

Welcome Aboard

Congratulations on your new assignment to 3d Marine Regiment, and welcome to the Bougainville family. We personally extend a warm Aloha and hope you are as pleased with your orders as we are. We welcome you as an integral member of our organization, which is poised to respond rapidly and effectively across the full range of military operations.

Our nation expects us to be able to fight tonight and WIN in combat. By preparing for this, we will be able to handle anything in between but we must be ready when the call comes. 3d Marines is a highly trained, cohesive, disciplined, and capable unit that accomplishes the mission. A team of teams that recognizes and respects the contributions each Marine and Sailor brings to the organization, and makes better Americans in the process. With strong leadership of our Marines and Sailors, and good stewardship of our equipment and resources, we can collectively overcome any challenge and be successful in any fight.

As a member of this Regiment, you are charged with being a person of solid character and integrity. Integrity doesn't only mean being honest, it means to be complete, whole, and undiminished. The Whole Marine Corps Concept. Be the Marine you would want to have leading you. Dedicate yourself to something greater than yourself.

Together, we will forge a family our predecessors will be proud of as we strive to live up to the reputation they have earned for this Regiment. I look forward to getting to know you and consider it an honor to serve with you. It is our privilege to lead such a fine organization, and we are humbled by our legacy and the abilities of today's Marines and Sailors.

Finally, I want to make your transition to our team and the Islands of Hawaii as seamless as possible, so I ask that you utilize the Welcome Aboard Handbook with attached links and phone numbers for assistance. Safe travels and I look forward to meeting you in the near future. Aloha and welcome to 3d Marine Regiment!



G. D. Juarez
Colonel, USMC
Bougainville 6



R. W. Meltesen
Sergeant Major, USMC
Bougainville 9



UNITED STATES MARINE CORPS
3D MARINE REGIMENT
3D MARINE DIVISION
BOX 63004
MCBH KANEOHE BAY, HI 96863-3004

IN REPLY REFER TO:
RegtO 1320.1G
CO

REGIMENTAL ORDER 1320.1G

From: Commanding Officer, 3d Marine Regiment
To: Distribution List

Subj: 3D MARINE REGIMENT SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.11G
(b) DivO 1320.2E

Encl: (1) Sample Sponsorship Assignment Letter
(2) Sponsorship Checklist for Single Marines
(3) Sponsorship Checklist for Married Marines
(4) Sample Welcome Aboard Letter
(5) Sponsorship Request Form
(6) Sponsorship Questionnaire
(7) Personal Readiness Checklist
(8) Welcome Aboard Handbook

1. Situation. The Regiment Personnel Sponsorship Program (PSP) is of vital importance. An effective Sponsorship Program will ensure all Marines, Sailors, and their families are welcomed and integrated into the Regiment. We will never get a second chance to make a first impression, and all Marines, Sailors, and their families will be joined with the dignity and respect reflective of the commitment and professionalism of the leaders in this Regiment.

2. Cancellation. RegtO 1320.1F.

3. Mission. To publish guidance and direction for the 3d Marine Regiment Sponsorship Program.

4. Execution

a. Concept of Operations

(1) The references provide policy and guidance for the conduct of the Sponsorship Program. Enclosures (1) through (8), are provided to ensure consistency of the Sponsorship Program. Enclosures (5) and (6) are to be maintained as required by reference (a).

(2) To ensure the smoothest transition, all Marines and Sailors will be assigned a sponsor. For accompanied personnel, every effort will be made to ensure the family members are also provided sponsorship information. The intent of this Order is to improve the quality of life and encourage a strong mission-oriented Navy/Marine Corps team by reducing the difficulties experienced with Permanent Change of Station (PCS) orders.

(3) The PSP is an official Marine Corps program. Personnel assigned duties of sponsoring incoming personnel are authorized reimbursement for official expenses incurred in the performance of those duties. Sponsorship is a primary duty once an individual is appointed as a sponsor.

b. Tasks

(1) Commanding Officers

(a) In accordance with the references and provisions of this Order, implement a unit PSP.

(b) Designate a Sponsorship Coordinator (SC), preferably S-1, Administrative Chief, or Adjutant, and ensure the SC completes the required training.

(c) Periodically review the sponsorship process, along with the Sponsorship Questionnaires to ensure the command is in compliance with the Marine Corps Order.

(2) S-1

(a) Assume responsibility for the Regimental PSP.

(b) Pull weekly inbound roster with point of contact information.

(c) Ensure "Sponsorship Coordinator" is annotated as a required signature to obtain on check in/out sheets.

(3) Sponsorship Coordinator

(a) Attend sponsorship coordinator training, provided through Marine Corps Community Services (MCCS).

(b) All inbound personnel will be assigned a sponsor. Assign sponsors in writing and ensure they attend sponsorship training. Ensure sponsors are assigned at a minimum of 90 days prior to the expected date of arrival or as soon as the inbound orders are known by the command. Assign a sponsor from the same organization to which an inbound Marine or Sailor will be assigned. In the event of a slating change, the sponsorship assignment does not change. Every effort will be made to match as closely as possible the rank, marital status, and number of dependents of the sponsor and incoming Marine or Sailor family. Additional family dynamics, such as pets should also be considered. Sponsors will not be in the process of executing PCS orders within six months of the new join arrival.

(c) Maintain an electronic sponsorship tracker of inbound personnel, assigned sponsors, arrival date, and other pertinent information. This tracker will be discussed on a weekly basis with section leadership to ensure appropriate sponsors are selected for incoming personnel.

(d) Ensure individuals assigned as sponsors are given sufficient time to attend sponsorship training and to effectively accomplish his/her sponsorship duties. Ensure sponsorship training is conducted throughout the year to ensure the unit is prepared for PCS season.

(e) Ensure Welcome Aboard Packages are distributed via email to all incoming personnel.

(f) Utilize a Sponsorship Questionnaire as a tool to measure the effectiveness of the Sponsorship Program. The questionnaires will be filled out by all incoming personnel, and retained by the SC for a period of two years.

(g) Ensure all outbound personnel are briefed on the PSP and are assisted with obtaining a sponsor from the gaining command as a part of the check out process.

(3) Sponsors

(a) Comply with this Order and appropriate enclosures in performing sponsorship duties.

(b) Attend sponsorship training, provided by MCCS.

(c) Contact the SC to ensure a Welcome Aboard Package has been sent out via email to the inbound service member.

(d) Prepare and email a letter of introduction, which should be personal, to the inbound service member. Enclosure (4) may be used as a guide.

(e) Be present at the terminal to greet and assist the incoming service member and their family. In extreme situations where the sponsor is unavailable, ensure there is at least one representative from the command. Sponsors will coordinate or assist with transportation from the airport, ensure coordination and assignment to temporary lodging, and support initial check-in to the command.

