



UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
BOX 63002 KANEOHE BAY HI 96863-3002

IN REPLY REFER TO:
BaseO 5510.20B
IS
5 Oct 11

BASE ORDER 5510.20B

From: Commanding Officer, Marine Corps Base Hawaii
To: Distribution List

Subj: PROCEDURES TO BAR INDIVIDUALS FROM ACCESS TO MARINE CORPS BASE (MCB)
HAWAII OR TO IMPOSE OTHER ADMINISTRATIVE SANCTIONS

Ref: (a) MCO 5530.14A
(b) Title 50, United States Code, Chapter 23, Section 797 (Internal Security Act of 1950)
(c) Title 18, United States Code, Sect. 1382
(d) BaseO P11101.35B
(e) BaseO P5821.1C
(f) MCO P5512.11D
(g) Title 18 United States Code, Sect. 2152
(h) Memorandum of Agreement, Reciprocity in the Barment of Civilians

Encl: (1) Guidelines for Disposition of Reports of Misconduct
(2) Debarment Letter (Sample)
(3) Appeal - Individual (Sample)
(4) Appeal - Command (Sample)

1. Situation. To provide guidance to commanders and staff aboard MCB Hawaii regarding the standards and procedures to debar, restrict access to MCB Hawaii, and to modify, suspend or revoke privileges of civilians, military, retired personnel and their family members aboard the base. Regulatory and statutory authority for debarment and other forms of administrative action are vested in the Commanding Officer (CO), MCB Hawaii in accordance with the references.

2. Cancellation. Base Order 5510.20A.

3. Mission. To promulgate procedures for the process of debarring individuals from MCB Hawaii which includes Kaneohe Bay, Camp H. M. Smith, Pu'uloa Range Facility, Manana Family Housing Area, Pearl City Warehouse Annex, Marine Corps Training Area Bellows, Molokai Training/Support Area, Waikane Valley Marine Corps Training Area, and the Kaneohe Bay Defensive Sea Area (DSA) or buffer zone of water surrounding Mokapu Peninsula extending from the high water mark to 500 yards at sea.

4. Execution. This Order contains a substantial number of changes and must be reviewed in its entirety.

a. Commander's Intent. The CO, MCB Hawaii requires all personnel aboard this installation, regardless of status, to adhere to established rules, regulations and State and Federal laws. Individuals who violate such requirements or threaten the peace and security of this installation will be dealt with expeditiously and commensurate with the violation committed.

(1) Requests. All requests for the debarment of civilians (e.g., contractors, sponsored guests) may receive a hearing by the Base Magistrate at the discretion of the CO, MCB Hawaii.

(2) Chain of Command. The military chain of command will normally resolve instances of misconduct committed by military personnel. All persons separated punitively or administratively (under other than honorable conditions) will be recommended by the Staff Judge Advocate (SJA) to the CO, MCB Hawaii for debarment.

(3) Active military members. May be subject to the following sanctions:

(a) Letter of Warning.

(b) Suspension or Revocation of Privileges. Examples of privileges that may be temporarily withheld are: special command programs, access to base libraries, theater, enlisted or officer clubs, parking, driving privileges and MCCA facilities and events.

(4) Policy. Pursuant to reference (c), military family members, whether residing in privatized housing or otherwise present aboard this installation, are subject to the authority of the CO, MCB Hawaii, as are contractors and casual visitors, including juveniles, aboard the Base as guests. Military family members, including juveniles, may be issued a letter of debarment when the Base Magistrate determines their conduct is a threat to the peace and security of the installation. Access to MCB Hawaii typically will be restricted or denied according to the following guidelines:

(a) Warning letters may be issued by the Base Inspector, MCB Hawaii, to civilians (including MCB Hawaii employees, contractors, sponsored guests) and dependents of military personnel for minor violations of Base regulations, State or Federal law.

