

# Permanent Change of Station (PCS) Guide



Aloha!  
Welcome to Hawaii

Aloha and Welcome!

Congratulations on your assignment to Hawaii! The information contained in this pamphlet is offered to answer commonly asked questions and concerns relative to your assignment to Hawaii. If you desire more information, we suggest you visit the State of Hawaii website at: [www.ehawaii.gov/org/living/html](http://www.ehawaii.gov/org/living/html) which provides a wealth of information on weather, employment, and general living conditions. You may also visit the Air Force Crossroads website at: <http://www.afcrossroads.com> for information about Hickam Air Force Base.

Civilian employees and their families who are new to the islands are welcome to participate in the Newcomer's Orientation sponsored by the 15th Air Lift Wing. You may also join in a bus tour featuring many island points of interest and tid-bits of Hawaiian history and culture. Call the Family Support Center at 449-0300 for more information. Approval from your supervisor is required in order to attend either function.

Hickam AFB is located approximately 10 miles from downtown Honolulu and is situated between Pearl Harbor Naval Base and the Honolulu International Airport. Hawaii's climate is subtropical with temperatures ranging from mid-70s to mid-80s with year round tradewinds. During the winter months, temperatures might dip into the low 60s and rise to the mid-90s in the summer months. December through February is our rainy season, with occasional showers throughout the year. Hawaii's outdoor recreational activities are numerous and enjoyed year round. Some of the main attractions are swimming, snorkeling, sailing, boogie boarding, scuba diving, fishing, tennis, golfing, hiking, biking, and much more. The beaches are beautiful and considered the best in the world. We hope that your tour in Hawaii is pleasant, enjoyable, and one that will leave you with many fond memories.

Any move is traumatic and can provoke feelings of frustration and apprehension. Our goal is to make your transition as stress-free as possible and to help create a positive working relationship. For this reason we are asking you to share with us any experience that you encountered which could have been prevented with the proper guidance/information. Also, please let us know what kind of information was helpful to you. By gathering this kind of information from employees who actually experienced the travel tribulations, we feel that we can better prepare, inform, and provide meaningful information to our newly assigned employees who are about to embark on a moving experience. Please take a few minutes to complete the questionnaire (Attachment 1) and return it to 15 MSS/DPCC within two weeks after your arrival.

### **REPORTING INSTRUCTIONS**

A representative from your new organization should be available to meet you upon your arrival, provided advance notice of your arrival is received. Your sponsor will assist you by providing necessary transportation and arranging for temporary lodging. If you are not met by anyone and require assistance, the USO Aloha Airport Center located in the Honolulu International Airport, lower level between baggage claim areas "E" and "F" is available for your use. They are open daily from 0800 to 2400 and will provide you with information on billeting, local transportation, hotels, etc. Please report to the Civilian Personnel Flight (CPF), Bldg 1105, 655 Vickers Ave (corner of Vickers and Scott Circle), Hickam AFB on the first workday after your arrival.

### **TOUR OF DUTY**

The initial tour of duty in Hawaii is 36 months and begins on the date you report to the CPF to process in for duty. You must complete this initial tour to earn return transportation entitlements to your home of record in the Continental United States (CONUS). Hawaii is not subject to the five-year overseas service limitations and you may remain in Hawaii indefinitely. Renewal Agreement Travel (RAT) is not authorized for tours in Hawaii.

### **RETURN RIGHTS TO POSITIONS IN CONUS**

The Air Force does not authorize return rights to employees who accept a permanent change in station (PCS) to Hawaii. This means you do not have rights to return to the position you held prior to accepting an assignment to Hawaii. If you are currently serving on an oversea tour and have return rights to CONUS, you will lose return rights upon assignment to Hawaii. To return to CONUS, employees may register in the Priority Placement Program (PPP) within six months of the end of their transportation agreement. Return transportation to your home of record is earned after the prescribed tour of duty is completed.

### **COST OF LIVING ALLOWANCE**

Living in Hawaii is very expensive! To help offset this high cost, General Schedules (GS) employees receive a 25% cost of living allowance (COLA) in addition to their basic pay. The rate of COLA is based on the cost of living in Hawaii compared with the cost of living in Washington D.C. This rate is subject to annual review and may change without notice. The COLA is not subject to federal income tax; however, it is subject to state income tax. Federal Wage Systems (FWS); i.e., WG, WL, WS, employees do not receive COLA, however, their wages are based on annual locality wage surveys, and cost of living adjustments are included in the basic hourly wage rate. All FWS salaries are subject to both Federal and State income taxes.



