, or a package store with the intent to sell or give such items to unauthorized persons is likewise prohibited.

8-23. RESTRICTIONS GOVERNING CERTAIN SUBSTANCES.

a. Individuals will not distribute, possess, or use any variety of Health Inca Tea on Army installations.

b. Individuals will not wrongfully use or distribute any variety of Datura plant on an Army installation. This includes the use of any substance derived from boiling any portion of a Datura plant.

8-24. SAFETY. The Installation Fire and Safety Office (IFSO) is located at WAAF, Bldg. 106 (656-1153). Field Station Kunia IFSO is located at Kunia (622-3319), and the IFSO for TAMC is located a TAMC (433-6078). The office provides safety services for all listings on the modification table of organization and equipment activities in Hawaii.

a. Commanders and supervisors at every level are responsible for the safety of their personnel and for supporting the command safety program. Sponsors are responsible for accident prevention measures concerning themselves and their family members.

b. Promptly report all accidents involving military, civilian contractors, government employees, military vehicles, property, fire and aircraft to the IFSO. Any accident involving the 25th ID(L) & USARHAW personnel or assets should be annotated on the 25th ID(L) & USARHAW Accident Worksheet and facsimile to 656-3740 immediately to the IFSO. Contact the appropriate IFSO for assistance in reporting an accident.

c. Commanders, directors, and chiefs of staff offices are responsible for ensuring that newly arrival personnel assigned to organizations are given a safety orientation within 72 hours upon arrival. These orientations should reflect the commander's safety policies.

d. The TAMC IFSO is located on Wing A, 6th floor, room 481J, TAMC. Personnel using the hospital facilities are urged to report telephonically any conditions or procedures that they feel endanger the safety and well being of the patients, staff, or visitors.

8-25. SMOKING IN BUILDINGS ON ARMY INSTALLATIONS. The installation commander, in accordance with AR 600-63, prohibits smoking of tobacco products in all DA-occupied workplaces, with the exception of recreation facilities requiring approval. If possible, designated smoking areas will provide a reasonable measure of protection from the elements. However, the designated areas must be at least 50 feet from common points of ingress and/or egress into the workplace and not located in areas that are commonly used by non-smokers.

8-26. SOLICITING AND PEDDLING. Specific guidance is found in AR 210-7.

a. Solicitation by salesmen, agents, peddlers, or demonstrators either by house-to-house/door-to-door or in barracks is prohibited. Solicitors may not wear name tags that include the name of the company or product the agents represents.

b. Individual may conduct authorized solicitations on an individual basis by appointment only. Individuals will not solicit military or civilian personnel during duty hours. Authorized solicitation of military personnel, who occupy government-housing or who live in bachelor quarters, will occur at their respective quarters. Individuals may conduct authorized solicitation of enlisted personnel quartered in barracks only upon approval of, and at a place designated by, the unit commander. Solicitors must comply with AR 210-7. Solicitation of mass, group, or captive audiences is not permitted.

c. Solicitors may not use official ID cards to gain access to military installations to solicit as follows:

(1) Use of retired or reserve ID cards.

(2) Offer false, unfair, improper, or deceptive inducements to purchase or trade.

(3) Offer rebates to promote transactions.

(4) Use misleading deceptive advertising and sales literature.

(5) Make any oral or written representations which suggest or appear that the DA sponsors or endorses the company or its agents, on the goods, services, and commodities offered for sale.

(6) Distribution of literature other than to the person being interviewed is also prohibited.

d. Following are the policies governing solicitation:

(1) Business permits are requested and provided in accordance with AR 210-7. Each commercial insurance agent, securities salesman, or mutual fund plans salesperson desiring to solicit on post must apply in person for permission to the USAG-HI Commercial Solicitation Control Officer, base support commander, USAG-HI, Bldg. S330, 2d floor, FS, with a written request from the company he/she represents. The Unit Commercial Affairs Officer provides counseling service to their soldiers per AR 210-7. The service is available to personnel contemplating the purchase of commercial life insurance, investment in mutual fund plans, and the execution of other financial contracts.

(2) All personnel should refrain from purchasing from or dealing with solicitors, agents, or salesperson that do not possess valid business permits. This restriction is not intended to discourage military personnel and their family members from dealing with or making purchases from military family members who are authorized by base support commander to conduct business on the installation.

(3) Commercial solicitation is prohibited by an active duty member of the uniformed services of another member who is junior in rank or grade at any time per DODD 5500.7.

(4) The establishment or operation of an independent civilian enterprise consisting of any activities for which an exchange service is authorized to operate is prohibited on a military installation, except as specified in AR 60-10/AFR 147-7. Personal demonstrations of products and advice to potential customers about uses of specific products are authorized. The Commander, 25th ID(L) & USARHAW, may authorize other agents or agencies to establish specific services/sales when it is deemed impractical for the exchange to provide the merchandise or service, but only after coordination with AAFES-Hawaii.

(5) Distribution of commercial advertising through such official media as the message center, unit bulletin board, unit dayroom, and unit mailrooms (except actual mail) is prohibited.

8-27. SUPPLY ECONOMY CONSERVATION. Supply economy or discipline is the conservation of material by every individual in the Army establishment. It includes the conservation, maintenance, safeguarding, recovering, repair, and salvage of food, fuel, clothing, weapons, transport, expendable supplies, and other services (including utilities and material). Achieve supply economy through training; each individual should be conscious of the cost resulting from the careless use and hoarding of supplies, equipment, and services.