(b) Debarment letters may be issued by the Base Inspector, by direction of the CO, MCB Hawaii, to:

1. Dependents of military personnel, including juveniles, for serious violations of Base regulations, State or Federal law as determined by the Base Magistrate and for second or subsequent minor violations of the same.

2. Civilians who are not dependents of military personnel or DoD employees, who violate Base regulations, State or Federal law that results in the issuance of a DD Form 1805, United States District Court Violation Notice, or prosecution in Federal District Court.

3. Enclosure (1) contains guidelines outlining possible disposition of various types of misconduct. Enclosure (1) is not all-inclusive and does not impede the CO, MCB Hawaii or his designees from taking other action or no action pursuant to the CO's discretionary authority.

4. Individuals who actually commit misconduct or violate regulations are subject to debarment; family members uninvolved in such misconduct or violation are not. However, under some circumstances misconduct may trigger dispossession of privatized housing under reference (d), an action affecting all residents of the quarters. Service members

occupying privatized housing are responsible for the conduct of their family members and civilian guests. Residing in privatized housing is a privilege, not a right. Moves related to forced dispossession may be at no cost to the Government. Eligibility of school-age family members to attend Base schools may also be affected.

5. In accordance with reference (d), violations pertaining to the pet policy may lead to the debarment of animals and their owners. Specifically, any animal that is determined by procedures set out within reference (d) to be dangerous or a vicious animal is prohibited and will be debarred from the Base. This includes full or mixed breeds of Pit Bull and/or Rottweiler, canine/wolf hybrids, any wild animal or any dog cross-bred with a wild animal.

6. Debarment takes effect immediately upon notification unless a later effective date is stated in the notification letter signed by the CO, MCB Hawaii or his/her designee.

b. Concept of Operations

(1) Reporting/Investigating Procedures. Instances of on-Base misconduct involving civilians shall be reported to the Provost Marshal without delay. Reports shall be as detailed as possible so the Provost Marshal may determine the circumstances of the incident, the identity of the participants, the extent of damages, where relevant, and any other facts required for appropriate disposition of the case. If the Provost Marshal believes that a civilian poses a threat to good order and discipline, the Provost Marshal will ensure the circumstances are reported to the Base Inspector.

(2) Completion of the Investigation. In addition to any other required distribution, copies of reports should be distributed to the SJA for review and initiation of criminal prosecution, or civilian personnel action if appropriate. Initial notification of misconduct may be made by blotter entries followed by detailed reports.

(a) Reference (a) outlines the broad discretion vested in the commander of a military installation to exclude certain persons from the installation. That authority encompasses excluding civilians, and family members of service members, whose presence on the installation threatens its peace or security. Such exclusion must be reasonable and not arbitrary or discriminatory.

(b) References (a) through (d) provide the CO, MCB Hawaii with a range of actions to take with respect to civilians who violate regulations or commit criminal offenses aboard this installation. These options include, but are not limited to, prosecution in the United States District Court, permanent debarment from the Base causing dispossession of privatized housing, restriction of Base privileges, restriction from certain areas and facilities, probation, and similar administrative actions.

(c) Service members who are separated punitively or administratively may reasonably represent a threat to the peace or security of the installation. Service members being discharged who have demonstrated unacceptable conduct will be recommended for debarment to the CO, MCB Hawaii.

(d) Civilians who have demonstrated undesirable conduct may pose a threat to the peace and security of the installation. A report should be made to the CO, MCB Hawaii (Attn: Base Inspector) whenever administrative sanctions against a civilian may be appropriate, including all cases when a civilian is detained for violation of a law or regulation aboard MCB Hawaii.

(3) Action. Commanders of organizations aboard MCB Hawaii including all tenant activities will:

(a) Report known instances of civilian misconduct to the Provost Marshal.

(b) Upon approval by the CO, MCB Hawaii of a recommendation for debarment, deliver the debarment letter to the service member, advise the service member of his or her appeal rights and the deadline to submit an appeal, ensure the individual acknowledges receipt of the letter, and forward the acknowledged copy to the Base Inspector.

