



Hawaii National Guard
Youth Challenge Academy
PO Box 75348 Kapolei, Hawaii 96707
(808)754-8707

PLACEMENT VERIFICATION

Verification of Employment

To verify employment, you need to submit a copy of your cadets pay stub or a letter from their employer with the following information:

- Place of employment: Name of Company/Business and full address
- Name, title and phone number of supervisor
- Wage/salary
- Number of hours worked per week
- Start date of employment
- State if part-time or full-time
- End date and reason

Verification of Military Enlistment

To verify military enlistment, you need to submit a copy of your cadet's enlistment contract (DD Form 4 series) with the following information:

- Branch of service
- Date of enlistment
- Ship Date
- State if Active Military, National Guard Reserves (NG/Reserves are considered part-time placement and must be supplemented with additional activity in education, employment or miscellaneous upon return home)

Verification of Education/Vocational School

To verify college or vocational school placement, you need to submit a copy of your cadet's class registration receipt or class schedule with the following information:

- Name of school
- Subject of study
- Date started
- State if part-time or full-time
- Date ended and reason

Verification of Volunteer Services

To verify your volunteer services, you need to submit a letter from the organization your cadet volunteers at with the following information:

- Name of organization
- Name, title and phone number of your overseeing supervisor
- Number of hours per week
- Start date of volunteer service
- State if part-time or full-time