

## PROCEDURES TO TRANSITION CONTRACTORS FROM RAPIDGATE TO DBIDS

On September 1, 2018, MCB Hawaii will transition to a new government-owned access control system called Defense Biometric Identification System (DBIDS). DBIDS will replace RAPIDGate and MCB Hawaii Contractor credentials for contractors and other non-DoD affiliated personnel requiring unescorted installation access. There is no cost for a DBIDS credential.

### **TRANSITION INSTRUCTIONS FOR CONTRACTORS WITH A VALID RAPIDGATE OR MCB HAWAII CONTRACTOR CREDENTIAL**

1. Between September 10 and December 10, 2018, all personnel with a RAPIDGate or MCB Hawaii Contractor credential are required to exchange these credentials for a DBIDS credential. Contractors who do not exchange their RAPIDGate or MCB Hawaii Contractor credential before December 10, 2018, will be denied access and directed to the Visitors Center, B1637, MCB Hawaii, or the Pass and Registration, B601, Camp Smith for credential exchange, which will result in significant delay.
2. During the transition period, RAPIDGate and MCB Hawaii access credentials remain valid for base access; however, a second form of government issued identification (driver's license, state identification card, passport, etc) must be presented to the gate sentry.
3. DBIDS credentials will be available for issue on September 10, 2018, at the Visitors Center, B1637; the PMO Customer Service Center, B1095, MCB Hawaii; the Pass and Registration Office, B601, Camp H. M. Smith; or by appointment at the Pu'uloa Range Control Office, B401. The end date of the DBIDS card will correspond with the RAPIDGate or MCB Hawaii Contractor credential.
4. To expedite the credential exchange process, we require that contractors with a RAPIDGate or MCB Hawaii Contractor credential pre-enroll in DBIDS before they arrive for credential exchange. Failure to do so will result in access delay.
  - a. Access DBIDS pre-enrollment at <https://dbids-global.dmdc.mil/enroll#!/>, no more than 30 days before the visit. The contractor must list the base sponsor's contact information in DBIDS in the sponsor section and include the name, email address, and telephone number of the base sponsor.
  - b. At the completion of the pre-enrollment, the contractor will receive an alpha-numeric pre-enrollment confirmation code and a QR code which they can print, save as a PDF, and/or write down the alpha-numeric code. As the base sponsor, you must include the alpha-numeric code with the contractor's name on MCBH S-7 Form 5532, and submit to PMO only if the contractor's credential will expire during the transition period and you are renewing the credential. The pre-enrollment code replaces the contractor's personal identifying information that was required on the previous base access form. The pre-enrollment code is valid for 30 days only.
  - c. Pre-enrollment can be made on a computer, laptop, tablet, or smart phone. If the contractor receives certificate error messages or security warnings when attempting to pre-enroll from a non DoD computer, tablet, or smartphone, please have them visit <https://www.dau.mil/faq/p/DoD-PKI-Certificates> and follow the step by step instructions.
  - d. Contractors who cannot pre-enroll in DBIDS are required to submit a SECNAV 5512/1,

Department of the Navy Local Population ID Card/Base Access Pass Registration, to their Base Sponsor who will submit to the form to PMO via the email address listed below.

5. Sponsor will email the Base Access Request form or the SECNAVINST 5512/1 to PMO: [mcbkbaz.pmoservices@usmc.mil](mailto:mcbkbaz.pmoservices@usmc.mil). All MCCS contractor requests are emailed to: [mcbkbaz.mccspmoservices@usmc.mil](mailto:mcbkbaz.mccspmoservices@usmc.mil), only if the contractor's credential will expire during the transition period and you are renewing the credential.

6. The contractor must bring the two forms of identification they used to pre-enroll in DBIDS along with the printed QR code or alpha-numeric pre-enrollment code when they arrive for credential exchange. The contractor's photograph and digital fingerprints will be taken during processing. Failure to consent to the photograph or digital fingerprints will result in denial of base access.

7. Contractors requiring base access for 60 days or less will receive a DBIDS paper pass and contractors requiring base access more than 60 days will receive a DBIDS credential.