8-28. TRAMPOLINE SAFETY. Trampolines are prohibited in all child-care centers and family care homes. The Consumer Product Safety Commission states, "Tranpolines are gym equipment and not a substitute for childrens toys". The guidance and use of a trampoline on Army installations are as follows:

a. Read, understand, and follow manufacturer's instruction.

b. Parental supervision is required when children are using a trampoline.

c. Only one person or child on a trampoline at one time.

d. DO NOT attempt somersaults. Somersaults are advance skills, and require a professional instructor.

e. DO NOT use trampolines when under the influence of drugs or alcohol.

f. DO NOT use as a springboard to or from buildings, trees, and other equipment.

g. Ensure there is a soft fall zone around the trampoline that is free of hazards, such as trees, fencing, rocks, roads, and adequate overhead clearance.

h. Stop your bounce by flexing your knees as you come down on the trampoline.

i. Be sure the trampoline hard frame is covered with a soft cushioning material.

j. Secure trampoline when not in use, put it away and always inspect prior to use.

k. Always use shirt, pant, and socks to prevent trampoline mat burns.

l. DO NOT jump or bounce when climbing on or off the trampoline

m. Always control your bounce, and avoid bouncing too high or too long.

n. Focus your eyes on the trampoline. Failure to do so can result in loss of balance and control.

o. Ensure mat is dry and clean before use. A wet mat is extremely slick and prevents controlled bouncing.

p. Learn fundamental bounces and body position before attempting advance skills.

q. Have a signed copy of a liability acknowledgment on file with the family housing office, and current liability insurance in force, with a copy to OBSB and family housing.

8-29. WEARING OF HEADPHONES/EARPHONES.

a. The wearing of headphones/earphone of radios, tape and compact disk players/recorders on Army installation roads and streets is prohibited while:

(1) Operating a government-owned vehicle or a POV including motorcycles, motor scooters, mopeds, and bicycles.

(2) A passenger on a motorcycle, motor scooter, or moped.

(3) Walking, jogging, skating, skateboarding, riding scooters or bicycling.

b. This policy does not negate the wearing of protective hearing equipment where conditions dictate its use.

8-30. YARD SALES. Submit requests for yard sales at SB, FS, TAMC, AMR, WAAF, or HMR to the appropriate Community Coordinator, OBSB.

(APVG-GBS)

FOR THE COMMANDER:

OFFICIAL:

RICHARD E. VOLZ, JR.
LTC, SC
Director of Information Management

KENNETH J. PIECH
Chief, Administrative Service Division

Appendixes
A. References
B. Emergency Telephone Listing
C. Assistance Matrix
D. Emergency Procedures
E. Hawaii Dangerous Weapons and Prohibited Items Statues

Glossary

DISTRIBUTION:
https://doim2000.army.mil
C (1 ea) (less TAG, Territory Guam; TAG, State of Alaska)
(less 516th Sig Bde)
Plus 80 - 25th ID(L) (Distribute to Company Level)
15 - 45th Spt Gp
25 - USAG-HI (less DOL, DRM)
10 - USARPAC
3 - USARG
10 - IX Corps (Reinf)
5 - 115th MI Grp
1 - HALE KOA (Stop 601)
100 - DPW (Housing Div)
25 - APVG-GBS

APPENDIX A

References

Section I. - Required Publications

DODD 5500.7
Standards of Conduct, 30 August 1993. (Cited in paragraphs 3-1j, and 8-26d(3)).

AR 5-12
Army Management of the Electromagnetic Spectrum, 1 October 1997. (Cited in paragraph 5-12).

AR 40-5
Preventive Medicine, 15 October 1990. (Cited in paragraph 2-39b).

AR 40-657 / NAVSUPINST 4355.4F / MCO P10110.31G
Veterinary/Medical Food Inspection and Laboratory Service, 6 November 1997. (Cited in paragraph 2-39a).

AR 60-10 / AFR 147-7
Army and Air Force Exchange Service General Policies, 17 June 1988. (Cited in paragraph 8-26d(4)).

AR 105-70
Amateur Radio Operations, 30 May 1974. (Cited in paragraph 5.2).

AR 190-5 / OPNAV 11200.5C / AFR 125-14 / MCO 5110.1C / DLAR 5720.1
Motor Vehicle Traffic Supervision, 8 July 1988. (Cited in paragraphs -1a, and 6-17d).

AR 190-11
Physical Security of Arms, Ammunition, and Explosives, 12 February 1998. (Cited in paragraph 5-3d(2)).

AR 190-40
Serious Incident Report, 30 November 1993. (Cited in paragraph 7-11b).

AR 210-7
Commercial Solicitation on Army Installations, 15 December 1978. (Cited in paragraphs 3-1j, 8-26, 8-26b, 8-26d(1), and 8-26d(3)).

AR 210-50
Housing Management, 26 February 1999. (Cited in paragraphs 3-1b, and 3-1j).

AR 215-1
Morale, Welfare, and Recreation Activities and Non-appropriated Fund Instrumentalities, 25 October 1998. (Cited in paragraphs 8-2a, 8-2d(4), 8-2f, and 8-2h).

AR 600-8-1
Army Casualty Operations/Assistance/Insurance, 20 October 1994. (Cited in paragraphs 8-4e, and 8-4g).

AR 600-8-14
Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel (AR 36-3026(I), BUPERS I 1750.01A; MCO P5512.1B; CG M5512.1; Manual 29.2, Instructions 1 and 2), 1 March 1998. (Cited in paragraph 2-59a).