**NOTE on LOCALITY PAY:** Employees currently receiving locality pay should be aware that federal employees in Hawaii do not receive locality pay. Consequently, this may impact your retirement benefits since the COLA is not part of basic pay for retirement purposes.

### **TRAVEL AND TRANSPORTATION ENTITLEMENTS**

Information is available on the Air Force Personnel Center (AFPC) website at: <http://www.afpc.randolph.af.mil/dpc/pcs/pcs.htm>. You should first review the section that pertains to the type of PCS travel that applies to you; i.e., career program, non-career program, first duty station, etc., to determine the applicable benefits. Next, review the information contained in the Non-foreign PCS Guide located at: <http://www.afpc.randolph.af.mil/dpc/pcs/Docs/nonforeignpcs.doc>, for more specific entitlements such as temporary quarters subsistence, POV shipment, household goods shipments, etc. If you do not have web access, you may request a copy from the Hickam Civilian Personnel Flight (CPF) representative processing your action.

- **Nontemporary Storage.** Employees PCSing to an overseas assignment are authorized nontemporary storage (NTS) for a portion of their household goods, which is not transported to the permanent duty station. The amount stored in NTS is counted as part of the maximum weight allowance. NTS funding is not normally included in the basic travel fund cite. You must request NTS through the Civilian Personnel Flight (CPF), 15 MSS/DPCC, (808) 449-0125.
- **Shipment of Vehicle.** One privately owned vehicle (POV) is authorized for shipment at government expense. Allow three to eight weeks for delivery. Shipping the vehicle ahead of time saves you the cost of car rental fees (not an allowable expense for PCS) when you arrive. If you are considering purchasing a car in Hawaii, expect to pay a higher price than in CONUS. Hickam has a used car lot where you can find reasonably priced cars for sale by DoD personnel.  


The car rental companies, i.e., Hertz, Avis, Budget, Dollar, etc., also have lots selling used rental cars. Rust proofing your car is advisable since most of the houses here do not have enclosed garages. The combination of humidity and salt air wreak havoc on all metals. A good coat of wax or other protective coating on the exterior is also recommended for shipping, as is protection for upholstery, floor mats, and other accessories.
- **Household Goods and POV Delivery.** Delivery of your HHGs and baggage is handled by the Joint Personal Property Shipping Office

(JPPSO), Naval Supply Center, Bldg 487, Pearl Harbor Naval Base. They are open Monday through Friday except holidays. To find out if your HHGs have arrived call 474-4497 and telephone 471-8100 to arrange for its delivery.

Information on pickup of your POV may be obtained from the Terminal Department of the Naval Supply Center, Bldg 1763, Naval Supply Center, Pearl Harbor, 471-0806/2040/2041. You can also track your POV on-line by going to: <http://whereismypov.com/>

## **VEHICLE REGISTRTION AND LICENSING**

### **AUTOMOBILE INSURANCE**



No Fault Insurance coverage is mandatory in Hawaii. You must show proof of insurance in order to: (1) pick up your vehicle, (2) get a safety inspection, (3) register your vehicle, and (4) get a base decal. The no fault insurance card must be kept in your car at all times. The penalties for not having insurance are very stiff. Be sure to hand carry your auto registration, shipping papers and no fault insurance card. You may want to check with your current insurance company because not all mainland insurance companies provide coverage in Hawaii.

### **DRIVER'S LICENSE**

A valid out of state driver's license is permitted. Questions can be answered by various driver's license station. Youths from ages 15 to 17 must have a Hawaii's driver's license before driving in Hawaii. They must pass a written and road performance test. There is no grace period for this age group and a driver's license from any other state is not valid in Hawaii. Information on licensing can be found at: <http://www.co.honolulu.hi.us/csd/>. Minimum driving age is 16, with parental consent and passage of a driver's education course.

### **VEHICLE SAFETY INSPECTION**

Hawaii requires a safety inspection on all motor vehicles, including motorcycles and mopeds. Safety inspections must be completed 10 days after pick-up of your vehicle and annually thereafter. The inspection can be obtained at any service station, auto repair shop, and auto or motorcycle dealer

displaying the "Official Vehicle Safety Inspection Station" sign. You will be provided with an inspection certificate in duplicate (the original must be kept in the car at all times) and an inspection decal to be placed on your car's rear bumper.

### **VEHICLE REGISTRATION**

All motor vehicles must be registered within 72 hours of their arrival at Hickam. Registration is accomplished at the Security Forces Pass and Registration Office, located in Bldg 1113. Registrants are required to present proof of ownership, identification card, certification of Hawaii no fault insurance coverage, and Hawaii vehicle safety inspection certificate.