(f) Responsibilities as a sponsor become the primary duty on the day of arrival and the days immediately following the arrival of an inbound Marine or Sailor and their family. Coordinate with the SC if challenges to effective performance of duties arise.

5. Administration and Logistics

a. Sponsors are authorized reimbursement for Privately Owned Vehicle mileage only when government ground transportation is not available for initial pick up at the aerial port of entry, Honolulu International Airport. Sponsors must submit a certificate of unavailability with their chain.

6. Coordinating Instructions. This Order applies to 3d Marine Regiment.


G. D. JUAREZ

Distribution: A



UNITED STATES MARINE CORPS
3D MARINE REGIMENT
3D MARINE DIVISION
BOX 63004
MCBH KANEOHE BAY, HI 96863-3004

IN REPLY REFER TO:
1320
CO

From: Commanding Officer, 3d Marine Regiment
To: **Sergeant I. M. Marine 1234567890/0302 USMC**

Subj: SPONSORSHIP ASSIGNMENT

Ref: (a) MCO 1320.11G
(b) RegtO 1320.1G

1. Per the references, you have been designated to sponsor the following inbound Marine, **Corporal John Marine 9876543210/0302**, who will be reporting to the Commanding Officer, 3d Marine Regiment effective 25 May 2020.
2. Please contact **Corporal Marine** at the following address: **3d Marine Regiment, Box 63004, MCBH Kaneohe Bay, Hawaii, john.marine@usmc.mil, 808-926-6581**.
3. Use the references for guidance to become an effective sponsor. Contact the inbound Marine and gather the necessary information needed to assist them with their transition. Assistance and resources can be found at the Family Service Center. They offer sponsorship training that is conducted on the second Thursday of each month. Registration is required and they can be contacted at 808-257-7790/7787 to reserve a seat. Enclosure (1) contains checklists for pre-arrival and arrival information.
4. The purpose of the sponsorship program is to build cohesion, integrate the Marine into your unit, and provide a good introduction to Hawaii. I must emphasize the great importance of your performance of a sponsor. You will provide the Marine with the first impression of our unit and installation. This initial impression is crucial to the Marine's long-term attitude and performance. I urge you to express a genuine interest in the Marine's needs until they settle into our unit and area. If you need assistance with your sponsorship duties or have questions, please contact the Unit Sponsorship Coordinator at 808-257-1916.

A. K. CHAVEZ
By direction



UNITED STATES MARINE CORPS

3D MARINE REGIMENT

3D MARINE DIVISION

BOX 63004

MCBH KANE OHE BAY, HI 96863-3004

SPONSORSHIP CHECKLIST FOR SINGLE MARINES OR SAILORS

1. Attend the mandatory Sponsorship Training provided by Marine Corps Community Services.
2. Contact the Marine/Sailor you are sponsoring as soon as possible, by electronic mail (e-mail), telephonically, or by postal mail.
3. Maintain close coordination with the inbound Marine/Sailor to confirm and coordinate the date and time of arrival at Honolulu International Airport.
4. Coordinate assignment of Bachelor Enlisted Quarters billeting.
5. Provide transportation for the incoming Marine/Sailor and their baggage to the unit. The sponsor will be provided government transportation, if available, for official sponsorship duties. Coordinate transportation support through the unit.
6. Ensure the inbound Marine/Sailor checks in immediately upon arrival. Entitlements are based on check-in, and failure to check in may result in delays and/or forfeits of entitlement.
7. The sponsor will escort the individual to the Installation Personnel Administration Center (IPAC) for reporting aboard processing. The inbound Marine/Sailor's travel status does not terminate until the individual reports.
8. Provide additional assistance as required to ensure the Marine/Sailor is fully welcomed and integrated to the command, supported with all required check-in processes, and settled in the community.
9. If you have any questions concerning the Sponsorship Program contact the Unit Sponsorship Coordinator at 808-257-1916.



UNITED STATES MARINE CORPS
3D MARINE REGIMENT
3D MARINE DIVISION
BOX 63004
MCBH KANEOHE BAY, HI 96863-3004

SPONSORSHIP CHECKLIST FOR MARRIED MARINES AND SAILORS

1. Attend the mandatory Sponsorship Training provided by Marine Corps Community Services.
2. Contact the Marine/Sailor you are sponsoring as soon as possible, by electronic mail (e-mail), telephonically, or by postal mail.
3. Maintain close coordination with the inbound Marine/Sailor to confirm and coordinate the date and time of arrival at Honolulu International Airport.
4. Assist in arranging for suitable accommodations at the Temporary Lodging Facility (TLF) aboard MCBH. If lodging is unavailable, a certificate of non-availability is required before making arrangements in a non-government Temporary Lodging Allowance (TLA)-approved hotel or lodging facility. An updated listing of TLA-approved facilities may be obtained from the MCBH Family Housing, located in building 455. If the incoming Marine/Sailor is unaccompanied by dependents, you must first contact the Director, Unaccompanied Housing, at (808) 257-2409/2902, for billeting arrangements, prior to making any other reservations.
5. Provide transportation for the incoming Marine/Sailor and their baggage to the unit. The sponsor will be provided government transportation, if available, for official sponsorship duties. Coordinate transportation support through the unit.
6. Ensure the inbound Marine/Sailor checks in immediately upon arrival. Entitlements are based on check-in, and failure to check in may result in delays and/or forfeits of entitlement.
7. The sponsor will escort the individual to the Installation Personnel Administration Center (IPAC) for reporting aboard processing. The inbound Marine/Sailor's travel status does not terminate until the individual reports.
8. Coordinate the necessary appointments at MCBH Family Housing and with the TLA Supervisor.
9. Provide additional assistance as required to ensure the Marine/Sailor is fully welcomed and integrated to the command, supported with all required check-in processes, and settled in the community.
10. If you have any questions concerning the Sponsorship Program contact the Unit Sponsorship Coordinator at 808-257-1916.



UNITED STATES MARINE CORPS
3D MARINE REGIMENT
3D MARINE DIVISION
BOX 63004
MCBH KANEOHE BAY, HI 96863-3004

IN REPLY REFER TO
1320
S-1

Rank Name
Address
City, State Zip

Dear Rank Name,

Aloha and congratulations on your assignment to 3d Marine Regiment! You are joining a talented team of dedicated professionals who consistently exceed expectations. We look forward to working with you upon your arrival, and I am confident you will become a valuable member of our team!

The MCB Hawaii website (<http://www.mcbhawaii.marines.mil>) is filled with useful information to ease your arrival into the island. In addition, you will soon be contacted by your assigned command sponsor who will help to make your transition onto the island and into the battalion as smooth as possible.