(c) Provide a recommendation to the Magistrate via the Base Inspector whenever debarment is contemplated for the dependent of one of their members (e.g. where the dependent is pending or before the Magistrate for hearing).

(d) Service members receiving a punitive discharge or an administrative discharge under other than honorable conditions or are discharged for any reasons that affect the good order and discipline of the base, as directed by the CO, will be barred from MCB Hawaii facilities indefinitely. In conjunction with discharges, ensure a copy of the separation authority action for service members administratively and/or a copy of Results of Trial (punitive discharge) and voluntary or involuntary appellate leave orders are delivered to the Base Inspector.

(e) Notify the Base Inspector, via the SJA, of service member or dependent convictions requiring sex offender registration.

(f) Provide an endorsement if a service member appeals a debarment.

(4) The Base Provost Marshal will:

(a) Investigate instances of misconduct and distribute the reports of such investigations per regulations and as stated in this Order.

(b) Assist with re-entry of personnel that have been barred so that such person may re-enter the Base for a hearing before the Magistrate, as appropriate.

(5) The Base Inspector will:

(a) By acting on behalf of the CO, MCB Hawaii, impose any administrative action (other than civilian personnel action) due to civilian misconduct, as provided in enclosure (2).

(b) Review investigation reports of civilian misconduct occurring aboard MCB Hawaii, taking appropriate action as provided for in enclosure (1), including drafting debarment letters.

(c) Ensure all individuals, for whom administrative action is pending, receive timely notification and all administrative due process privileges as provided for in this Order and in accordance with reference (e).

(d) Notify the sponsor's command immediately when debarment or dispossession of quarters is contemplated in cases involving dependents.

(e) Receive and process, on behalf of the CO, MCB Hawaii, all appeals of administrative action taken against civilians or juveniles per the provisions of this Order.

(f) Meet with individuals upon request to explain the debarment process.

(g) Deliver, at a conference with the juvenile and their sponsor, when practicable, signed letters of administrative action against juveniles who reside in privatized housing.

(h) Maintain records on administrative action taken against civilians and ensure appropriate agencies are notified of the action taken.

(i) Per reference (h), forward to Commander, Navy Region Hawaii, Commander, U.S. Air Force 18th Wing and Commander, 14th Coast Guard District (or their designated representative) a copy of all debarment orders and the last known address of the recipients, to afford the above commanders the opportunity to issue their own debarment orders (i.e., reciprocal debarment orders).

(j) Debarment Appeals must be processed consistent with paragraph 5 under Administration and Logistics of this Order.

(6) The CO, MCB Hawaii will:

(a) Determine whether to issue a letter of debarment in cases of service members separated administratively (under other than honorable conditions) or punitively. Nothing precludes making this decision prior to any final criminal court adjudication. The CO, MCB Hawaii need only determine that an individual is a reasonable threat to the peace and security of the Base based upon a preponderance of the evidence.

(b) Determine whether to issue a letter of debarment in cases of:

1. Family members of military personnel, for serious violations of Base regulations, State or Federal law and for second or subsequent minor violations of the same.

2. Civilians who are not family members of military personnel and who are not DoD employees for any violation of Base regulations, State or Federal law, including but not limited to those resulting in issuance of DD Form 1805 or prosecution in United States District Court.

3. The CO may delegate the authority to sign debarment letters to the Base Inspector.

4. Consider any appeals of debarment letters, when such appeals are submitted by service members within 10 calendar days.

5. The CO may delegate the authority to sign responses to appeals to the Base Inspector.

6. The CO, or his designee, may issue a suspended debarment in which case the individual will be allowed to maintain privileges aboard MCB Hawaii in a "probationary" status. If the individual is involved in another incident of misconduct during the period of suspension, the CO, or his designee, may immediately vacate the suspended debarment without another hearing.