AR 600-25
Salutes, Honors, and Visits of Courtesy, 1 September 1983. (Cited in paragraph 8-11e).

AR 600-29
Fund-Raising Within the Department of the Army, 1 June 2001. (Cited in paragraph 8-8).

AR 600-63
Army Health Promotion, 28April 1996. (Cited in paragraph 8-25).

AR 608-10
Child Development Services, 15 July 1997. (Cited in paragraphs 2-19a through c, and 3-1j).

AR 670-1
Wear and Appearance of Army Uniforms and Insignia, 1 September 1992. (Cited in paragraph 8-4f).

AR 700-84
Issue and Sale of Personal Clothing, 28 February 1994. (Cited I paragraph 2-22).

AR 735-5
Policies and Procedures for Property Accountability, 31 January 1998. (Cited in paragraph 4-1).

AR 930-4
Army Emergency Relief, 30 August 194. (Cited in paragraphs 2-10, and 8-8).

TB MED 530
Occupational and Environmental Health Food Service Sanitation, November 1991. (Cited in paragraph 2-39b).

USARPAC Suppl 1, 24 March 1998, to AR 190-11
Physical Security of Arms, Ammunition, and Explosives, 12 February 1998. (Cited in paragraph 5-3d(2)).

USARPAC Reg 25-1
Information Resources Management Program, 9 April 1991. (Cited in paragraph 2-71a).

25th ID(L) & USARHAW Suppl 1, 1 July 1997, to AR 190-5
Motor Vehicle Traffic Supervision, 8 July 1988. (Cited in paragraphs 6-1a, and b, 6-16g(12) and 6-17d).

25th ID (L) & USARHAW Reg 210-8
Discipline, Law, and Order, 3 December 2001. (Cited in paragraphs 1-3b, 3-1j, 5-3, 5-5, 5-5c(1), 8-6, and 8-7).

SOP 602
Processing requests to Reside Off-Post, 1 October 1997. (Cited in paragraph 3-3).

SOP
25th ID(L) & USARHAW IASC, Local Flying Rules, 30 July 1999. (Cited in paragraph 6-6d).

Disaster Preparedness Operations Plan for the 25thID(L) & USARHAW, 8 May 2001. (Cited in paragraph 8-5 and Appendix D).

Soldier's Standards Book, 19 May 2000. (Cited in paragraph 8-15).

Schofield Barracks Parking Policy, 26 July 2001. (Cited in paragraph 6-16g(15)(g)).

Section II. - Related Publications

AR 25-1
Army Information Management, 15 January 2000.

AR 385-40
Accident Reporting and Records, 1 November 1994.

Section III. - Prescribed Forms

DD Form 2A (ACT)
Active Duty Military Identification Card, July 1974. (Cited in paragraphs 8-20 and 8-42a(1)).

DD Form 2A (RES)
Armed Forces of the U.S. Identification Card, May 1979. (Cited paragraphs 2-42a(1) and 2-42b(2)).

DD Form 1173
Uniformed Services Identification and Privilege Card, March 1961. (Cited in paragraphs 2-42a(1), through (4), 2-42a(6) and (7), 2-42a(12) and 2-59b).

DD Form 1173-1
Department of Defense Guard and Reserve Family Member Identification Card, July 1989. (Cited in paragraph 2-42a(4)).

DD Form 1173-1
U.S. Uniformed Services identification and Privilege Card, October 1993. (Cited in paragraph 2-42a(4)).

DD Form 2648
Preseparaton Counseling Checklist, November 1999. (Cited in paragraph 2-6a).

DD Form 2708
Receipt for Inmate or Detained Person, November 1999. (Cited in paragraph 7-3).

DA Form 2765-1
Request for Issue or Turn-in, April 1976. (Cited in paragraph 4-6).

DA Form 3903-R-E
Visual Information Work Order, 1 August 1985. (Cited in paragraphs 2-57 and 2-69).

DA Form 3955
Change of Address and Directory Card, 1 February 1979. (Cited in paragraph 2-58b).

DA Form 4283
Facilities Engineering Work Request, August 1978. Cited in paragraphs 3-1k(12)(c), 4-2b, 4-3, 4-4, 4-6, 4-7, 4-9a and b.

PS Form 3575
U.S. Postal Service, Change of Address Form, April 2002. (Cited in paragraph 2-58b).

CS-L (MVR) 50
Non-resident Certificate (Honolulu), January 1999. (Cited in paragraph 5-4b(4).

Section IV. - Referenced Forms

DD Form 1172
Application for Uniformed Services Identification Carddeers, July 1999.

DA Form 285
U.S. Army Accident Report, January 1992.

DA Form 1687
Notice of Delegation of Authority - Receipt for Supplies, January 1982.

DA Form 2702
Bill of Materials, 1 July 1963.

