



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

IN REPLY REFER TO:
BaseO 1710.75D
MCCSBF
27 Oct 2014

BASE ORDER 1710.75D

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

Subj: FRIENDS OF KANEHOE BAY (FOKB) PROGRAM

Ref: (a) DODI 1015.10 Military Morale, Welfare, and Recreation Programs
(b) MCO P1700.27B MCCS Policy Manual
(c) Directive-type Memorandum (DTM) 09-012, Interim Policy Guidance for DoD Physical Access Control
(d) CMC ltr 1710 MRS 14 Jan 2014, Approval for Public Use of Kaneohe Klipper Golf Course and K-Bay Lanes, MCB Hawaii
(e) BaseO 5532 Base Security and Access Control

Encl: (1) Friends of Kaneohe Bay (FOKB) Gate Access Application Process
(2) Friends of K-Bay Application Form
(3) Friends of Kaneohe Bay Approval Letter
(4) Friends of Kaneohe Bay (FOKB) Pass and ID Card Sample

1. Situation. The FOKB guest pass and ID card program is established to facilitate unescorted access from the gate to a specific Marine Corps Community Services (MCCS) Category C facility, in accordance with the references.

2. Cancellation. Base Order 1710.75C.

3. Mission. Promote and enhance relations between the military and the civilian community by allowing individuals who do not have base privileges to use facilities which have been determined as underutilized by authorized patrons. The FOKB Program allows authorized guests to use the Kaneohe Klipper Golf Course (KKGCC), K-Bay Lanes (KBL) Bowling Center, and/or The Officers' Club (The Club only). The use of these facilities by the FOKB will benefit the Marines, Sailors and their family members by generating funds in support of MCCS and Morale, Welfare and Recreation (MWR) programs, and lower the out of pocket costs for Marines and Sailors utilizing these facilities aboard the base.

4. Execution

a. Commander's Intent

(1) Eligibility. Groups or individuals 18 years of age or older, who meet all regulatory requirements as stated in the references, are eligible as authorized guests. In addition, effective 14 January 2011, KKGCC and the KBL are authorized by the Commandant of the Marine Corps to allow non-sponsored members of the general public to utilize the facilities on a reservation and limited basis, per reference (d).

(2) Responsibility. MCCS will sponsor and be responsible for all FOKB gate access pass and ID card applicants. All passes and ID cards are issued for a maximum of one-year from the date of approval. The pass and ID

card are valid for the card holder only, are not transferable to another individual, and may not be used to sponsor any other individual onto the installation.

b. Concept of Operations

(1) Application Process. Enclosure (1) provides the flow chart of the application process. The Friends of K-Bay Application Form (enclosure (2)) can be obtained at the following MCCS Category C facilities: KKGK, KBL, and The Officers' Club, and on the MCCS Hawaii website at mccshawaii.com.

(a) MCCS. The Category C Facility Manager will provide enclosure (2) to authorized guests. The Manager will validate the applicant's information and recommend approval by forwarding the application to the Food and Hospitality (F&H) Business Office. The Category C Manager will notify the applicant if the application was disapproved.

(b) Guest. The FOKB applicant must complete enclosure (2) and submit it to the Category C Facility Manager. A \$10 processing fee will be applied to cover administrative and postage expenses of the program. Completed applications will then be submitted to the F&H Business Office for review.

1. Upon expiration of the FOKB pass and ID card, if there were no violations of the agreement or revocation of the applicant's FOKB pass and ID card, the applicant may contact MCCS and reapply for a FOKB pass and ID card renewal.

2. In the event the pass and/or ID card are lost prior to the expiration date, the applicant will need to repeat the application process in its entirety, to include the \$10 processing fee.

(c) Food & Hospitality (F&H) Business Office. The F&H Business Office will review enclosure (2) for completeness and enter into FOKB database, then forward to the PMO Pass House. The office will maintain an updated listing of approved FOKB applications utilizing the "temporary pass number" issued by the Pass House. In addition, the following information will be tracked: driver's license number, vehicle information, date(s) of application approval, and expiration date.

(d) PMO Pass House. Once PMO receives enclosure (2), they will verify identity and conduct a National Crime Information Center and Hawaii Criminal Justice Information System background check in accordance with references (d) and (e), and notify F&H Business Office the results of the applicant's background check.