(7) The Base Magistrate will:

(a) Conduct a hearing to evaluate the circumstances of alleged wrongdoing and impose appropriate sanctions, if any.

(b) Notify the party for which the action is pending. The notification shall contain a proposed date, time and place of the hearing, the allegations supporting the proposed debarment order and a summary of the evidence. The notification will also advise the individual of the opportunity to present evidence, either written or oral. Failure to request a hearing within 10 days of receipt of notification will constitute waiver of the opportunity for a hearing. Notification will be consistent with reference (e) and sent by certified U.S. mail to the member's home address.

(c) Consider all reasonably available evidence before making any recommendation. This includes the initial offense report along with more detailed reports such as Criminal Investigation Division reports, Naval Criminal Investigative Service reports, Judge Advocate General Manual investigations, etc. Any written material timely offered by the individual, either in extenuation or mitigation, should be considered. In the case of a dependent of a service member assigned aboard MCB Hawaii, any written matters submitted by the sponsor's command will also be considered.

(d) If a person's misconduct or criminal act involves damage to government property, the Base Inspector or Base Magistrate may request the person voluntarily repay the government for the damages. If the person refuses to make payment voluntarily, the Base Inspector may refer the matter to the SJA who may initiate action on behalf of the government for payment of damages.

(e) Advise and make recommendations as to whether a debarment determination should be removed or maintained.

(8) Removal from Debarment Status

(a) The authority to bar an individual from the Base is discretionary and rests solely in the sound judgment of the CO, MCB Hawaii or his designee. When any individual so barred from entry aboard the Base ceases to be a threat, or corrects a deficiency that caused the debarment, the debarment may be removed at the discretion of the CO, MCB Hawaii, or his/her designee.

(b) Persons issued a bar letter may seek modification, suspension or reconsideration by submitting a written request within 10 days of the

issuance of the letter. Requests should be addressed to the CO, MCB Hawaii (Attn: Base Inspector).

(9) Records

(a) The Base Inspector will maintain a database of all debarred individuals. This information will be forwarded to the Military Police Department (MPD) and law enforcement activities aboard other military installations in Hawaii. The Base Inspector will also add individuals debarred from other bases on Hawaii for serious offenses to the debarment list. The Base Inspector is also responsible for entering information on barred individuals into the Consolidated Law Enforcement Operation Center database.

(b) All records relating to civilian and juvenile misconduct are considered sensitive and shall be maintained by the Base Inspector and Base Provost Marshal in restricted access containers separate from general correspondence files. The Base Inspector and Provost Marshal shall ensure the privacy of these files is maintained and disclosure to third parties is strictly controlled.

(c) Access to civilian and juvenile files shall be limited to those individuals who have an official need to know such information. Additionally, the individual to whom the files relate, may, under certain circumstances, authorize the limited release of such files to third parties. The Privacy Act or Freedom of Information Act governs access to such files by the offender or third-party requesters.

(d) All files relating to juveniles not debarred shall be destroyed two years after the last recorded incident.

(e) Debarment files shall be maintained by the Base Inspector indefinitely.

(f) All other files shall be maintained for a period determined appropriate by the Base Inspector based upon the severity of the misconduct.

(10) Apprehension of Debarred Individuals. Debarred individuals apprehended aboard MCB Hawaii may be issued a DD Form 1805 for trespassing pursuant to reference (c) and escorted off base. Debarred individuals apprehended in the DSA may be issued a DD Form 1805 pursuant to reference (g) and escorted off base or out of the DSA.

(11) Confiscation, Modifications and Reissue of Identification (ID) Cards and Common Access Cards (CAC). Per reference (f), ID cards are government property and indicate the privileges for which their authorized holders are eligible. At the discretion of the CO, MCB Hawaii, these privileges may be restricted, suspended or revoked. The following actions may be taken for abuse of privileges.