APPENDIX B

Emergency Telephone Listing:

Schofield Barracks, Mendonca Park, Helemano, and Wheeler Army Airfield

AMBULANCE	433-5700 or 911
AMERICAN RED CROSS:	
(Duty Hours)	655-4927
(Non-Duty Hours)	1 (877) 272-7337
ARMY COMMUNITY SERVICES	656-1900
CHAPLAIN:	
(Duty Hours)	655-9307
(Non-Duty Hours)	655-8766
CRIMESTOPERS (Police Emergency)	655-7114
FIRE	471-7117
HOUSING OFFICE (SB)	655-0177
MAINTENANCE (24 Hours)	656-1275
POLICE	655-7114/5116

Fort Shafter and Tripler Army Medical Center

AMBULANCE	433-5700
AMERICAN RED CROSS:	
(Duty Hours)	433-6631
(Non-Duty Hours)	1 (877) 272-7337
AREA HOUSING OFFICE	438-5063
ARMY COMMUNITY SERVICES	438-9285
CHAPLAIN (TAMC):	
(Duty Hours)	438-1939
(Duty Hours TAMC)	433-5727
(Non-Duty Hours TAMC)	433-6661
CRIMESTOPERS (Police Emergency)	438-7116
FIRE	471-7117
LOST and FOUND (TAMC)	433-4467
MAINTENANCE (24 Hours)	656-1275
POLICE	438-7114
PROVOST MARSHAL (TAMC)	433-6671
SECURITY GUARD (TAMC):	433-6770

Aliamanu Military Reservation

AMBULANCE	433-5700
AMERICAN RED CROSS:	
(Duty and Non-Duty Hours	1 (877) 272-7337
AREA HOUSING OFFICE	438-5063
ARMY COMMUNITY SERVICES	656-1900
CHAPLAIN:	
(Duty Hours)	836-4599
(Non-Duty Hours)	433-2965
CRIMESTOPERS (Police Emergency)	438-7116
FIRE	471-7117
MAINTANCE (24 Hours)	656-1275
POLICE	438-7114

Emergency Listings
(All Common Areas)

ARMED SERVICES, YOUNG MENS CHRISTAN ASSOCIATION	
(AMR)	833-1185
(WAAF)	624-5645
ARMY EMERGENCY RELIEF	624-4357
ARMY SUBSTANCE ABUSE PROGRAM	655-9113
CHILD PROTECTIVE SERVICES	532-5300
COMMUNITY MENTAL HEALTH/ FAMILY ADVOCACY PROGRAM	433-8579
EXPLOSIVE ORDNANCE DISPOSAL:	655-7112/6892
EMERGENCY SHELTERS:	
(FS)	438-6996
(SB)	655-8985
HAZARDOUS MATERIAL SPILL NOTIFICATION	656-1111

ASSISTANCE MATRIX

	Domestic Violence (Spouse Abuse)	Domestic Violence (Child Abuse)	Neighborhood Disputes/Violence	Drug & Alcohol Problems (Incl DUI)	Curfew Violations of Minors (refer if repeated incidents)	Suicide Threats, Gestures, Attempts	Hazardous, Quarters Cleanliness, and Residency	Terroristic Threats to Spouse	Sexual Abuse (Adult)	Sexual Abuse (Child)	Finance Problems (Include Bad Checks)	Shoplifting	Theft	Property Damage by SM	Parenting Problem	Carrying Deadly Weapon
Oahu Base Support Battalion(OBSB) Office			X				X									
Community Mental Health Family Advocacy Program	X	X			X	* X	*** X	X	X	X		DEP X	DEP X		X	
Division Mental Health-Command Consultation						* X						SM X	SM X	X		
Armed Services YMCA			X												X	
ACS	**** X	**** X		**** X	**** X	**** X		**** X	**** X	**** X	**** X				**** X	
ADDAPCP				X												
ACS-Help Line	X	X	X	X	X	X		X	X	X	X				X	
Tripler Army Med Center (Emergency Room)				** X		** X										
Neighborhood Justice Center			X													
Housing							X									
Chapel Center															X	
Child Protective Svc		X					X			X						
MPs	X	X	X		X	X		X	X	X		X	X	X		X

* 0730-1600

** 1600-0730 and Weekends

*** When Child is Present

**** Information, Referral and Follow-up

SM = Service Member

DEP = Dependent

APPENDIX D

EMERGENCY PROCEDURES

(Obtained from the 25th ID(L) & USARHAW Disaster Preparedness Operations Plan)

D-1. NATURAL DISASTERS. Hawaii's geographical location poses a possible threat of natural disasters, in particular, earthquakes, tsunamis, tropical storms, and hurricanes. Familiarization with precautionary measures and advance planning is an absolute necessity. The following enclosures provide basic natural disaster information. For detailed information contact G3/DPTM, Emergency Plans Officer, 655-5253.

D-2. EMERGENCY OPERATIONS CENTERS (EOCs). The 25th ID(L) & USARHAW EOC is located on the first floor of Bldg 580 (north or flagpole end) on SB. The EOC is activated and manned 24-hours per day depending on the situation. The alternate EOC is located in Bldg 690, OBSB area.

D-3. NOTIFICATION/ALERT. On-post personnel are notified of an emergency by the following:

a. USAG-HI installation support staff agencies are notified by the EOC/IOC.

b. The SB closed circuit TV (Channel 2) broadcasts emergency information.

c. The PM dispatches loud speaker equipped vehicles to broadcast emergency warnings to residential areas.

d. Emergency information is broadcasted over local radio Emergency Alert System and TV networks.

e. Enclosure 1 contains Civil Defense warnings and procedures. The installation sirens are sound tested in coordination with the state sirens on the first working day of each month at 1145. At any other time you hear one of the siren signals, immediately turn on your radio and listen for emergency information.

D-4. TYPES OF NATURAL DISASTERS. The type of disaster determines alert procedures and actions to take.

a. Hurricanes (Typhoons) procedures, see enclosure 1.

b. Tsunamis (Tidal Wave) procedures, see enclosure 2.

c. Earthquake procedures, see enclosure 3.