I believe that you can judge the quality of a unit by the way it treats its newest members. If you need help or advice during the relocation process, please do not hesitate to contact your future command, sponsor, the command's Deployment Readiness Coordinator (DRC), or the nearest Marine Corps Community Service office.

Your sponsor is:

Grade/Name: Rank Name
Address: 3D MARINE REGIMENT
BOX 63004
MCBH KANEOHE BAY, HI 96863-3024
Cell Phone:
Work Phone: (808) 257-
Work e-mail: email@email.com

The unit's DRC is: Current DRC Name, work phone, work e-mail

Headquarters Company:

Commander: Capt Cordova, 808-257-3919,
Executive Officer: 1stLt Heitzig, 808-257-1489
First Sergeant: 1stSgt Shields, 808-257-1632

Combat Assault Company:

Commander: Capt Holland, 808-257-5869
Executive Officer: Capt Dougherty, 808-257-5278
First Sergeant: 1stSgt Radebaugh, 808-257-5279

Provided in this package is the regiment's predeployment checklist. You are encourage to review it and to begin accomplishing all the steps. Our DRCs, and your sponsor can answer questions or get you the answers you need. Please note your family points of contact will be inputted via Marine Online upon your arrival.

Lastly, if you have any trouble contacting your sponsor or have any other questions you may contact the Unit Sponsorship Coordinator, via email at amanda.k.chavez@usmc.mil or by calling (808) 257-1916.

I extend to you my personal Welcome Aboard!

Semper Fidelis,

Enclosure (4)

NAVMC 11799 (11-11) (EF)

FOUO - Privacy sensitive when filled in.

SPONSORSHIP REQUEST**PRIVACY ACT STATEMENT**

In accordance with the Privacy Act of 1974, this notice informs you of the purpose for collection of information on this form. Please read it before completing this form.

AUTHORITY: 10 U.S.C. 5041, Headquarters, Marine Corps, and MCO 1320.11F, Marine Corps Sponsorship Program.

PRINCIPAL PURPOSE: This System of Records is governed by Privacy Act System of Records Notice MN05000-1, which can be downloaded at <http://dpclo.defense.gov/privacy/SORNs/component/navy/NM0500-1a.html>. Information collected by this System will be used for the assignment of personal sponsor per Marine Corps Order 1320.11F.

RETENTION AND SAFEGUARDS: The information collected in this System will be retained in paper or automated records for two years then destroyed. Access is provided on need-to-know basis only. Manual records are maintained in file cabinets under the control of authorized personnel during working hours. The office space in which the file cabinets are located is locked outside of official working hours. Computer terminals are located in supervised areas. Access to computerized data is controlled by password or other user code system.

ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: the DoD "blanket routine uses" that appear at the beginning of the Navy's compilation of systems notices apply to this system. http://dpclo.defense.gov/privacy/SORNs/blanket_routine_uses.html.

DISCLOSURE: Providing information on this form is voluntary.

Rank/Grade:	Name:	MOS:	
Address:		City:	State: Zip Code:
Unit Phone (Commercial):		Unit Phone (DSN):	
Current Mailing Address:		City:	State: Zip Code:
Email Address:		Estimated Detach Date:	Arrival Date:
MCC/RUC of New Assignment:			
Leave Address:		City:	State: Zip Code:
Marital Status:	Spouse's Name:	Unit Phone (DSN):	Email Address:
Anticipated Mode of Travel:	Children Name's and Ages:		
Are you an exceptional family member sponsor? <input type="checkbox"/> Yes <input type="checkbox"/> No			
(Check one) <input type="checkbox"/> I DO / <input type="checkbox"/> I DO NOT desire government quarters (unless mandated by base policy).			
(Check one) My family size will require: <input type="checkbox"/> 2, <input type="checkbox"/> 3, <input type="checkbox"/> or 4 bedrooms. I <input type="checkbox"/> have / <input type="checkbox"/> have not forwarded an application for an assignment to military family housing, DD Form 1746 to the housing office.			
I have dog(s) and cat(s).			

Specific Information/assignment requested:

FOR OFFICIAL USE ONLY**ENCLOSURE** 5

SPONSORSHIP PROGRAM QUESTIONNAIRE

Your help is requested in evaluating the effectiveness of our Command Personnel Sponsorship Program. Please help evaluate the Program by completing this questionnaire based on your experience with your recent PCS transfer. Leave name spaces blank if you desire to remain anonymous. The information you provide will be combined with the responses of others and will be confidential. Completion of this questionnaire is entirely voluntary. There is no penalty for not providing the requested information except the lack of representation of your views in the final results and outcomes. Once completed, please return to your Unit Sponsorship Coordinator. This reporting requirement is exempt from reports control.

Grade:	Branch of Service	UNIT
--------	-------------------	------

1. Did your former command, prior to transfer, inform you of the sponsor program and its benefits? ☐ YES ☐ NO
2. Did you request/ elect to have a sponsor? ☐ YES ☐ NO
3. Were you assigned a sponsor? ☐ YES ☐ NO
4. Who is your sponsor? _____ (May omit name if desired.)
5. Did your sponsor contact you prior to your departure from your previous command? ☐ YES ☐ NO
6. Did your sponsor meet with you upon your arrival? ☐ YES ☐ NO
7. Did you receive information and communication from the gaining command in advance of your arrival?
 - a. If yes, was the information an adequate representation of this command? ☐ YES ☐ NO
 - b. If yes, was the information adequate to inform you about this geographical area? ☐ YES ☐ NO
 - c. If yes, was the information received in time to permit adequate advance planning? ☐ YES ☐ NO
 - d. If no, what additional information would have made your transfer and relocation easier?
8. Was your sponsor knowledgeable about this command and the local community able to answer your questions? ☐ YES ☐ NO
9. When did you receive your orders? _____
10. When did you transfer from your last command? _____
11. Did you attend school(s) or take leave in transit to this command? ☐ YES ☐ NO List Dates: _____
12. Did your previous command inform you of the resources available to you at your nearest MCCS? ☐ YES ☐ NO
13. Overall, were you satisfied with this Command Sponsorship Program? ☐ YES ☐ NO
14. Please list any suggestions you have for improving the Command Sponsorship Program.

FOR OFFICIAL USE ONLY



Personal Readiness Checklist

To be completed upon check-in to any unit within 3d Marines

Due within 30 Days of Check In

At Key Personal Trigger Points (Deployment, Marriage, Divorce, PCS, EAS)

Readiness Consideration/Requirement	Date	Initial
-------------------------------------	------	---------

*If Not Applicable, write N/A and initial

☐ Administrative Arrangements

- Record of Emergency Data Updated
- Will
- Living Will
- SGLI Audit
- Mailing Address Provided to Family/Friends
- Mail forwarded / Suspended
- Deployment Verification Letter
- Copy of Orders
- Ensure ID Valid through deployment/TAD
- Voter Registration / Absentee Ballot
- Important Documents Secured / Digital Copies
- Create Recall Roster of family/friends/important Numbers
- Legal Matters Settled (Civil, FAP, etc.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

☐ Family Contact Information Provided to command (MOL)

- Discuss Emergency Communication Plan with Family
- Provide Red Cross information to Family
- Provide DRC contact information to family
- Inform Family of Command Communication
- Explain OPSEC to Family/Friends

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

☐ Power(s) of Attorney

- General (Covers the dates of deployment/TAD)
- Special (Vehicle, Taxes, Child Care, etc.)