(a) Active Duty Marine Corps Personnel. The Base Inspector will issue a letter to the CO of the Marine requesting specific actions be taken to retrieve the current DD-Form 2MC and reissue a new DD Form 2MC or CAC, with appropriate modifications, withdrawing such privileges as determined by the CO.

(b) Family Members of Active Duty Marine Corps Personnel. The Base Inspector will issue a letter to the CO of the dependent's sponsor, requesting specific actions be taken to retrieve the current DD Form 1173 and reissue a new DD Form 1173, withdrawing or modifying privileges as determined by the CO.

(c) Active Duty Members of Other Services. The Base Inspector will issue a letter to the member's CO or appropriate administrative command, advising of the offense committed and action taken by this command.

(d) Family Members of Active Duty Members of Other Services. The Base Inspector will issue a letter to a member's CO or appropriate administrative command, advising of the offense committed and the action taken by this command. A copy of the letter will be forwarded by certified U.S. mail to the member's home address.

(e) Retired Marines and their Family Members. The Base Inspector will forward a letter by certified U.S. mail to the member's home address. A copy of the letter explaining the nature of the abuse and action taken by this command will be forwarded to the Commandant of the Marine Corps (MHP-20).

(f) Retired Members of Other Services and Their Family Members. The Base Inspector will forward a letter by certified U.S. mail with return receipt to the member's home address. The letter will explain the nature of the abuse and the action taken by this command.

(12) The Defense Enrollment Eligibility Reporting System. The ID Card Office is furnished a copy of all correspondence issued by the Base Inspector's Office in matters pertaining to modification or revocation of privileges due to abuse. The ID Card Office will:

(a) Upon receipt of notification for modification or revocation of privileges, monitor the required completion dates and advise the Base Inspector in writing of those not completed.

(b) Upon reissuance of cards withdrawing/modifying privileges for active duty Marines and their family members stamp over in red ink the withdrawn/modified privileges.

(c) Maintain a case file for each person who is reissued a card with withdrawn/modified privileges to include copies of all official correspondence, requests for reissue of DD Form 1173 and copies of identification cards issued.

(d) After an ID card is issued, the ID Card Office will notify the below by forwarding a copy of the completed DD Form 1173 with attached information letter to:

1. The active duty member's command.
2. The Base Inspector, in the case of retirees and their family members.

(e) Only DD Form 2MC and DD Form 1173 of active duty Marines and their family members are subject to confiscation if an ID card is expired.

Commissioned, noncommissioned officers or military policemen in the performance of his/her duties may temporarily confiscate an ID card.

5. Administration and Logistics

a. Written appeals from active duty Marines and their family members may be addressed to the Commanding Officer, (Attn: Base Inspector). Appeals must be received within 10 working days of the suspension of privileges. The decision on appeals rests solely with the CO, MCB Hawaii or his designee per enclosures (3) and (4).

b. Civilian personnel against whom administrative action is taken, including debarment, may request reconsideration of the decision to the CO, MCB Hawaii. All appeals must be forwarded in writing within 10 calendar days of notification of the action.

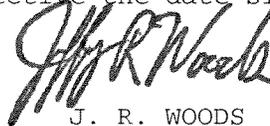
c. After a decision by the CO, MCB Hawaii, the Base Inspector will provide written notice to the individual requesting the appeal with a copy to active duty members' CO.

d. The Base Inspector will provide a copy of all appeals process documentation to the ID Card Office for inclusion in an individual's case file, as appropriate.

6. Command and Signal

a. Command. This Order is applicable to MCB Hawaii, tenant commands, and base personnel.

b. Signal. This Order is effective the date signed.



J. R. WOODS

DISTRIBUTION: A

GUIDELINES FOR DISPOSITION OF REPORTS OF MISCONDUCT

These guidelines list potential actions and the conduct which normally triggers sanctions at each level. It is an informal guide. More or less severe action may be taken based upon the circumstances of the individual case and more than one action may result from a single offense.