D-5. EMERGENCY SHELTERS. Depending on the emergency, shelters are designated on each installation by the OBSB. The OBSB coordinates with the 25th ID(L) & USARHAW EOC for additional assistance required. Enclosure 4 provides an Emergency Ready Kit, and a recommended list of items to bring to a shelter in the event of an electrical power outage. Enclosure 5 provides a list of emergency shelters available on 25th ID(L) & USARHAW installations.

HURRICANES

1. GENERAL OVERVIEW. The Hawaii hurricane season runs from June through December. If you live in a coastal area susceptible to flooding and/or high winds, you should have an evacuation plan prepared. The city and county and each military installation designates shelters (usually schools and gymnasiums). Your annual preparation for the hurricane season should include a supply of non-perishable food, water storage containers, a first aid kit, a fire extinguisher, a battery-powered radio, flashlights, and extra batteries.

2. ADVISORIES AND WARNINGS. The weather service provides 72 hours of advance warning. Listen to the Emergency Broadcast Stations KSSK (690 AM/92.3 FM) and KINE (105.1 FM) for up-to-date information. PRECAUTIONARY ACTIONS SHOULD BEGIN IMMEDIATELY. Commander, USARPAC, declares Conditions of Readiness depending upon the severity of the weather predictions. The following conditions are:

a. CONDITION FOUR - Destructive winds of 58 miles per hour (MPH) or greater are due within 72 hours.

b. CONDITION THREE - Destructive winds of 58 MPH or greater are due within 48 hours.

c. CONDITION TWO - Destructive winds of 58 MPH or greater are due within 24 hours.

d. CONDITION ONE - Destructive winds of 58 MPH or greater are due within 12 hours,

3. GETTING READY FOR THE HURRICANE.

a. Keep tuned to local radio and television for the latest weather advisories, and special instructions from local authorities.

b. Check battery powered equipment. Your battery-operated radio could be your only source of information. Flashlights are needed if utility services are interrupted. Keep on hand sufficient proper sized batteries for your needs.

c. Keep your car fueled when evacuation is necessary. Service stations might be inoperable after the storm strikes.

d. Store drinking water in clean bathtubs, jugs, bottles, and cooking utensils as the water system may be contaminated or damaged by the storm.

e. Be prepared to board up and/or tape windows. Although tape may not keep a window from breaking, it is an effective way of preventing injury from broken glass caused by flying debris.

f. Turn off all natural/propane gas at the main line until storm has passed.

g. Secure outdoor objects that might be blown away. Garbage cans, garden tools, toys, signs, lanai furniture, and a number of other normally harmless items become deadly missiles in hurricane winds.

4. DURING THE HURRICANE. Remain indoors during the hurricane. Flying debris can injure and kill. Travel is extremely dangerous. Be especially wary of the "eye" of the hurricane. When the storm center passes directly overhead, there is a lull in the wind lasting from a few minutes to half-an-hour or more. At the other side of the "eye" the winds will increase rapidly to hurricane force and will come from the opposite direction.

5. AFTER THE HURRICANE HAS PASSED.

a. When you are in a shelter, remain there until informed by those in charge that it is safe to leave.

b. Keep tuned to the radio or television for advice.

c. Stay out of disaster areas which are dangerous or where your presence interferes with essential rescue and recovery work.

d. Do not drive unless you must. Leave roads clear for emergency vehicles. Debri-filled streets are dangerous.

e. Avoid loose or dangling wires, and report them immediately by calling the DPW Work Order Desk (656-1275), MPs, or fire department.

f. Report broken sewer or water mains to the DPW Work Order Desk (656-1275).

g. Report broken gas mains or suspected leaks to The Gas Company (535-5933/526-0066), MP, or fire department.

h. Prevent fires. Lowered water pressure makes fire fighting difficult.

i. When power is off, check refrigerated food for spoilage. Be suspicious of water that is contaminated.

TSUNAMIS

1. FACTS. A tsunami (pronounced soo-nam'-ee) is an earthquake or seismic-generated series of sea waves. Earthquakes occurring on the ocean floor or in a coastal area may generate a tsunami. Once formed, tsunamis move across the open ocean surface at speeds of 400-600 MPH. These open ocean waves are 1-3 feet high and of such width that they are not usually noticed except by trained observers. The tsunami only becomes a problem when it reaches within a few miles of the shoreline. Generated waves can crest to a height of 50 feet and inundate an area up to half a mile inland.

2. WARNINGS. The military and Civil Defense EOCs receive tsunami warnings from the Pacific Tsunami Warning Center located at Ewa Beach, Hawaii. Depending on the magnitude and location of an associated earthquake, advance warnings can be up to 14 hours from South America, 4-1/2 hours from the Aleutians, to very little warning for a Hawaii-generated quake. The Pacific Tsunami Warning Center does not issue false warnings. When an ocean-wide warning is issued, a tsunami exists.

a. The sounding of the ATTENTION/ALERT Civil Defense sirens (steady 3-minute tone) accompanies tsunami warnings.

b. Radio warnings are simultaneously on the Emergency Broadcast Systems KSSK (690 AM/92.3 FM) and KINE (105.1 FM).

c. Be familiar with the tsunami inundation maps in the front of the Hawaiian Telephone Directory. Of particular concern are USAG-HI, Ft DeRussy, and Waianae recreation areas.