_____	_____
-------	-------

ENCLOSURE 7

☐ **Logistical Arrangements**

- **Transportation Arrangements**

- Vehicle(s) Storage Plan
- Vehicle(s) Registration Expiration
- Vehicle(s) Safety Expiration
- Vehicle(s) Insurance Expiration

_____ **Date** _____

_____ **Date** _____

_____ **Date** _____

**Notify your insurer about deployment for discounted (non-use) rate*

- Motorcycle Basic Riders Course Complete

_____ **Date** _____

- **Passport Issued**

_____ **Date** _____

- **Passport Expires**

- **Storage of Personal Belongings Plan (TAD waiver if required)**

- **Store Personal Firearms**

- **Pet Vaccinations Current**

- **Pet Care Provider Plan**

☐ **Financial Arrangements**

- **Government Travel Charge Card (Current and Active)**

- **Allotments**

- **Bill arrangements**

- **Service Members Civil Relief Act Knowledgeable**

- **Contact information for all utilities**

- **Create Budget / Spending Plan**

- **Allotment for Child Support / Alimony**

☐ **Emergency Preparedness**

- **Emergency Evacuation Plan**

- **Emergency Preparedness Kit**

***Personnel With Dependents (Continue)**

Readiness Consideration/Requirement

Date

Initial

☐ **Family Care Plan**

- **Current and Accurate**

- **Reviewed**

- **Validated**

- **In Loco Parentis Special Power of Attorney**

- **Financial Plan for caregivers**

☐ **Logistical Arrangements**

- **Ensure dependent IDs valid through training / deployment**

- **Authorization at School(s) / Day Care / Other Facilities**

☐ **Training**

- Marriage Support Plan completed (If newly married)
- Spouse LINKS complete
- Spouse attended Pre-Deployment Brief

_____	_____
_____	_____
_____	_____

☐ **Housing Arrangements**

- Housing Established / Maintained
 - o On Base / Off Base (Circle One)
 - o Lease Expiration
- Deployment Travel Plan (If Applicable)
 - o Housing Notified
 - o IPAC Notified (if greater than 3 months)
 - o Home watch plan

_____	_____
Date _____	
_____	_____
_____	_____
_____	_____

☐ **Medical Arrangements**

- Dependents enrolled in TRICARE
- Dependents enrolled in Dental Care
- Exceptional Family Member Program Enrolled (If Applicable)
- Medications Considered

_____	_____
_____	_____
_____	_____
_____	_____

****To be completed by individual Marine or Sailor***

Rank / Name: _____

Signature: _____

Date: _____

****To be completed by the Supervisor***

Rank / Name: _____

Signature: _____

Date: _____

****Validated by Platoon Sergeant or Above***

Rank / Name: _____

Signature: _____

Date: _____

3d Marine Regiment



Welcome Aboard Handbook

ENCLOSURE (8)

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For more information regarding MCBH please visit:

www.mcbhawaii.marines.mil

To get a complete list of frequently dialed numbers please visit:

www.mcbhawaii.marines.mil/UnitHome/ContactUs/FrequentlyDialedNumbers.aspx

Aloha, E Komo Mai!

Hello and WELCOME TO HAWAII! Oahu is the third largest of the Hawaiian Islands and is home to the majority of the state's population. Sometimes called 'The Gathering Place', our Island is home to over 1 million people, many of which are not originally from Hawaii. Here, the cultures of the East and the West fuse with the values and traditions of the Hawaiian people. The result is the perfect blend of picturesque Hawaii and the city life that you may be used to. On Oahu you can watch the sunrise on Lanikai Beach, voted one of America's most beautiful beaches, and then watch a spectacular sunset from one of the famous restaurants in Waikiki. Visit historical sites like the USS Arizona Memorial or the Battleship Missouri. Spend the day learning to surf, hiking to waterfalls, or snorkeling with tropical fish and sea turtles. Or drive to North Shore and visit cultural centers, take a walk through a pineapple plantation, have lunch at one of the local shrimp trucks, or try some authentic Hawaiian shave ice. With so much to see and do, we know that you will enjoy your time on Oahu.

While moving to Hawaii can be an exciting adventure in paradise, it can also be stressful for you and your family. The information in this packet will give you the resources to make your transition to our island as easy as possible. If at any time you have questions or concerns, please do not hesitate to contact the Deployment Readiness Coordinator, Mrs. Sarah Tryon, at 808-257-1429 or sarah.tryon@usmc.mil, or me, the Regimental Sponsorship Coordinator. Your sponsor can also help you with any questions you have.

Below are some websites that can aid in your transition to the island as well as some great sites to explore all of the amazing things Hawaii has to offer.

Transition Assistance

www.militaryonesource.mil

www.mcbhawaii.marines.mil

www.himilitary.com

Things to Do

www.gohawaii.com

www.aloha-hawaii.com

www.hawaii-guide.com

www.honolulumagazine.com

About Kaneohe Bay Marine Corps Base Hawaii

Marine Corps Base Hawaii is located on Mokapu (Mo-kah-poo) Peninsula on the eastern shore of Oahu. The peninsula has been inhabited since the 13th Century and has been used for military purposes since the mid-1700s. In 1918, President Woodrow Wilson designated 322 acres of land on Mokapu Peninsula as an Army reservation. In 1939, the Navy adapted the area as a base for seaplane operations. From these beginnings Naval Air Station Kaneohe Bay emerged.

On December 7, 1941, Naval Air Station Kaneohe Bay was attacked approximately 9 minutes prior to the attack on Pearl Harbor. 18 Sailors and one civilian were killed in the attack, plus 24 of its 36 aircraft were destroyed. A commemorative plaque on Reed Road now marks the site of the first crash of a Japanese airplane flown by the highest-ranking Japanese officer killed during the attack. Another distinction earned at Kaneohe that day was the first Medal of Honor awarded for Heroic Action in the Pacific, presented to Kaneohe Sailor John Finn for whom the new Naval Administration building on Mokapu Road is named.

