



DEPARTMENT OF THE ARMY  
PEOPLE LOE  
25<sup>TH</sup> INFANTRY DIVISION  
SCHOFIELD BARRACKS, HAWAII 96857-6000

REPLY TO  
ATTENTION OF

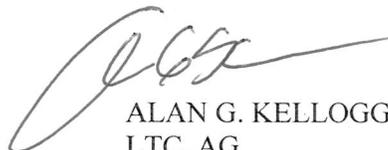
APVG-PEOPLE

28 July, 2010

MEMORANDUM FOR Incoming Soldiers and Families to 25<sup>th</sup> ID

SUBJECT: Temporary Lodging Process for Soldiers and Families conducting a permanent change of station to Schofield Barracks

1. This memorandum outlines the process for Soldiers and families to obtain temporary lodging on Oahu when they are assigned to the 25<sup>th</sup> Infantry Division (ID).
2. Upon receipt of orders to the 25<sup>th</sup> ID, Soldiers should first contact the Inn at Schofield Barracks to arrange for temporary lodging. The Inn's phone number is (808) 624-9650 and is located on Schofield Barracks, which is a convenient location to stay upon arrival. Your orders are required to arrange lodging and can be faxed to the Inn at (808) 624-5606 after you speak with the Inn's front desk staff. Guaranteed reservations have priority over non guaranteed reservations. If the Inn is booked at the time you will arrive on Oahu, the Inn will issue you a statement of non-availability (SNA). Conversely, the Inn cannot issue you this SNA if they have rooms available. If you would like to stay at a Temporary Lodging Allowance (TLA) approved hotel instead of staying at the Schofield Inn, the Inn will approve if they become full prior to your arrival. However, it is important for you to make travel plans and lodging arrangements very soon after receipt of your orders to the 25<sup>th</sup> ID, because room availability can be scarce during certain times of the year.
3. There are 17 locations- The Inn at Schofield Barracks, the Ohana Honolulu Airport Hotel, the Best Western Plaza, and 14 "Aqua" hotels- where you will not have to pay in advance for lodging. At all other TLA approved hotels (link to approved hotels is on the 25<sup>th</sup> ID website) you must pay for lodging in advance. Please read the "TLA Information Paper" at the link on the 25<sup>th</sup> ID website for further information on TLA reimbursement.
4. If you have any questions, please contact the Inn at Schofield Barracks at (808) 624-9650, Schofield Barracks Housing Services Office at (808) 655-3073/3076/3080, or the 25<sup>th</sup> ID G1 at (808) 655-8584.



ALAN G. KELLOGG  
LTC, AG  
Division G1