1. Conduct which normally results in an oral admonition: minor offenses, especially when juveniles are involved.

2. Conduct which normally results in a Warning Letter: Commission of minor offenses, as defined in this Order; unresolved neighborhood disputes; minor domestic disputes; failure to exercise control or supervision over minor children; minor affrays; violation of housing regulations; violation of motor vehicle traffic regulations when action in addition to that of the Traffic Court Officer or action taken in United States District Court is appropriate.

3. Conduct which normally results in suspension of privileges or restriction to specified areas and/or a period of probation: Shoplifting or theft from any activity/location aboard this Base (regardless property taken value); abuse of privileges; sponsorship of an individual not otherwise entitled to use facilities where such an individual violates regulations or commits criminal misconduct about this Base; repeat minor offenses where warning letter has previously been issued without results.

4. Conduct which normally results in debarment causing dispossession of privatized housing: Repeated violation of housing or other regulations; a pattern of an inability to live peaceably with neighbors; waste or mismanagement of government provided utilities; willful destruction of property including assigned government quarters; child or spouse abuse/neglect; commission of a felony or any offense involving drug activity or weapons in or involving government quarters. Personnel who lose eligibility to live in privatized housing when their family member(s) have been debarred may be dispossessed.

5. Conduct which normally results in debarment: Commission of any offense involving a weapon or drug related activity; commission of a felony; repeated minor violations of Base regulations where the individual has been previously warned or lesser administrative action taken without results; serious domestic disturbances; serious spouse or child abuse/neglect; aggravated assault; theft; burglary; any offense or misconduct which threatens the peace and security of this installation.

6. Referral to Federal authorities: Any violation of Federal or State law, especially serious offenses of trespassing after previous debarment, will be referred to the Special Assistant, United States Attorney for action.



UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
BOX 63002 KANEHOE BAY HAWAII 96863-3002

IN REPLY REFER TO:
5510
IS
DATE

From: Commanding Officer, Marine Corps Base Hawaii
To: Subject's name

Subj: Debarment Letter (Sample)

Ref: (a) BaseO P5510.20A
(b) Military Police Blotter Entry #

1. Per reference (a), the Commanding Officer, Marine Corps Base (MCB) Hawaii is entrusted with the responsibility for the safety and security of all persons using the facilities of this Base as well as for military security and law enforcement. It is essential that Base regulations and the applicable State and city laws be strictly obeyed by all members of our community.

2. Reference (b) indicates the Military Police Blotter concerning your involvement in: [list offense(s)]. Your behavior is indicative to be prejudicial to good order, safety, and security of this installation. Conduct of this nature is not tolerated.

3. In view of the above circumstances, it has been determined that your presence aboard this Base is not in the best interest of this command. Under the authority of the Commanding Officer, you are ordered not to re-enter all military reservations designated as Marine Corps Base Hawaii, effective the date of this letter, for a period of [length of debarment].

4. Should you be discovered within the confines of MCB Hawaii, you will be subject to prosecution in the United States Federal Court under Title 18, U. S. Code Section 1382, which states:

"Whoever, within the jurisdiction of the United States, goes upon any military, naval, Coast Guard reservation, post, fort, arsenal, yard, station, or installation, for any purpose prohibited by law or lawful regulations; or whoever reenters or is found within any such reservation, after having been removed there from or ordered not to reenter by any officer or person in command or charge thereof, shall be fined [not more than \$5000] or imprisoned for not more than six months or both."

5. Should any compelling reasons exist which you believe would be sufficient to justify a modification or termination of this order, you should contact the Base Inspector within 10 days of issuance of this order in writing, to request an appeal of this order.