Following WWII, Mokapu Peninsula was left in a caretaker status until 1951 when the Marine Corps identified it as the ideal site for air/ground combat training. On January 15, 1952, Marine Corps Air Station Kaneohe Bay was commissioned. Then on April 15, 1994, the Marine Corps consolidated all of its installations in Hawaii to form a new command- Marine Corps Base Hawaii (MCBH). Today, MCBH is home to more than 9,000 active duty Marines and Sailors engaged in the U.S. Pacific Rim strategy.

Temporary Lodging Facilities

Temporary Lodging on base for PCS season can get full very quickly and there is limited space available for families with pets. For Lodging aboard Marine Corps Base Hawaii, you'll need to contact one of the following facilities to make a reservation (recommended up to 3 months out):

The Inns of the Corps and Klipper Villas

6534 G Street

Kaneohe Bay, HI 96863

(808) 254-2806

www.innsofthecorps.com

The Cottages at Kaneohe Bay

(808) 254-2806

The Five Palms

503 Nimitz Rd.

Kailua, HI 96734

(808) 257-2409

For those who would prefer a different experience, or to stay off base, the Hale Koa Hotel in downtown Waikiki is a Military exclusive resort that provides temporary lodging for transitioning service members as well. If you prefer to stay on the Windward side of the island (closer to base) there is one hotel in Kaneohe that offers temporary lodging at a discounted rate, the Paradise Bay Resort:

Hale Koa Hotel
2055 Kalia Rd
Honolulu, HI 96815
(808) 955-0555

Paradise Bay Resort
47-039 Lihikai Drive
Kaneohe, HI 96744
(808) 239-5711

On-Base Housing

The Family Housing Department and Forest City provide housing to families of Marines assigned to duty on Oahu and members of other services assigned to MCBH. Both offices are located in the Family Housing Building on MCBH. It is highly suggested that you contact their offices to schedule an appointment before you arrive on island.

Hawaii Housing Office
1571 Lawrence Road, 1st deck Mon/Tues/Thurs/Fri: 0730-1530
Wed: 0730-1530
(808) 257-2676

Ohana Military Communities by Hunt
1571 Lawrence Road, 2nd deck
M, T, Th, F: 0730-1530,
W: 0730-1400
(808) 839-8720
www.ohanamarinecorpscommunities.com

Off-Base Housing

Most rental properties on Oahu are found online. Below is a list of popular rental sites to aid you in your search. If you find a rental home you like be prepared to submit an application and put a deposit down immediately. Most homes are rented within a couple days of being advertised.

- www.craigslist.com
- www.ahrn.com
- www.zillow.com
- www.militarybyowner.com
- www.hawaiiislandhomes.com/rental
- www.realtor.com
- www.homes.mil/rentals

DISTANCE/DRIVE TIMES TO MCBH		
City	Miles from city center to MCBH	Est drive during peak hours (in minutes)
Kailua	4	10+
Kaneohe	5	10+
Aiea	18	25+
Waimanalo	10	30+
Honolulu	15	45+
Hawaii Kai	24	45+
Pearl City	20	60+
Waikiki	17	60+

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Mililani	28	75+
Ewa Beach	30	75+
Kapolei	30	75+

Television/Internet/Home Phone Servicee

There are four major television/internet providers on Oahu:

Dish Network- (855) 587-0783 or www.dishnow.com

Direct TV- (855) 802-3473or www.directstartv.com

Spectrum- (888) 406-7063 or www.spectrum.com

Hawaiian Telcom- (808) 643-3456 or www.hawaiiantel.com

Note: Should you decide to have a satellite dish installed on base within base housing, you must get permission from housing to do so. And remember that the satellite is NOT allowed to be installed on the home, it must be installed on the ground and you may be responsible for providing the materials to have it installed properly.

Vehicle Information

Insurance Requirements

Hawaii does not accept electronic proof of insurance. A current, valid, and original insurance card, which must be printed on paper with a security document background, must be kept in your vehicle at all times. The name on the insurance card must match the registered vehicle owner. Hawaii is also a no-fault state. This means if you are in an accident, your insurance will pay for your injuries and any injuries suffered by your passengers up to the personal injury protection (PIP) limit, regardless of fault. The required insurance minimums are as follows:

PIP- \$10,000 (not required for motorcycles)

Bodily Injury- \$20,000

Total Bodily Injury- \$40,000 Property

Damage- \$10,000

Safety Inspection

The state of Hawaii requires that all vehicles get a safety inspection before being registered, and must be inspected annually thereafter. Take your vehicle to an approved vehicle service station or repair shop. You will need your current vehicle registration and proof of Hawaii no-fault car insurance. This must be done within 10 days of you gaining possession of your vehicle on island. Safety inspections cost less than \$40.

The inspection technicians will determine if your vehicle is safe enough to be registered in Hawaii. If you pass the inspection, you will be given an inspection certificate, and the results will be sent to the DMV. Please note that it can take up to 48 hours for the system to reflect updated inspection expirations.

Registration with the State of Hawaii

If you are shipping a vehicle to MCBH that has out of state license plates you have two options:

1. *Out of State Permit*- You may choose to keep your out of state plates but you must get a vehicle permit. The vehicle permit is good for one (1) year and you must renew it annually. For an Out of State Permit you must have the following:

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- a. Current out of state registration
 - b. Shipping Document (Bill of Landing) with date vehicle arrived on island
 - c. Fill out CS-L (MVR) 27 form (out of state permit application form)
 - d. Current Hawaii Vehicle Safety Inspection Certificate
 - e. \$5.00 fee (cash or check only)
2. *In Lieu of Out of State Permit*- Registered owner must produce the following for a vehicle currently registered out of state:
 - a. Out of state Title (if available)
 - b. Current Hawaii Vehicle Inspection Certificate
 - c. Current out of state registration
 - d. Shipping Document (Bill of Landing) with date vehicle arrived on island
 - e. Fill out an Application for Registration, Form CS-L (MVR) 1, which must be signed by you, the registered owner(s)
 - f. Pay the license plate and emblem fee. The Hawaii expiration date will be the last day of the full month that the out of state registration expires.

For more information please visit www.honolulu.gov/csd/mvinformation.html

Additional Requirements for Motorcycles

All motorcycles need to be inspected by a motorcycle shop (i.e. Harley Davidson) and have a safety inspection before they can be registered. If your motorcycle was shipped in your household goods, then you also need to make an appointment at the DMV to have your motorcycle inspected by customs. Motorcycle riders must also have a valid Basic Riders Course certificate.

Registration with MCBH

To register your vehicle aboard MCBH you must have:

1. Valid Hawaii State registration/out of state permit
2. Valid Hawaii no-fault insurance
3. Valid Hawaii State safety inspection
4. A valid state driver's license
5. A DOD authorized identification card
6. Completed MCBH Vehicle Registration form
7. Additional documents may be required

If you have questions please call (808) 257-0183 or visit [PMO's Website](#).