3. ARRIVAL PREPARATIONS.

a. A quake in the immediate area is a natural tsunami warning. Do not stay in low-lying coastal areas after a local quake.

b. Anticipate major traffic jams. Consider seeking high ground by other means.

c. A tsunami is not a single wave, but a series of waves. Stay out of danger areas until an "ALL CLEAR" is issued.

d. A noticeable rise or fall of coastal waters sometimes heralds approaching tsunamis. This is a warning and should be heeded.

e. A small tsunami at one beach can be a giant tsunami at another beach a few miles away.

f. All tsunamis are potentially dangerous, though they may not damage every coastline they strike.

g. Never go to the beach to watch for a tsunami. When you can see the wave, it is too late.

h. Potential danger areas are those less than 50 feet above sea level and within 1 mile of the coast for tsunamis of distant origin; or less than 100 feet above sea level and within 1 mile of the coast for tsunamis of local origin.

i. During a tsunami emergency, follow the instructions of local authorities on what to do, and what not to do with respect to the emergency.

j. Remain clear of inundation areas until emergency response forces have completed recovery operations.

EARTHQUAKES

1. THE EARTHQUAKE POTENTIAL. Earthquakes occur frequently in Hawaii. Our island home is in a volcanic and tectonically active region with rifts, faults, and fissures cutting through all the major islands. The tectonic process of the earth's moving crust builds stresses along the fault. This sudden release of stress causes earthquakes on land and undersea. Volcanic activity on the Big Island also creates minor tremors. The Diamond Head Fault, a major fault, is located in the Molokai Fracture Zone.

2. WHAT TO EXPECT IN AN EARTHQUAKE.

a. During an earthquake, the "solid" earth moves like the deck of a ship. The actual movement of the ground is seldom the direct cause of death or injury. Most casualties result from partial or total building collapse, falling objects, debris, and shattering glass. Earthquakes may also trigger landslides, cause fires, and generate tsunamis.

b. When you feel a strong earthquake that makes you grab on to something to keep upright, and you are located in a tsunami inundation area, GO TO HIGH GROUND. These areas can be found in the front of the Hawaiian Telephone Directory. Do not wait for an announcement from Civil Defense. A locally generated tsunami leaves little time for warning. ACT IMMEDIATELY!

c. The unique nature of the earthquake threat and potential disruption of life in Hawaii calls for preparedness actions at all levels: Government, volunteer, and private sector.

3. BEFORE AN EARTHQUAKE. Check your home for potential hazards at least annually.

a. Defective electrical wiring and leaky gas or inflexible connections are very dangerous in the event of an earthquake. Report discrepancies immediately.

b. Know where and how to shut off utilities at main switches.

c. Place large and heavy objects on lower shelves. Securely fasten shelves to walls. Brace or anchor high or top-heavy objects.

d. Store breakables in low or closed cabinets.

4. HAVE ON HAND.

a. A flashlight and battery-operated radio in case power is cut off.

b. A supply of drinking water and non-perishable foods that can be prepared without cooking.

c. A fire extinguisher and first aid kit.

5. DURING AN EARTHQUAKE.

a. First of all, STAY CALM. When you are INSIDE, STAY inside. When OUTDOORS, STAY there. In earthquakes, most injuries occur as people are entering or leaving buildings.

b. When INDOORS, take cover under a heavy desk, table, bench, in a supported doorway, or along an inside wall, and stay away from glass. Don't use candles, matches, or other open flame during or after the tremor because of possible gas leaks.

c. When IN A MOVING CAR, stop as quickly as safety permits, but stay in the vehicle. A car may sway violently on its springs, but it is a good place to stay until the shaking stops. When you drive on, watch for hazards created by the earthquake like fallen objects, downed electric wires, or blocked roadways.

6. AFTER AN EARTHQUAKE.

a. Be prepared for aftershocks. They can cause more damage or topple weakened structures.

b. Check for injuries.

c. Turn on your radio or TV for emergency information from local officials.

EMERGENCY READY KIT

THE MOST IMPORTANT FEATURE OF THIS KIT IS IT MAKES A FAMILY INDEPENDENT AND A SELF-SUSTAINING GROUP IN AN EMERGENCY.

1. GENERAL.

a. This enclosure contains a list of recommended items included in a family "ready kit." The intent of this kit is for use in any type of disaster or emergency. Individuals should carefully select and screen all of these items. Keep this kit readily available.

b. Protective and precautionary measures enhance chances of survival from any type of natural or man-made disaster. Remember that survival starts with the individual and depends upon his understanding and following of instructions. This kit is an important factor in helping personnel to help themselves and their families.

2. CONTENTS OF "READY KIT."

a. Food Items.

(1) Food of the sack-lunch type for each individual for two meals, when time permits.

(2) A 72-hour supply of baby food, when required.

(3) One gallon vacuum-type water jug or one canteen per person (keep filled with fresh water at all times).

b. Toilet Kit.

(1) Soap and hand towels.

(2) One roll of toilet tissue and one large box of hand tissue.

(3) Sanitary napkins.

(4) Disposable diapers, when required.

c. Clothing (per person).

(1) Two pairs of socks.

(2) One change of underwear.

(3) One serviceable jacket or outer coat (water repellent).

d. General items.

(1) One blanket (wool) per person.

(2) One utility knife with miscellaneous attachments, (e.g., spoon, fork, can opener, etc).

(3) Flashlights with extra batteries.

(4) Battery lamp with batteries.