(e) F&H Business Office. Upon notification from the PMO Pass House, the F&H Business Office will mail the applicant the FOKB Approval Letter (enclosure (3)). This is to notify the applicant they have been approved and to proceed to the PMO Pass House to receive their FOKB pass and ID card.

(f) PMO Pass House. Once the applicant stops at the PMO Pass House and presents a valid enclosure 3, current vehicle registration, proof of current safety inspection, proof of HI no fault insurance and a valid drivers license, they will be issued a 12 month FOKB pass and ID card, see enclosure (4).

(2) Guest Restrictions

(a) The FOKB pass and ID card only allows access to the specific Category C facility, or facilities, listed on the pass during regular hours of operation. The facilities include the KKGC, KBL, and The Club.

(b) The FOKB pass and ID card does not allow access to any of the beaches aboard Marine Corps Base (MCB) Hawaii.

(c) No loitering in parking lots at any location.

(d) The FOKB pass and ID card holder must depart the installation immediately after completion of an authorized activity at the authorized location.

(e) The Commanding Officer, MCB Hawaii reserves the right to restrict access of a FOKB pass and ID card holder at any time.

(3) Revocation of FOKB Privileges. MCB Hawaii will revoke base access privileges for any individual FOKB pass and ID card holder who abuses or fails to follow the rules and regulations of this program; Federal and State laws, including security regulations; traffic laws; and/or fails to maintain state required minimum insurance for the vehicle, as well as state inspections. FOKB pass and ID card holders should be aware any violation which occurs on the installation which constitutes a crime may be prosecuted in Federal Court.

5. Administration and Logistics. The point of contact for this program is the F&H Director or Assistant at (808) 254-7638/7639.

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.

