



UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
BOX 63062
KANEHOE BAY HAWAII 96863-3002

5500
IBM
DD Mmm YY

From: Last, First, MI, EDIPI/MOS USMC/USN
To: Director, Family Housing, Marine Corps Base Hawaii
Via: Commanding Officer, Unit

Subj: REQUEST EXCEPTION TO POLICY

Ref: (a) MCBHO 5532.1 Ch. 1
(b) MCBH EXECUTE ORDER 01-20

1. Per the references, I am requesting an exception to policy. I request approval for (blank) to be authorized access to Marine Corps Base Hawaii, Kaneohe Bay for the period of DD Month Year to DD Month Year.

2. In accordance with housing policy, the following information is provided:

- a. Sponsor:
- b. Spouse name:
- c. Quarters address:
- d. Phone:
- e. Guest's name:
- f. Guest's permanent address:
- g. Guest's phone:
- h. Relationship to sponsor:
- i. Guest's date of birth:
- j. Guest's anticipated date of arrival:
- k. Guest's anticipated date of departure:
- l. Purpose of visit:

3. I fully understand that the actions of my guest are my responsibility.

4. The point of contact for this matter is the sponsor, First M Last at (xxx) xxx-xxxx or email@usmc.mil.

F. M. Last