(5) Plastic eating utensils and cups.

(6) Pocket knife.

(7) First aid kit containing the following:

(a) Box of Band-Aids of assorted sizes.

(b) One bottle of disinfectant.

(c) One pair of scissors.

(d) One bottle of baby oil, when required.

(e) One tin of baby powder, when required.

(f) A roll of 1-inch adhesive tape.

(g) Two rolls of 1-inch gauze.

(8) Sewing kit.

(9) Currency of $50.

(10) Cigarette lighter with flints and fluid or matches.

(11) Battery-operated radio with extra batteries.

(12) An extra pair of eye glasses, when required.

e. Personal Papers.

(1) Insurance policies.

(2) Immunization/shot records.

(3) Special prescriptions, when required.

3. ADDITIONAL FOOD ITEMS. In addition to items in the prepackaged "ready kit", individuals should maintain a minimum of 3 days supply of non-perishable food (e.g., preferably canned, ready-to-eat variety) in quarters for emergencies.

4. POVs. Individuals should keep their vehicle in good running condition with the gas tank at least half full at all times.

EMERGENCY SHELTERS

1. GENERAL. Emergency shelters are established on selected military installations to provide shelter when natural disasters occur or a threat appears imminent. Personnel affected should go to the nearest shelter when conditions warrant. The shelters have limited supplies and are designed to provide basic needs, such as, a protected area, restrooms and drinking water. Individuals are encouraged to bring their emergency ready kit, see enclosure 4; however, when time does not permit, remember your safety is more important.

2. LOCATIONS. Personnel should become knowledgeable of the location and directions to the nearest shelter before disaster strikes. Shelter locations can be found at the following:

a. Table 1 shows the Emergency Shelter Housing Matrix for FS, AMR, and TAMC.

b. Table 2 shows the Emergency Shelter Housing Matrix for SB, WAAF, HMR, and Mendonca Park.

EMERGENCY SHELTER MATRIX

for

FS, AMR, and TAMC

SHELTER INSTALLATION/ BUILDING NUMBER	SPONSORING UNIT	HOUSING QUARTERS
1. Gymnasium, Bldg. 665, FS	9th Eng Bn, TOPO	AMR
2. Gymnasium, Bldg. 300, TAMC	516th Sig Bde	Rainbow Village
3. Richardson Theater, Bldg. 500, FS	205th MI Bn	FS
4. Bowling Alley, Bldg. 660, FS	196th Inf Bde	FS

*NOTE - Ft DeRussy and the Hale Koa Hotel occupants on the 1st and 2d floors are evacuated to the 3d floor, and higher floors of the hotel.

**NOTE - Shelter assignments are subject to change based on population needs. Transportation to shelters is provided for AMR residents.

Table 1

EMERGENCY SHELTER MATRIX

for

SB (including Medonca Park), WAAF, HMR

SHELTER INSTALLATION/ BUILDING NUMBER	SPONSOR UNIT	HOUSING QUARTERS NUMBER
1. A Quad: Bldg. 130, 132	115 MI Grp	30-38, 49-86
2. B Quad: Bldg. 155-158	125th MI Bn	100-212, 225-229, 300-322, 334-448, 501-548, 1521-1526, 4707-4721
3. C Quad: Bldg. 355-358	2d Bde	600-639, 4902-6508
4. D Quad: Bldg. 449-452	3d Bde	1251-1265, 1705-1794, 2133-2200, SB BEQ, 3401-3524, 7000-7006
5. E Quad: Bldg. 549-552	DISCOM	3600-3945, 4466-4559
6. F Quad: Bldg. 649-652	3d Bde	3150-3170, 4300-4465, 4600-4700, 9000-9100
7. I Quad: Bldg. 745-747	DIVARTY	690, 940, 1052-1055, 1180, 4234-4254, 9101-9176, 9417
8. J Quad: Bldg. 844-847	1-62 ADA	701-744, 802-844, 4000-4232
9. K Quad: Bldg. 848-860	45th CSG(F)	1800-1896, 1900-1998
10. Bldg. 1492, SB	65th Eng	1536-1566
11. Bldg. 3004, SB	SB MP Co	4800-4900
12. P-1, HMR Cmty Ctr	125th Sig Bn	HMR, 2166-2172
13. HMR: P-1, Bldg. 300	125th Sig Bn	HMR, 2034-2071
14. SGT Smith Theater, Bldg. 583	2d Bde	HMR, 2000-2033, Handicap and Family Members
15. Bldg. 25, HMR, Cmty Ctr Handicap and family members.	125th Sig Bn	HMR, 2100-2165, 2180-2249
16. WAAF, Bldg. 102	Avn Bde	WAAF, 736-758, 1330-1391, 1427-1441, Camp Stover
17. WAAF, Bldg. 100	Avn Bde	WAAF, 601-735
18. WAAF, Bldg. 679	Avn Bde	WAAF, 400-560
19. SB Ed. Ctr, 2d Floor	DISCOM	The Inn at SB

Table 2

APPENDIX E

HAWAII DANGEROUS WEAPONS AND PROHIBITED ITEMS STATUTES

E-1. HRS chapter 134: Firearms, ammunition and dangerous weapons. The Hawaii dangerous weapons and prohibited items statues applicable on 25th ID(L) & USARHAW installations and cited below are included in this appendix for information. The specific governing provisions (as well as other statutes governing the ownership, licensing, sale, use, and possession of firearms) are contained in the HRS including amending provisions, if any, enacted by the State of Hawaii and interpreting case law.