Your vehicle must be registered with the Hawaii Department of Motor Vehicles within 10 days after the car is picked up at the port or within 20 days after transfer of ownership. Vehicle owners whose cars have minor body modifications, including mag wheels, must have a reconstruction permit from the Honolulu Police Department and display a reconstruction decal on the windshield.



You may continue to use your current license plates until they expire, hence you should bring your license plates. To obtain Hawaii license plates, you must have the following items with you:

- Yellow copy of the Hawaii safety inspection certificate;
- Auto registration;
- Driver's license;
- Proof of no fault insurance (card issued by insurance agency);
- Shipping receipt;
- If car is under lien, letter of permission from lien holder to bring car to Hawaii;
- Copy of marriage certificate for a woman if car is registered in maiden name;
- An imprint of the car's serial number. The imprint can be made on a plain piece of paper by rubbing a lead pencil over the surface of the serial number or it can be made on a form available from the Honolulu Police Department.

### **CLAIMS AND LEGAL SERVICES**

The Staff Judge Advocate's Office Claims Division handles all claims for damaged or missing property. They receive and evaluate any pay claims against the Air Force. Although you have up to two years to file a claim, legal

officials recommend you file as soon as possible. For information on filing claims, call the Claims Division at 449-1737.

### **SHIPMENT OF AGRICULTURAL ITEMS**

Import of agricultural products are closely watched and are usually prohibited unless you have a special permit or certificate. Hawaii State Law requires anyone who brings in or receives any plant, insect, micro-organism, or non-domestic animal into the State, to notify the Plant Quarantine Branch and have the article available for inspection. Plants should be free from insects,



disease, sand, earth or soil (deteriorated peat is considered soil). Parcels should be clearly labeled "LIVE PLANTS" so the transportation agency can transfer them to a plant quarantine inspector for examination. Applications for permits or certificates should be obtained from the State of Hawaii, Department of Agriculture, Plant Quarantine Branch, 701 Ilalo St, Honolulu, HI 96813 or phone (808) 586-0844.

Import of agricultural products from foreign countries differ by the type of item, intended use, origin and destination. Some items are prohibited and a few are admitted only conditionally with a permit. For information, write Plant Protection and Quarantine, Animal Plant Health Inspection Service, US Department of Agriculture, Honolulu International Airport, 300 Rodgers Blvd, Honolulu, HI 96819-1897 or phone (808) 861-8490/91.

### **SHIPPING PETS**

Hawaii has very strict quarantine laws for pets. Owners should check the state of Hawaii's laws at [www.hawaiiag.org/hdoa](http://www.hawaiiag.org/hdoa) for more information. There is a mandatory 120 day confinement in the State Animal Quarantine Station if specific pre-arrival and post-arrival requirements are not met. Upon meeting these pre- and post-arrival requirements, quarantine may be reduced to 5 days or less. To qualify, owners must prepare for at least four months in advance.

#### Quarantine Rules

- Pets will need a microchip implanted for identification
- The pet will need a rabies shot and a booster, which can be no less than three months apart and not more than one year apart.
- Animals should have passed a blood serum test, with results e-mailed to Hawai'i officials by the testing lab. Pets cannot enter the state till 120 days after the blood sample is received by the state.
- Hawai'i officials must receive a health certificate from



the pet's veterinarian at least 10 days before the animal's arrival. The state requires an original health certificate.

- At the airport, animal quarantine officials will inspect every incoming pet, check its chip to confirm its identity and release the animal to its owner if everything is in order.



Failure to meet all of the pre-entry requirements won't prevent the animal from entry to the state; however, the animal will be subject to the quarantine requirements. Cost for the 120 day quarantine is \$1,080 and the cost for the mandatory 30-day quarantine is \$655.

The importation of birds into Hawaii is prohibited except under permit from the State Department of Agriculture. Permits are issued mainly for birds that are considered not detrimental to Hawaii's economy and community. All Psittacine (parrot family) birds, with the exception of parakeets, budgerigars, lovebirds, and cockatiels, must be banded (leg band). All birds must also be accompanied by a copy of the permit and a valid interstate health certificate issued and signed by an accredited veterinarian in your state. Most types of birds entering the state must complete a pre-arrival isolation requirement of seven days (168 hours) within 36 hours of entry, with very few exceptions. You will also be required to isolate your bird(s) on your premises for a period of 30 days after arrival. For more information, check [www.hawaiiag.org/hdoa](http://www.hawaiiag.org/hdoa).