#### **INSTRUCTIONS FOR NEW CONTRACTORS WITHOUT A RAPIDGate, MCB HAWAII CONTRACTOR CREDENTIAL, OR DBIDS CREDENTIAL**

1. DBIDS credentials will be issued for new contractors without a RAPIDGate or MCB Hawaii DBIDS contractor credential beginning September 10, 2018, at the locations listed in paragraph 3 above.

2. Contractors will follow the instructions in paragraph 4 to pre-enroll in DBIDS and provide the pre-enrollment code to their base sponsor. Pre-enroll no more than 30 days and no less than five days before access is required. Contractors who cannot pre-register in DBIDS are required to submit a SECNAV Form 5512/1 to their base sponsor.

3. Sponsor will email MCBH S-7 Form 5532 to: [mcbkbaz.pmoservices@usmc.mil](mailto:mcbkbaz.pmoservices@usmc.mil). All MCCS contractor requests are emailed to: [mcbkbaz.mccspmoservices@usmc.mil](mailto:mcbkbaz.mccspmoservices@usmc.mil).

4. The contractor must bring the two forms of identification they used to pre-enroll in DBIDS along with the printed QR code or alpha-numeric pre-enrollment code when they arrive for their DBIDS credential. The contractor's photograph and digital fingerprints will be taken during processing. Failure to consent to the photograph or digital fingerprints will result in denial of base access.

5. Contractors requiring base access for 60 days or less will receive a DBIDS paper pass and contractors requiring base access more than 60 days will receive a DBIDS credential.

#### **CONTRACTORS WITH A DBIDS CREDENTIAL ISSUED FROM ANOTHER INSTALLATION**

1. Contractors with a DBIDS credential or a temporary DBIDS paper pass issued from another installation do not automatically have access to MCB Hawaii. These contractors with legitimate government related business on MCB Hawaii will request base access through their base sponsor if they do not currently have a RAPIDGate credential authorized for MCB Hawaii or a MCB Hawaii Contractor credential.

2. Sponsor will email MCBH S-7 Form 5532 to PMO: [mcbkbaz.pmoservices@usmc.mil](mailto:mcbkbaz.pmoservices@usmc.mil). All MCCS contractor requests are emailed to: [mcbkbaz.mccspmoservices@usmc.mil](mailto:mcbkbaz.mccspmoservices@usmc.mil).

3. Contractors with a DBIDS credential or temporary DBIDS paper pass from another installation are required to stop at the Visitors Center, B1637; the PMO Customer Service Center, B1095, MCB Hawaii; the Pass and Registration Office, B601, Camp H. M. Smith; or by appointment at the Pu'uloa Range Control Office, B401, to verify their sponsorship and have their DBIDS credential programmed for MCB Hawaii access.

#### **ADDITIONAL SPONSOR REQUIREMENTS FOR FOREIGN NATIONALS EMPLOYED ABOARD MCB HAWAII**

1. Foreign Nationals with a valid United States Permanent Resident Alien Card (USCIS Form I-551) are eligible to work on MCB Hawaii and have unescorted access for work purposes only when properly sponsored. Permanent Resident Aliens from Iran, Iraq, Syria, Sudan, Somalia, Libya, and Yemen are excluded from this policy. All other Foreign Nationals without a USCIS Form I-551 are excluded from working on MCB Hawaii.

2. Eligible Foreign National workers should pre-enroll in DBIDS following the instructions above or submit a SECNAVINST 5512/1 form to their Base Sponsor.

3. The Base Sponsor will include a copy of the Permanent Resident Alien's USCIS Form I-551 and updated proof of an E-Verify check when submitting MCBH S-7 Form 5532 or the SECNAV 5512/1.

#### **Points of Contact:**

If you have questions, please contact one of the individuals from the Pass and Registration Office:

John Lunning, 808-0257-6969, [john.lunning@usmc.mil](mailto:john.lunning@usmc.mil)

Jenna Rivera, 808-257-1148, [jennifer.rivera1@usmc.mil](mailto:jennifer.rivera1@usmc.mil)

Marisela Quintas, 808-257-9962, [marisela.quintas@usmc.mil](mailto:marisela.quintas@usmc.mil)

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