E-2. HRS section 134-8: Ownership, etc., of machine guns, automatic rifles, silencers, etc., prohibited; penalty.

a. The manufacture, possession, sale, barter, trade, gift, transfer, or acquisition of any machine guns, submachine guns, automatic rifles, or rifles with barrel lengths less than 16 inches, or shotguns with barrel lengths less than 18 inches, cannon, mufflers, silencers, or devices for deadening or muffling the sound of discharged firearms, or any hand grenades, dynamite, blasting caps, bombs, or bombshell, or other explosives; or any type of ammunition or any projectile component thereof coated with Teflon or any other similar coating designed primarily to enhance its capability to penetrate metal or pierce protective armor; and any type of ammunition or any projectile component thereof designed or intended to explode or segment upon impact with its target, is prohibited.

b. Any person who installs, removes, or alters a firearm part with the intent to convert the firearm to an automatic firearm shall be deemed to have manufactured an automatic firearm in violation of this section.

c. Any person violating this section shall be guilty of a class C felony and shall be imprisoned for a term of 5 years, without probation.

E-3. HRS section 134-51: Carrying deadly weapons; penalty. Any person not authorized by law, who carries concealed upon one's person or within any vehicle used or occupied by the person, or who is found armed with any dirk, dagger, blackjack, slug shot, billy, metal knuckles, pistol, or other deadly or dangerous weapon, shall be fined a minimum of $500, and no more than $1,000 or imprisoned not more than 1 year, or both. Any such person may be immediately arrested without warrant by any sheriff, police officer, or other officer or person. Any weapon, above enumerated, shall, upon conviction of the one carrying or possessing same under this section, be summarily destroyed by the chief of police or director of public safety.

E-4. HRS section 134-52: Switchblade knives; prohibitions; penalty. Whoever knowingly manufactures, sells, transfers, possesses, or transports in the state any switchblade knife, being any knife having a blade which opens automatically (1) by hand pressure applied to a button or other device in the handle of the knife, or (2) by operation of inertia, gravity, or both, shall be fined not more than $1,000 or imprisoned not more than 1 year, or both.

GLOSSARY

Section I
Abbreviations

AAFES
Army and Air Force Exchange Service

ACofS
Assistant Chief of Staff

ACS
Army Community Service

AG
Adjutant General

AR
Army regulation

APO
Air Post Office

bde
brigade

CONUS
continental United States

DA
Department of the Army

DOD
Department of Defense

EEO
equal employment opportunity

EOC
Emergency Operations Center

ETS
expiration term of service

HHG
household goods

HQ
Headquarters

IG
inspector general

MARS
Military Affiliate Radio System

MOS
military occupational specialty

MP
military police

MPH
miles per hour

MWR
morale, welfare, and recreation

NAF
nonappropriated fund(s)

PAO
public affairs office(r)

PCS
permanent change of station

PM
provost marshal

POC
point of contact

POV
privately owned vehicle

PT
physical training

PX
Army exchange

SGT
Sergeant

SOP
standard operating procedure

TDY
temporary duty

TLA
temporary lodging allowance

TM
technical manual

U.S.
United States (of America)

Section II
Terms

This section contains no entries.

Section III
Special Abbreviations and Terms

ACAP
Army Career and Alumni Program

ACES
Army Continuing Education System

AMR
Aliamanu Military Reservation

ANSI
American National Standards Institute

ARC
American Red Cross

ASAP
Army Substance Abuse Program

ASYMCA
Armed Services Young Men's Christian Association

CD-ROM
compact disc read-only memory

CHRRS
Community Homefinding, Relocation, and Referral Services

CPAC
Civilian Personnel Advisory Center

CSC
Customer Service Center (DOIM)

CYS
child and youth services

CYSC
Child and youth services centers

DCA
Director of Community Activities

DECA
Defense Commissary Agency

DLNR
Department of Land and Natural Resources

DOIM
Directorate of Information Management

DOL
Directorate of Logistics

DPTM
Directorate of Plans, Training, and Mobilization

DPW
Directorate of Public Works

EMIC
Electronic Multimedia Imaging Center

FCC
Family Child Care

FFD
Federal Fire Department

FJIC
Federal Job Information Centers

FS
Fort Shafter

HMR
Helemano Military Reservation

HITS
Hawaii Information Transfer System

HRS
Hawaii Revised Statutes

ID
Identification

IFSO
installation fire and safety office

IMPAC
international merchant purchase authorization card

JPPSO
Joint Personal Property Shipping Office

KMC
Kilauea Military Camp

MARSGRAM
Military Army Radio Service Gram

MPD
Military Personnel Division

OBSB
Oahu Base Support Battalion

OH
occupational health

PBSB
Pohakuloa Base Support Battalion

PCS
permanent change of station

PTA
Pohakuloa Training Area

SB
Schofield Barracks

SBHC
Schofield Barracks Health Clinic

SPS
supplemental programs and services

TAMC
Tripler Army Medical Center

TAP
Transition Assistance Program

UPH
unaccompanied personnel housing

USAG-HI
Unites States Army Garrison, Hawaii

USARPAC
United States Army, Pacific

VTF
Veterinary Treatment Facility

WAAF
Wheeler Army Airfield

WARC
Waianae Army Recreation Center

ZIP
zone improvement plan

25th ID(L) & USARHAW
25th Infantry Division (Light) and U.S. Army, Hawaii