### **GUN IMPORTATION**

Shipment of firearms are authorized but are subject to US regulations and State of Hawaii restrictions. All personnel arriving in Hawaii who bring or ship firearms of any description, usable or unusable, serviceable or unserviceable, modern or antique, must register them with the Honolulu Police Department within 48 hours after arrival. To register you must present a valid identification, bill of sale and shipping document, and proof of citizenship. Take the unloaded weapon with you for registration wrapped in a rigid container or store bought case. More information can be obtained from the Firearm Registration Honolulu Police Department by calling (808) 529-3371. They are located at 801 South Beretania St., Honolulu, HI 96813.

### **FOOD AND CLOTHING**

Civilian employees are not authorized military exchange and commissary privileges. Food prices are expensive, but clothing costs are comparable to mainland shops. Many large shopping centers and grocery stores, including discount stores and outlet shops are conveniently located throughout the island. Two huge Flea Markets (also known as Swap Meets) are popular shopping places; an experience you won't want to miss and one the whole

family will enjoy. They are located in the parking lots of the Kam Drive-In Theater and the Aloha Stadium and open on Saturdays, Sundays, and Wednesdays.

Civilian dress and grooming standards are based on comfort, productivity, health, safety, and the type of job held. Sports clothing, casual shirts, slacks and shorts are a part of every day living in Hawaii. Casual is the normal dress pattern in Hawaii. A long time local tradition is Aloha Friday, when men dress in aloha shirt and slacks and ladies wear muu-muus to work.

- Acceptable office wear for men is lightweight trousers and shirt or aloha shirt (usually worn outside the slacks). Such attire is also appropriate for most off duty places. Coats and ties are rarely worn but may occasionally be required for a particular function/location.
- Popular ladies attire is cool, cotton separates or dresses for office wear and evening outings. A cocktail or formal dress may be required on occasion.
- Lightweight warm clothing might be worn on some winter days and evenings. You may want to bring a few winter things in your wardrobe in case you plan to travel to cooler climates while in Hawaii. We recommend lightweight rain gear because the temperatures tend to remain warm, even during rainy days.

## **HOUSING**



Permanent government quarters are not provided for civilian employees. Rentals and homes for sale are available on all parts of the island. The prices for either depends on the type, size, location, view, and age of the unit. Allow 60 days to find suitable rental accommodations or for closing on a purchased home.

Rental payments are higher compared to most locations in CONUS. The average two bedroom rental ranges from \$1,200 to \$1,500 per month. Rental leases of six to twelve months and a security deposit (usually one month's rent) are required by most landlords. Rent payment is usually paid in advance.

If you are considering buying a home, prepare yourself for a market shock. Homes here are priced much higher than anywhere in the U.S. Apartments may be purchased on a condominium or townhouse basis. Smaller units sell for approximately \$250,000 and larger units from \$300,000 to \$450,000. The average price for a single family dwelling (three bedrooms, two baths) starts at \$325,000. Conventional financing and agreement of sale are utilized. Homeowners in Hawaii are allowed a liberal home exemption

credit against their Real Property Taxes. To be eligible, the homeowners deed, lease or agreement of sale must be recorded at the Bureau of Conveyances and the property must be occupied as a home by the owner, this includes condos and property under long term leases. The base home exemption is \$40,000 for property owners under 54 years of age. You can obtain more information by contacting the Real Property Assessor's Office at (808) 527-5500.

### **UTILITIES**

Utility rates are comparable to most parts of the U.S. All utility services charge hookup fees. You will find, however, that the need for utilities are limited. Little or no heating is required and the tradewinds' cool breeze eliminates the need for air conditioning, except for the summer months. A great deal of cooking is done by outdoor barbecuing. Most indoor cooking is done on electric ranges, but gas is available in a few areas (about 10% of the homes). Estimated monthly utility expenditures for a family of four:

- electricity - \$150;
- water and sewage - \$65 (paid bi-monthly);
- basic cable - \$40;
- basic telephone - \$35.

### **SCHOOLS AND EDUCATION**

All grades are available in Hawaii, in both public and private schools.



The private schools, however, are very expensive and enrollment is limited. Your residential district determines the public school your child will attend. If arriving during the summer months, parents are advised to contact the school or district office serving their area as soon as permanent housing is determined. To register your child, you must provide the following documents:

- Birth Certificate
- Proof of Health Examination (within one year of school entry)
- Tuberculin Test (within one year of school entry)
- Report Card
- Release from previous school (**NOTE:** Students without a report card or a release will be registered conditionally pending the receipt of school records.)

Information about schools in Hawaii can be obtained by writing to the State of Hawaii, Department of Education, Office of Instructional Services, Public Information Section, PO Box 2360, Honolulu, HI 96804 or telephone (808) 548-6911.

**Student Bus Transportation:** The State of Hawaii provides bus service for students attending public schools located more than one mile from their homes. The fare is \$.35 per student one way. The student rate on city buses is \$1.00. (Rates are subject to change.) Annual or monthly bus passes are available at reduced cost.