Notes:

- You have 30 days from the date your vehicle arrives in your possession to register it on base. Should you need more time to complete them, you must obtain a vehicle guest pass from the front gate Pass House. Pass House: (808) 257-2047.
- If you are a spouse obtaining the vehicle permit/plates and/or base vehicle stickers without the service member present, you must present a current Power of Attorney.
- It does become a little tricky when obtaining the permit and inspection. Because you cannot get one without the other, you will need to get your inspection done first. They will then check the box saying you need to provide a permit making the inspection incomplete but complete enough to obtain the permit. Which then means you will have to take your incomplete vehicle inspection slip to a Satellite City Hall who will issue the

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permit then you have to take all your documents back to the vehicle maintenance destination to get your vehicle cleared for inspection. Once all that is complete, you may then obtain base DOD decals. It is a timely task, so plan accordingly. You may want to consider getting childcare as well; the public lines on base and at Satellite City Hall can be unexpectedly busy.

- For a list of Satellite City Halls please visit: [Satellite City Halls](#).

Bicycles

All bicycles that have two (2) tandem wheels that are 20 inches or more in diameter and all mopeds are required to be registered with the state of Hawaii. The permanent registration fee is \$15.00, transfer fee is \$5.00. Bicycles which are currently registered in another state are exempt from registration until the expiration of that state's tag. For more information on registering your bicycle click [here](#).

Firearm Registration

All firearms, whether usable/unusable, serviceable/unserviceable, modern or antique, must be registered with the state of Hawaii within five (5) days after arrival of the person or firearm (whichever arrives later). For out-of-state residents you must take all firearms, in person, to the Firearms Office at the Main Police Station. There is a 14-day waiting period for out-of-state registration. You will need to bring the following with you when you register your firearm(s):

- A \$16.50 FBI fingerprinting fee. Cash only. Must be exact change.
 - o No matter how many times you've been fingerprinted before, you must have them done again when you're registering firearms in Hawaii.
- Valid photo identification
- The firearm(s) for inspection
- If you were born outside of the United States you will need to bring proof of citizenship.

For more information visit [Honolulu PD's Website](#), or call (808) 723-3190.

If living on base, all weapons (rifles, shotguns, handguns, bows, etc.) must be registered with the Provost Marshal's Office (PMO).

ID/DEERS

The DEERS/RAPIDS office is located in Bldg. 1044 and can be reached at (808) 257-2077. They are open Monday-Friday. Walk-ins are accepted from 0715-0900. Appointments only from 0900-1500. For information or to make an appointment please visit: [DEERS Appointments](#).

IPAC

The Installation Personnel Administration Center (IPAC) is located in Bldg. 1043. For more information please visit: [IPAC Website](#) or call (808) 257-2400.

Legal Services

The Legal Services Support Team enhances the readiness of active duty and reserve personnel by providing quality legal services regarding criminal and administrative law

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matters as well as legal assistance to service members (both active duty and retired) and their dependents.

Base Legal is located at Bldg. 215 next to the base flag pole. They are open Monday-Friday from 0730-1700. They can be reached at the following numbers:

Legal Assistance: (808) 257-6738

Defense: (808) 257-7088

Trial Services: (808) 257-6749/6750

Administrative Law: (808) 257-6744/6743

For more information visit: <https://www.mcbhawaii.marines.mil/Offices-Staff/Legal-Services/Legal-Services-Support-Team/>

Marine Corps Community Services (MCCS)

Established in 1999, MCCS combines former Morale, Welfare and Recreation (MWR) programs with Family Services programs to enhance the "Quality of Life" of the Marine Corps and Navy Family by providing quality services and activities. MCCS consists of Food & Hospitality, Semper Fit/Recreation, Retail and Services, Marine and Family Programs, and Support Divisions. Programs are offered to active duty military personnel, retirees, family members, and DoD and NAFI employees. Use of MCCS programs and activities is limited to authorized patrons only. To see all that MCCS has to offer please visit www.mccshawaii.com.

Deployment Readiness Coordinator

The Deployment Readiness Coordinator (DRC) is the face of the commander's vision for the Unit Personal and Family Readiness Program (UPFRP). The DRC is the direct link between the Commander, Marines, Sailors and their families. It is the DRC's goal to educate, prepare, and empower Marines and their families as directed by the Commander's intent and vision. The DRC manages Official Communication, Information & Referral, Readiness & Deployment Support, and Volunteer Management. Please feel free to contact the Regiment DRC during your move to Hawaii.

3d Regiment DRC

Sarah Tryon: (808) 257-1429, (808)-220-4536, sarah.tryon@usmc.mil

Information, Tickets, and Tours

Before you pay for any activity on island make sure you check out the Information, Tickets, and Travel Office (ITT) on MCBH, Camp Smith, Pearl Harbor, Hickam, Schofield Barracks or Fort Shafter. These offices offer discount tickets for military to activities such as dinner cruises, luaus, concerts, festivals, water activities, and even off island trips. Information on each office is listed below.

www.mccshawaii.com/itt

<https://jbphh.greatlifehawaii.com/tickets-travel/tickets-tours>

<https://hawaii.armymwr.com>

Commissaries

MCBH

Bldg. 6088, (808) 257-1463

Sat-Mon: 1000-1800, Tues-Fri- 1000-1900

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Pearl Harbor

4725 Bougainville Drive, (808) 471-8402

Daily: 0900-2100

Hickam

20 Hickam Ct, (808) 449-1363

Sun-Fri: 0900-2000, Sat: 0800-2000

Schofield

698 Trimble Rd, (808) 655-5066

Mon-Fri: 0900-2000, Sat-Sun: 0800-1900

Military Exchanges

MCBH

Main MCX: Bldg. 6109, (808) 254-3890

Services: Clothing, housewares, jewelry, electronics, sporting goods

MCX Annex: Bldg. 1090, (808) 254-7616

Services: Furniture, appliances, patio, toys, pet supplies, garden

Pearl Harbor

The Mall at Pearl Harbor: 4725 Bougainville Drive, (808) 423-3330

Services: Clothing, housewares, jewelry, cosmetics, electronics, sporting goods, office supplies

Home Gallery: 4888 Bougainville Drive, (808) 423-3375

Services: Furniture, mattresses

Major Appliance Center: Namur Drive, Bldg. 70, (808) 421-3583

Services: Washer, dryers, refrigerators, stoves, portable air conditioners

Outdoor Living/Pet Stop: Bougainville Drive, (808) 423-3342

Services: Garden, patio, plastic storage, pets

Hickam

Hickam Exchange: Bldg. 1232, (808) 423-1304

Services: Clothing, electronics, housewares, furniture, cosmetics, sporting goods, appliances, outdoor

Schofield

Schofield Barracks Exchange: Bldg. 694, (808) 622-1773

Services: Clothing, electronics, housewares, furniture, cosmetics, sporting goods, appliances, outdoor

Church Facilities

If you are interested in attending church services, there are a wide variety of options for you on or near MCBH. The Base Chapel is located near the Commissary in Bldg. 6677.