I. B. MARINE
By direction

Subj: Debarment Letter (Sample)

Copy to:

MPD

SAUSA

Pass & ID

SJA

Commander Navy Region Hawaii

Commnader Det 2, 18 FSS

Commander, U.S. Army Support Command Headquarters

District Legal Officer, 14th Coast Guard District

FILES

Appeal - Individual (Sample)

Date

Name
Street Address
City, State
Contact Number

To: Commanding Officer, Marine Corps Base (MCB) Hawaii
Via: Base Inspector, MCB Hawaii

On (date of incident) I committed (alleged wrong) aboard MCB Hawaii. I am requesting my debarment be rescinded for (reason - explain in depth). Since my debarment from MCB Hawaii I have (supporting information to show self-improvement). I take full responsibility for my action on (date of incident) if my privileges are re-instated I plan on (purpose for being aboard the installation i.e., employment, school, pleasure, etc.).

Thank You,
(Signature)

Notes:

Character references are welcome in support of your appeal.

Appeal request for family members and/or dependants require sponsor's command endorsement.

Appeal request for civilian employees aboard the installation require employer's endorsement.

BaseO 5510.20B



Appeal - Command (Sample)
UNITED STATES MARINE CORPS
UNIT LETTER HEAD

IN REPLY REFER TO:
5500
SECT
DATE

SECOND ENDORSEMENT on Pvt Marine's ltr 5800 SECT dtd DATE

From: Commanding Officer, Regiment/Group
To: Base Inspector, Marine Corps Base Hawaii

Subj: REQUEST FOR REINSTATEMENT OF BASE ACCESS PRIVILEGES; ICO PRIVATE WANNA
B. MARINE XXX XX XXXX/XXXX USMC

Ref: (a) BaseO P5500.15B

1. Forwarded, recommending approval/disapproval.

COMMANDING OFFICER
Colonel

Copy to:
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Enclosure (4)



UNITED STATES MARINE CORPS
UNIT LETTER HEAD

IN REPLY REFER TO:
5500
SECT
DATE

FIRST ENDORSEMENT on Pvt Marine's ltr 5800 SECT dtd DATE

From: Commanding Officer, Battalion/Squadron
To: Base Inspector, Marine Corps Base Hawaii
Via: Commanding Officer, Regiment/Group

Subj: REQUEST FOR REINSTATEMENT OF BASE ACCESS PRIVILEGES; ICO PRIVATE WANNA
B. MARINE XXX XX XXXX/XXXX USMC

Ref: (a) BaseO P5500.15B

1. Forwarded, recommending approval/ disapproval.
2. This paragraph will state the importance of the request as to why the individual in question should be granted their base access back.
3. This recommendation is deemed to be in the best interest of the Marine's family and command.
4. Point of contact on this matter is Unit S-1 section.

COMMANDING OFFICER
Lieutenant Colonel

Copy to:
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UNITED STATES MARINE CORPS
UNIT LETTER HEAD



IN REPLY REFER TO:
5500
SECT
DATE

Private Wanna B. Marine XXX XX XXXX/XXXX USMC
To: Base Inspector, Marine Corps Base (MCB) Hawaii
Via: (1) Commanding Officer, Battalion/Squadron
(2) Commanding Officer, Regiment/Group

Subj: REQUEST FOR REINSTATEMENT OF BASE ACCESS PRIVILEGES

Ref: (a) BaseO P5500.15B

1. It is requested that my debarment from Marine Corps Base Hawaii be rescinded.
2. On (date of incident) I committed (alleged wrong) aboard MCB Hawaii. I am requesting my debarment be rescinded for (reason - explain in depth).
3. This paragraph will state the importance of the request as to why the individual in question should be granted their base access privileges back. Since my debarment from MCB Hawaii I have (supporting information to show self-improvement). I take full responsibility for my action on (date of incident) if my privileges are re-instated I plan on (purpose for being aboard the installation i.e., employment, school, pleasure, etc.).
4. Should you have any further questions concerning this matter, please contact Private Wanna B. Marine at (XXX) XXX-XXXX.

Sincerely,

W. B. MARINE

Copy to:
Files

Notes:

Character references are welcome in support of your appeal.

Appeal request for family members and/or dependants require sponsor's command endorsement.