**School Services:** The A+ After-School Program is an affordable after-school service for children in public elementary schools. The program offers children a variety of activities and provides a safe, secure, and nurturing environment for them after school. It starts immediately after the close of the school day. The fee, subject to change, is approximately \$55 per child.

**Special Needs Children:** Programs are available in the Hawaii public school system. To obtain information on the special education programs, write to the District Superintendent's Office, Department of Education, Central Oahu School District-Special Services, 1136 California Ave, Wahiawa, HI 96786.

**Adult Education:** Hawaii offers a broad range of educational opportunities for adults. Programs and services include graduate and undergraduate programs leading toward degrees, as well as courses for personal improvement. The Base Education Center, located in Hanger 2, Bldg 2060, will provide you with names of schools and types of classes available for enrollment both on and off base.

## **CHILD CARE**



Many child care facilities and preschools are available both on and off base. Child care is expensive and most facilities have a waiting list. Parents will need their child's immunization record to register for child care. Hickam's child care facilities are available to civilian employees; however, active duty military parents receive priority.

The Hickam child development services is designed to help parents meet their child care needs. Prices are determined by combined income. Programs available on base are:

- **Child Development Center Main** - (Bldg 1597, 449-9880)  
Open: Monday - Friday, 0630 - 1730  
Full time care for Ages 6 weeks - 3 years
- **Child Development Center Annex** - (Bldg 1654, 449-5230)  
Open: Monday - Friday, 0630 - 1730  
Full time care for Ages 3 - 5 years

Developmental program in the morning followed by childcare in the afternoon

- **Harbor Child Care Center** - (Bldg 623, 449-9234)  
Open: Monday - Friday  
Part time developmental preschool for ages 3 - 5 years  
Classes: Monday to Friday, 0800-1130 or 1230-1530
- **Family Day Care** - (Bldg 2116, 449-1879)  
Offers childcare in licensed homes on base for children 2 weeks through 12 years of age. Lists of licensed providers can be obtained at the Child Development Center or the Family Support Center, Bldg 1105.

### **MAIL FACILITIES**

Personal mail sent in care of the new duty station is returned to sender. Ask your sponsor to register your name with the Postal Service Center (PCS) located on Hickam AFB, 449-9480, then you may forward your mail to: PCS, General Delivery, 90 McChord St, Unit 5000, Hickam AFB, HI 96853-5699. They will accept mail 30 days prior to your arrival date.



**NOTE:** If your name is not listed with the PCS, your mail will be returned to the sender.

### **TRANSPORTATION**

**Base Transportation:** A no-cost shuttle bus service is provided on Hickam AFB. The bus schedule varies depending on the time of day. A base taxi is also available at no cost while performing official business. The city bus, "TheBus", provides service to and from Hickam AFB on a frequent schedule.

**Local Transportation:** The city provides public bus transportation over the entire island. One way fares, including transfers, are \$2.00 for adults and 1.00 for students (fares subject to change). Monthly passes can be purchased at \$40 for adults and \$20 for students of high school age and younger.

Special buses equipped with a lift are available on certain routes at designated bus stops. In addition, Handi-van service is provided for persons with disabilities, island-wide. This service is a special curb-to-curb service for persons with disabilities who cannot use the regular city bus service.

Taxi service and major car rental companies are also available for your use.

### **DEPENDENT EMPLOYMENT**

**Local Employment:** There are a wide variety of employment opportunities available in the local area, mostly in the Honolulu vicinity, from unskilled to professional positions. The service industry which includes the hotel business, health, recreation, education, etc., is the largest employer in Hawaii; followed by the retail/wholesale trade industry and Government, which includes Federal, State, City and County.

**Federal Employment:** Federal employment is available through two sources, Non Appropriated Funds and Civil Service.

- **Non Appropriated Funds (NAF).** A variety of employment opportunities for both part time and full time work are available at DoD installations on Oahu, as well as through the Army-Air Force Exchange Services (AAFES) and the Hale Koa Hotel in Waikiki. They are all large employers of both civilian and military family members. The primary emphasis is on morale, welfare, and recreational (MWR) activities, which provide jobs in bowling alleys, swimming and beach facilities, lodging, clubs, child care centers, etc.
- **Federal Civil Service.** Family members who are currently on permanent Air Force Civil Service appointments (commonly referred to as career or career conditional appointments), may apply as an internal candidate through the Air Force Personnel Center. Visit the AFPC employment site at: [www.afpc.randolph.af.mil/afjobs](http://www.afpc.randolph.af.mil/afjobs) or call 1-800-616-3775. Family members who are currently employed with other Federal agencies may apply for external announcements posted at: [www.usajobs.opm.gov](http://www.usajobs.opm.gov). Those eligible for military spouse or the Air Force civilian spouse employment program administered through the DoD Priority Placement Program should report to the Civilian Personnel Flight to complete/update their registration.