The following worship services are offered:

Roman Catholic Mass: Sunday at 0930 and 1700

Christian Contemporary Service: Sunday at 1100

For more information call or for a list of local churches visit:

www.mcbhawaii.marines.mil/Departments/Chaplain.aspx

Hospitals/ Clinics

Naval Health Clinic Hawaii-

For more information please visit the website at www.med.navy.mil/SITES/NHCH

Kaneohe Bay Clinic (MCBH)-

Bldg. 3089- D Street. Central Appointment Line: (808) 257-3365

Makalapa Clinic (Pearl Harbor)-

Bldg. 1407, 1253 Makalapa Rd. Appointment Line: (808) 473-1880

Tripler Army Medical Center-

1 Jarrett White Road Honolulu, Hawaii

Appointment Line: (808) 683-2778

For more information please visit the website at www.tamc.amedd.army.mil

Castle Medical Center-

640 Ulukahiki Street Kaliua, HI 96734

(808) 263-5500 www.castlemed.com

Queens Medical Center-

1221 Punchbowl St. Honolulu, HI 96813

(808) 691-1000 www.queensmedicalcenter.net

Civilian Employment

There are several websites to aid civilians in finding a job in Hawaii.

www.usmc-mccs.org/careers

www.nafjobs.org

www.greatlifehawaii.com/jobs

www.usajobs.gov

www.hawaiijobsondemand.com

www.careerbuilder.com

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Spouses who are listed on their sponsor's orders and are on island with them may be eligible for 'Spouse Preference' for certain positions with MWR/MCCS. For more details visit www.usmc-mccs.org/careers.

School Information

School Liaison Program

The School Liaison Program (SLP) is in place to support and facilitate school transitions for Marine Corps families with school age children. They provide current information on educational service to help families make the best education decisions for their children. SLP can help answer questions related to the Hawaii Department of Education (DOE), Private Schools and Home Schooling. For more information about this program call (808)-257-2019 or visit www.mccshawaii.com/slp

Public School Information

www.hawaiipublicschools.org/ParentsAndStudents/MilitaryFamilies

Private School Information

www.hais.org (Hawaii Association for Independent Schools)

Children and Youth Programs

For all child care facilities located on base you must enroll your child in the Children and Youth Program (CYP). CYP provides part-day and full-day child care, and education for children six weeks through twelve years of age. Vacancies are filled by Resource and Referral from the MilitaryChildCare.com waiting list which varies in length by age and program. Families must register on the MilitaryChildCare.com waitlist for placement. For additional information on all programs, contact Resource and Referral at (808) 257-7430 or visit www.mccshawaii.com/cyp. Some programs include:

Laulima Child Development Center (LCDC)

LCDC provides child care for children six (6) weeks to five (5) years of age. Hours are 0600-1800 Monday – Friday. For more information call (808) 257-2038.

Kupulau Child Development Center (KCDC)

KCDC provides full-day programs for children six (6) weeks to five (5) years of age and part-day programs for children three (3) years to five (5) years of age. The centers hours are 0600–1800, Monday – Friday. Call (808) 257-1388 for more information.

Family Child Care (FCC)

FCC providers are certified individuals who provide care in their homes on base. They provide full-day, part-day and hourly child care. The child care providers are required to adhere to CYTP Standard of Operating Procedures and the Marine Corps Order. For a list of current providers call (808) 257-7430/7240. If you are interested in becoming a provider call (808) 257-7030.

Kulia Youth and Teen Center

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This building is home to the School Age Care (SAC) Program and The Teen Center. The SAC Program provides before and after school care to children from Kindergarten through 6th grade. SAC also provides full day care on non-school days (excluding weekends and holidays). The Teen Center offers outstanding facilities and programs for base youth ages 10-17. For more information please call them at (808) 257-7430 or visit them in Building 6753.

Note: Marine families have the same priority placement for the child care waitlist at Pearl Harbor and Hickam Air Force Base. For more information call (808) 448-4396.

Pet Information

Bringing your pets to Hawaii can be very complicated. Below is information to guide you through this process. If you have questions please contact the FRO or your sponsor.

Hawaii's Pet Quarantine Process

If you are relocating and you have pets state side and wish to bring them to MCBH you should know that there are stipulations to bringing pets on island. Hawaii is rabies-free and its quarantine law is designed to protect residents and pets from potentially serious health problems associated with the introduction and spread of rabies. All dogs and cats, regardless of age (puppies and kittens included) or purpose, must comply with Hawaii's dog and cat import requirements.

Under the quarantine program, pets must be quarantined for 30 days before they are released to their owner in Hawaii. This process can be completed entirely on the mainland if you follow the proper steps therefore allowing you to qualify for a 5-day-or-less quarantine program (which includes direct airport release). If your dog or cat does not meet the requirements for the 5-day-or less program they may have to be quarantined for up to 30 days upon arrival in Hawaii. Owners are responsible for paying all costs during the quarantine process (over \$400 for 30-day quarantine on island).

Prohibited Animals: Non-domestic dogs and cats and hybrids (such as wolf, wolf cross, Dingo, Bengal, Savannah, etc.) are prohibited under Plant Quarantine (PQ) law. Refer to [Plant Quarantine's animal guidelines](#) for importation.

Puppies and Kittens: Due to the minimum amount of time needed to prepare a puppy or kitten to meet the requirements of the 5-Day-Or-Less program, a puppy or kitten will be about 10 months of age by the time the preparations are completed. Puppies and kittens not able to meet all of the requirements for the 5-Day-Or-Less program will be quarantined for up to 30 days.

Contact Info:

Hawaii Department of Agriculture Animal
Quarantine Station
99-951 Halawa Valley Street Aiea,
Hawaii 96701-5602

E-mail: rabiesfree@hawaii.gov

Website: <http://hdoa.hawaii.gov/ai/aqs/animal-quarantine-information-page>

Information Brochure: <http://hdoa.hawaii.gov/ai/files/2013/01/aqsbrochure.pdf>

Transporting Pets to Hawaii

Many airlines will allow you to bring your pet onboard as long as they can fit in a carrier under your seat or are a service animal. Larger animals must be flown in the cargo section. Make sure your animal carrier meets FAA requirements, your animal has all necessary information along with food/water attached to their carrier, and that you have a copy of your pet's current Health Certificate. While you may want to sedate your pet during travel, most airlines advise against it. Check with your vet to see if it is a good option for you.