### **BANK AND CREDIT UNION FACILITIES**

**Banks.** Two local banks commonly used is the Bank of Hawaii located near Hickam AFB, across from the Navy Commissary; and the First Hawaiian Bank, located on Hickam AFB in the Exchange and Commissary complex. They are open during normal banking hours. Services include checking and savings account, credit cards, automatic teller services, loans, and automatic utility payments.



**Credit Union.** Membership in the Hickam Federal Credit Union is open to you as a civilian employee assigned to Hickam AFB. It offers complete savings and loan services to its members. A minimum deposit and a small membership fee are required. Loans for all

purposes at low interest rates and covered by loan protection insurance are available to registered members. The credit union provides services similar to the bank facilities. Hours of operation are Monday through Thursday, 0800 to 1500 and Friday, 0800 to 1700. More information can be obtained by calling 423-1391 or call the toll free number (800) 423-4328.

**DIRECT DEPOSIT:** For those employees who wish to maintain their current financial facility as their direct deposit designee instead of establishing an account here with a local bank/credit union, we recommend that you obtain an SF 1199A, Direct Deposit Sign Up Form, from your CPF, have it signed by the financial organization, and hand carry it to our office to process. This will prevent a delay in the deposit of your paycheck. The same applies for allotments. This is necessary because you are changing servicing Civilian Personnel Flights and pay records are linked to the servicing CPF identification.

### **CLUBS**

You may apply for associated membership to one of the clubs listed below under sponsorship of a regular member. The grade of your position determines which club you may join. Both clubs have excellent dining facilities, cocktail lounges, and party rooms.

- Officers' Open Mess Hawaii - membership is available to GS-07, UA-07 and above, including Federal Wage System (WG) equivalents. Complex includes Hickam Officers' Club, Hickam Golf Course Restaurant, Sea Breeze Restaurant, Bellows Beach Club, swimming pool, barbershop, and snack bars.
- Tradewinds Club - GS-07, nonappropriated fund and WG equivalent and below qualify for membership in the NCO Club complex.



**NOTE:** The Sea Breeze, Golf Course Restaurants, and The Bellows Beach Club may be utilized without membership.

### **LIBRARY**

The Hickam library is located in Building 595, near Chapel #1 and is available to civilian employees. The library is well equipped to serve a wide range of readers' interest with well balanced collections of recreational, technical, and reference materials. Professionally trained librarians are on duty to provide reference and readers' advisory service.

### **MORALE, WELFARE AND RECREATION FACILITIES**

Hawaii's year-round climate is perfect for all kinds of sports and hobby activities. Civilian employees assigned to Hickam AFB and Bellows AFS, and their families are eligible to use the MWR facilities listed below. Active duty military personnel are given priority in some activities when such facilities cannot accommodate all eligible personnel.

Employees desiring to use any facility should contact the particular activity for information, such as required fees, hours of operation, rental of equipment, dress code, etc. Information may also be obtained from the Services Information Center, 448-INFO (4636).

<b>FACILITY</b>	<b>BLDG NO.</b>	<b>PHONE NO.</b>
• SKILLS & DEVELOPMENT CENTERS		
• ARTS AND CRAFTS CENTER	1889	449-2554
• AUTO SKILLS/CRAFT CENTER	4002	449-2554
• WOODWORKING/CRAFT CENTER	1029	449-1582
• BOWLING CENTER	1891	449-5273
• HICKAM-WHEELER AERO CLUB Wheeler	2116	449-1228 656-2665
• MAKAI COMMUNITY ACTIVITY CENTER	1859	449-3354
• PAR 3 GOLF COURSE	2105	449-2093
• 18 HOLE GOLF COURSE	3572	449-6490
• HICKAM OFFICERS' CLUB	901	449-4608
• NCO CLUB	1804	449-1292
• OUTDOOR RECREATION-EQUIP ISSUE CENTER	3455	449-5215

<b>FACILITY</b>	<b>BLDG NO.</b>	<b>PHONE</b>
• WHEELER SADDLE CLUB Location: Wheeler-Army Airfield	1039	474-5579

- FITNESS CENTER 1120 449-1044
- MEMORIAL GYM 1120 449-3609
- SWIMMING POOL #1 1122 449-6573
- SWIMMING POOL #2 425 449-1070
- TENNIS PRO SHOP 427 449-2598
- LIBRARY 595 449-7164
- OUTDOOR RECREATION OFC (HICKAM HARBOR) 3455 449-5215
  - Hickam Harbor is a beach front area offering swimming, sunbathing, sailing, kayaking, water skiing, and picnicking. A lifeguard supervised beach with bathhouse facilities is open seven days a week.
- BELLOWS RECREATION CENTER 682-2019
  - Bellows Recreation Center has white sand beaches, miniature golf, golfing range, tennis courts, tennis and volleyball courts, snack bar, restaurant and lounge. There are 102 beach cottages and 44 campsites. All cottages are equipped with linens, towels, dishes, utensils, and pots & pans. Cottage reservation may be made by calling Bellows Reservations Office (808) 259-8841. Personnel may write to: Bellows Reservation Office, 220 Tinker Road, Waimanalo, HI 96795.

**QUESTIONNAIRE**

1. Selection source:

Career Program ____	External Announcement ____
Priority Placement Program ____	Internal AF wide Announcement ____
Other ( <i>Specify</i> ) ____	DEU ____

2. Initial notification of selection came from:

Selecting supervisor \_\_\_\_  
New CPF \_\_\_\_  
Other (*Specify*) \_\_\_\_

Current supervisor \_\_\_\_  
Current CPF \_\_\_\_

3. PCS Information Package was:

Very useful \_\_\_\_  
Somewhat useful \_\_\_\_  
Not enough (*Explain*) \_\_\_\_

Fairly useful \_\_\_\_  
Not useful \_\_\_\_

4. The Civilian Personnel Flight can do more to assist employees with PCS movement.

No \_\_\_\_  
Yes (*Explain*) \_\_\_\_

Don't know \_\_\_\_

Attachment 1

5. Were you satisfied with the sponsorship program? Yes \_\_\_\_ No \_\_\_\_

6. Based on your experience, what other kind of information should be included in the PCS information package to help prepare employees for their move?

7. Comments:

We care about our employees and realize that as one of the first contact points, the Civilian Personnel Flight plays an important role in exhibiting and extending the “Aloha Spirit”. We appreciate your time and cooperation in helping us achieve our goal. Please return this form to: 15 MSS/DPCC, 655 Vickers Ave, Hickam AFB HI 96853-5398. Thank you.

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Signature *(Optional)*

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Organization

## REIMBURSEMENT LIMITATIONS FOR TQSE

Hawaii's maximum daily per diem rate: \$220.00 per day

1st 30 days:	Employee	\$220.00	(\$6,600.00)
	Spouse	165.00	(\$4,950.00)
	Depns 12 & over	165.00	(\$4,950.00)
	Depns under 12	110.50	(\$3,315.00)
2nd 30 days:	Employee	\$165.00	(\$4,950.00)
	Spouse	123.75	(\$3,712.50)
	Depns 12 & over	123.75	(\$3,712.50)
	Depns under 12	82.50	(\$2,475.00)

- TQSE in excess of 60 days will be computed at the 2nd 30-day rate.
- Advanced funds are authorized in 30-day increments. **Exception:** Employees funded by a career program are allowed 80% of the authorized amount.
- First Duty Station Employees are not authorized TQSE.

## TRAVEL BY POV TO PORT

### **Mileage Allowance:**

- Employee \$ .15 a mile
- Employee + 1 family member \$ .17 a mile
- Employee + 2 family members \$ .19 a mile
- Employee + 3 family members \$ .20 a mile (\$ .20 a mile maximum)

**NOTE:** Maximum payment is based on a minimum of 350 miles per day. No per diem is authorized for travel requiring less than 10 hours.

### **Per Diem Allowance**

- Employee or unaccompanied spouse \$80.00
- Spouse accompanied by employee \$60.00
- Dependent 12 years or older \$60.00
- Dependent under 12 years \$40.00

**NOTE:** Receipts required for lodging

**FEDERAL AGENCIES ON HICKAM AFB, HAWAII**

**AIR FORCE**

Civillian Personnel Flight  
15 MSS/DPCC  
655 Vickers Avenue- Building 1105  
Hickam AFB, HI 96853-5398

**LOCATIONS SERVICED**

Hickam Air Force Base (Oahu)  
Headquarters PACAF (Oahu)  
Bellow Air Station (Oahu)  
Kaena Point Tracking Station (Oahu)  
Kokee Air Station (Kauai)  
Kilauea Military Camp (Hawaii)  
Air Force Research Lab (Maui)

Phone: 449-0123 (Recording)  
449-0121 (Information)  
449-0121 TDD  
Job Information Center Hours: Mon – Fri 8:30 AM – 3:30 PM

\*For Air Force vacancies: <https://ww2.afpc.randolph.af.mil/resweb> or call the Air Force Call Center at 1-800-616-3775.