Certain airlines may enforce pet embargos to Hawaii. If the temperature at the origin, transit or destination is forecasted to be 85 degrees Fahrenheit or warmer they may not transport your pet or they may limit the number of animals allowed on each flight. Each airline is equipped to handle pets differently. Some may put them in basic cargo while others are equipped with climate controlled areas specifically for animals. Do your research to see which airline is best for you. It is important to call the airline directly to book a flight for your pet--do not book it online. Also, if you are qualifying for Direct Airport Release your flight must arrive to Honolulu (HNL) before 2pm.

Pets While in Temporary Lodging

The Lodge aboard MCBH and the Navy Lodge both have a few rooms that are designated "pet rooms," allowing your pet to stay with you in the room.

The Lodge on MCBH- (808) 254-2806

Navy Lodge- (808) 440-2290

The Inn at Schofield allows no aggressive breeds under 100 pounds for a daily fee (based off of the animals weight). Call them at (808) 624-9650.

Only a few hotels on Oahu allow pets. If you must stay in a hotel with your pet, check with the hotel at the time of booking to confirm their pet policy. It is recommended that you book these rooms over the phone as their websites may no longer be accurate.

Pets on MCBH

Pit Bull, Rottweiler, canid/wolf hybrid, or any canine breed with dominant traits of aggression present an unreasonable risk to the health and safety of personnel are prohibited in family housing areas. Consequently, full or mixed breeds of Pit Bull, Rottweiler, and canid/wolf hybrids are prohibited aboard Marine Corps installations. In the absence of formal breed identification (e.g., certification by a civilian organization such as the American Kennel Club) a determination of "majority breed" will be made by a Veterinary Corps Officer (VCO) or a civilian veterinarian.

Breeding of dogs or cats, whether intentional or accidental, is expressly prohibited aboard Marine Corps installations. No more than two (2) pets are allowed per household on MCBH.

All pets must be registered with the Base Game Warden within two days of arrival on base. You must have your pet registered with the City and County of Honolulu before you can complete registration with the Game Warden. For more information please visit www.mccshawaii.com/veterinary.

Veterinary Clinics

Veterinary Treatment Facilities are offered on MCBH, Fort Shafter, Hickam and Schofield Barracks. These facilities offer routine vaccinations, annual exams, minor sick calls, and also sell preventative medication for pets within their care. Call one of their offices to schedule an appointment.

MCBH- (808) 257-3643

Fort Shafter- (808) 438-5231

Hickam- (808) 449-6481

Schofield Barracks- (808) 655-5893

For information for off-base vet clinics, pet lodging and registering you pets on base visit www.mccshawaii.com/veterinary.

Kenneling your Pet

Army MWR operates a Pet Kennel on Oahu. They offer 174 covered dog kennels, 19 cat kennels, grassy lawns and large exercise areas. Rates start at \$14 per night. Call (808) 368-3456 or visit <http://www.himwr.com/recreation-and-leisure/fmwr-pet-kennels> for more information.

Mall Directory

Ala Moana Center- www.alamoanacenter.com

1450 Ala Moana Boulevard Honolulu, HI 96814

Hours: Monday-Saturday: 0930-2100, Sunday: 1000-1900

Kahala Mall- www.kahalamallcenter.com

4211 Waialae Avenue, Suite 33 Honolulu, HI 96816

Hours: Monday-Saturday: 1000-2100, Sunday: 1000-1800

Pearlridge Center - www.pearlridgeonline.com

98-1005 Moanalua Rd, Aiea, HI 96701

Hours: Monday-Saturday: 1000-2100, Sunday: 1000-1800

Ward Center- www.wardvillageshops.com

1240 Ala Moana Blvd. Ste 601 Honolulu, HI 96814

Windward Mall- www.windwardmall.com

46-056 Kamehameha Highway, Kaneohe, Hawaii 96744

Hours: Monday-Saturday: 1000-2100, Sunday: 1000-1800

Waikale Premium Outlets- www.premiumoutlets.com/outlets/outlet.asp?id=29

94-790 Lumiaina Street, Waipahu HI 96797

Hours: Monday-Saturday: 0900-2100, Sunday: 1000-1800

Tips on the Hawaiian Language

The Hawaiian alphabet is as follows: A, E, I, O, U, H, K L, M, N, P, and W

There are four basic rules in the Hawaiian Language:

- All words end in a vowel
- Every consonant is followed by at least one vowel

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- Every syllable ends in a vowel
- Two consonants never appear next to each other

To pronounce the word break each word into single syllable chunks. For example *hula* is pronounced 'who-lah'.

Traditionally the W in Hawaiian sounds like a V. For example the traditional pronunciation of *Hawai'i* is 'huh-vi-ee' rather than 'huh-why-ee'. *Ewa Beach* is pronounced 'eh-vah' not 'ee-wah'.

You will often notice what appears to be a backward apostrophe in the middle of a word. This marking is known as an *okina*. An okina denotes a glottal stop, meaning you pronounce both vowels it is sandwiched between. For example, when pronouncing the island of Lana'i, you would verbalize both the 'a' and the 'i' for a pronunciation of 'lah-na-ee'. An *incorrect* pronunciation is 'lah-nai', which in the Hawaiian language means porch and is spelled *lanai*.

Aloha (ah-LOW-ha) Hello, goodbye, or an expression of affection

Haole (HOW-ley) A mainlander, or Caucasian

Hula (WHO-lah) The dance of Hawaii

Kama'aina (Kah-ma-EYE-na) Native islander

Kane (KAH-knee) A man or boy

Kapu (KAH-poo) Sacred, taboo, forbidden, no trespassing

Keiki (KAY-key) Child, offspring, or children

Lanai (lah-NIGH) A porch, patio, or balcony

Lei (lay) A necklace of flowers, leaves, shells, feathers, etc

Luau (LEW-ow) Means young taro tops but used for a Hawaiian feast

Mahalo (mah-HAH-low) Thanks, gratitude

Malihini (mah-lee-HEE-knee) A stranger, foreigner, tourist, etc.

Mele (MAY-lay) song, chant, to sing

Ohana (oh-HAH-nah) Family or relative

Ono (OH-no) Delicious or tasty, also a large mackerel type fish

Pali (PAH-lee) Cliff, a steep hill or slope

Poi (poy) A paste made from pounded taro root

Pupu (poo-poo) Snacks or appetizers

Wahine (wah-HEE-nay) Woman, lady

Aloha Ahiahi (Aloha ahee ahee) Good evening

E komo mai (Ee-ko-mo-my) Welcome, come in

Hau'oli la hanaui (How-oh-lee la haw-now) Happy Birthday

Hau'oli la ho'omana'o (how-oh-lee la ho-oh-ma-na-oh) Happy Anniversary

Mahalo nui loa (mah-HAW-low new-ee-lowa) Thank you very much