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**NON-APPROPRIATED FUNDS**

Human Resource Office Bld 2060, Hangar 2  
900 Hangar Ave  
Hickam AFB, HI 96853-5246  
Phone: 449-1030 Ext.247 (Information)  
Job Information Center Hours: Mon – Fri 8:00 AM – 4:00 PM

\*For NAF job vacancies access the web at: <http://www.nafjobs.com>.

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**ARMY & AIR FORCE EXCHANGE SERVICES (AAFES)**

AAFES- Hawaii, Bldg 2171  
265 McClelland Street  
Hickam AFB, HI 96853-5297  
Phone: 422-5962  
Job Information Center Hours: Mon – Fri 7:00AM – 3:30 PM  
Access to AAFES online application: Monday, Wednesday & Fridays (9:00 AM – 12:00 noon)

\*For AAFES job vacancies access the web at: <http://www.aafes.com>.

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**DEFENSE COMMISSARY AGENCY**

Personnel Support Office  
20 Hickam Ct., Bldg 2093  
Hickam AFB, HI 96853  
Phone: 448-6675 (Job Information)

\*For DeCA job vacancies access the web at: <http://www.usajobsopm>.

## **PRINCIPAL FEDERAL AGENCIES IN HAWAII**

### **ARMY**

Civilian Personnel Advisory Center  
Building 126 (Attn: APVG-GV)  
Fort Shafter, HI 96858-5002 Phone: 438-8446  
Information Center Hours: Mon – Fri 8:00 AM – 3:30 PM

\*For Army job vacancies or resume information access the web at: <http://www.cpol.army.mil>.

### **NAVY/MARINE CORPS**

Department of the Navy  
Human Resources Service Center-Pacific Region  
Code 52  
178 Main Street, Building 499  
Honolulu, HI 96818-4048

OR

Marine Corps Base Hawaii  
Building 272  
Human Resource Office  
MCBH Kaneohe Bay HI 96863-3071

Phone: 474-4453 (Recording)  
471-0565 Ext 322 (Information)  
474-1026 TDD

Self Service Job Information Center  
Mon – Fri: 7:00 AM- 3:30 PM

Application Drop Box- Open 24 Hours

\*For Navy job vacancies access the web at: <http://www.donhr.navy.mil>.

### **FEDERAL EMPLOYMENT INFORMATION CENTER**

U.S. Office of Personnel Management  
Internet Users: <http://www.usajobs.opm.gov>

### **DEFENSE FINANCE AND ACCOUNTING SERVICE**

Cleveland Center (code HA)  
1240 East Ninth Street  
Cleveland, Ohio 44199-2055 Phone: 216-522-5323  
Internet user: <http://www.dfas.mil>

### **DEPARTMENT OF HOME LAND SECURITY**

Internet user:  
<http://www.usajobs.opm.gov/homeland.asp>

### **U.S. CUSTOMS SERVICE**

Port Director  
PJKK Bldg, Rm. 267, 300 Ala Moana Blvd  
Honolulu, HI 96850  
Phone: 1-800-944-7725  
Internet user:  
<http://jobsearch.usajobs.opm.gov/a9custom.asp>

### **COAST GUARD**

Commander (APC)  
14<sup>th</sup> Coast Guard District  
Prince Kuhio Federal Bldg, Rm 9115  
300 Ala Moana Blvd  
Honolulu, HI 96850-4982 Phone: 541-2284  
Internet user: <http://www.uscg.mil/civilianjobs.htm>

### **DEPT OF HOUSING & URBAN DEVELOPMENT**

500 Ala Moana Blvd., #3A  
Honolulu, HI 96813  
Phone: 522-8185  
Internet user:  
<http://jobsearch.usajobs.opm.gov/a9hudp.asp>

### **DEPARTMENT OF VETERANS AFFAIRS**

Pacific Island Health Care Services (PIHCS)  
459 Patterson Rd, Routing Code 05  
Honolulu, HI 96819  
Phone: 433-0188  
Internet user: <http://www.va.gov>

### **SOCIAL SECURITY ADMINISTRATION**

Prince Kuhio Federal Bldg, Rm 1-114  
300 Ala Moana Blvd, Box 50068  
Honolulu, HI 96850  
Phone: 1-800-772-1213  
Internet user: <http://www.socialsecurity.gov>

### **NATIONAL PARK SERVICE (PACIFIC AREA OFC)**

Prince Kuhio Federal Bldg, Rm 6-226  
300 Ala Moana Blvd, Box 50165  
Honolulu, HI 96850  
Phone: 541-2693 Ext.726