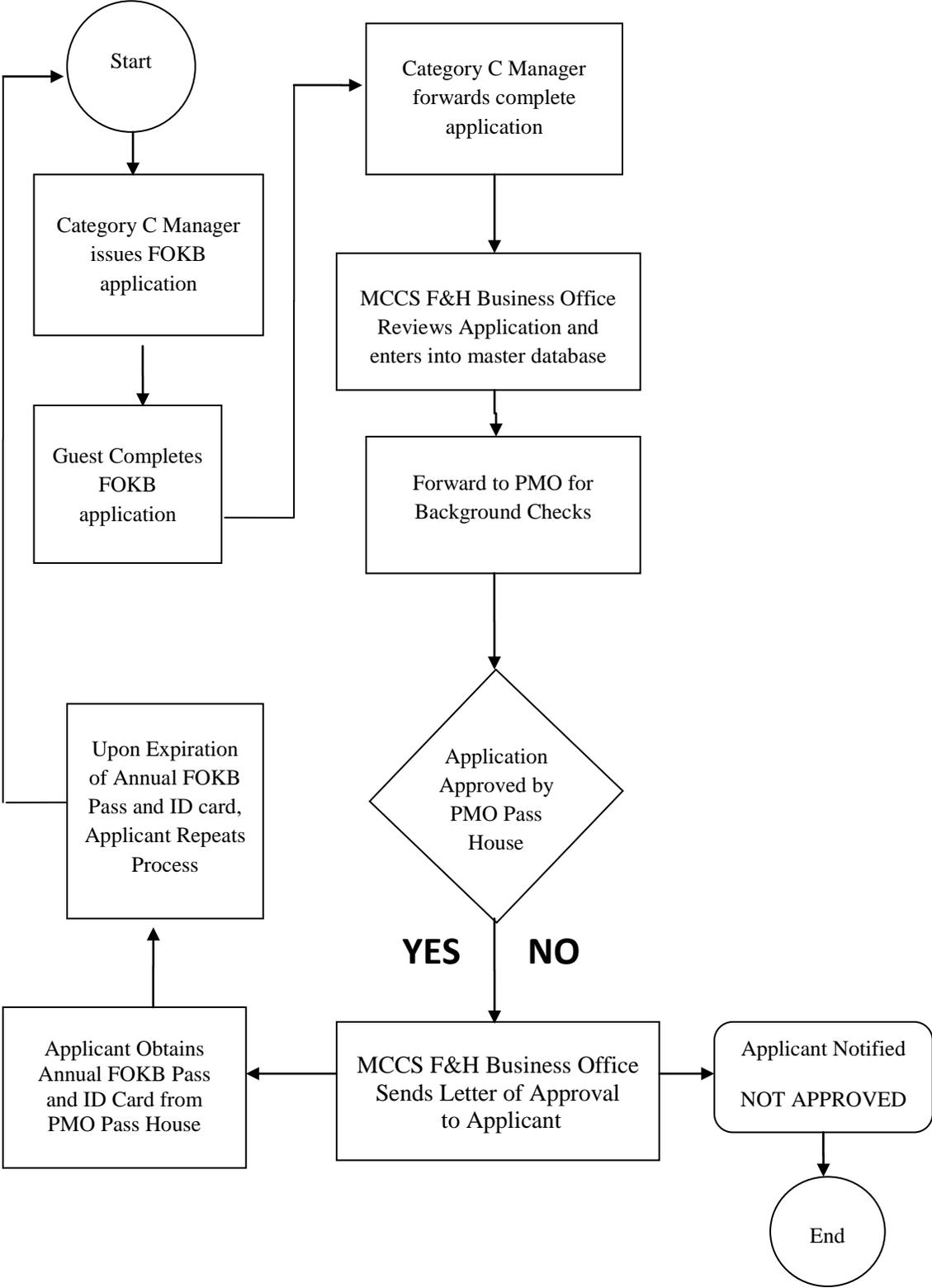

ERIC W. SCHAEFER

DISTRIBUTION: A

FRIENDS OF KANEOHE BAY (FOKB) GATE ACCESS APPLICATION PROCESS

Category C Activity

Kaneohe Klipper Golf Course (KKG), K-Bay Lanes (KBL), The Officers' Club (The Club)



"FRIENDS OF K-BAY APPLICATION FORM"

Revised: Mar 2014

Please include \$10 processing fee with your application (cash or check).

Request the following "Friends of K-Bay" be authorized an Installation Access Pass and ID Card. The duration of this FOKB pass and ID Card are for a maximum of one year from date of approval. This FOKB pass and ID card are for this applicant ONLY. A \$10 processing fee is required.

MCCS Facility Participation (Please mark one):

Kaneohe Klipper Golf Course (KKGK) K-Bay Lanes (KBL) The Officers' Club (The Club)

Name of MCCS Manager/Supervisor/Sponsor	Rank/Title	Name of Activity
Signature	Date	Phone Number

Guest Information

Name of Sponsored Guest (Last, First MI)	HI DL # OR SSN
Date of Birth, Height, Weight, Color Hair, Color Eyes / / / /	Address (Include City, State and Zip Code)
Home Phone	Cell Phone
Signature Statement of Understanding: By signing this pass and ID card application, I agree to the terms and conditions stated herein and will abide by Marine Corps regulations while on Marine Corps Base Hawaii. Furthermore, I agree that I am in good standing with the United States Marine Corps and have never been banned from any military installation. SIGNATURE: _____ DATE: _____	Email Address May we use your email address to contact you for information and to update you on current events and volunteer opportunities? <input type="checkbox"/> YES <input type="checkbox"/> NO Email: _____
Vehicle Make Model Color / /	Vehicle VIN #
Vehicle State Registration # (License Plate Number)	Drivers License: State, Number, Expiration
Hawaii No Fault Insurance Carrier and Policy Number:	

Approved by MCCS

Rank/Name	Date	Signature
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Provost Marshal's Office Records Check

Rank/Name	Date	Signature
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NCIC DATE: _____ INITIAL: _____ NO RECORDS RECORDS ATTACHED

ACKNOWLEDGEMENT

This FOKB pass and ID card are not transferable and authorized access to Marine Corps Base Hawaii only. The applicant agrees to comply with Federal/DOD guidelines and to consent to a local records check. Acknowledgement of this form provides Marine Corps Base Hawaii permission to conduct a routine background check on the applicant. I certify that the information on this form is true and accurate to the best of my knowledge. If the FOKB pass and ID card is lost or stolen I will immediately report it to the Provost Marshal's Office, 257-2047.

PRIVACY ACT INFORMATION

Authority: Title 10, United States Code, Section 2012

Principal purpose: The purpose for requesting personal information is to verify identification of the applicant and to assist civilian access to Marine Corps Base Hawaii, Kaneohe Bay.

Routine Use: Information provided may be used to determine eligibility of applicants desiring access to Marine Corps Base Hawaii, Kaneohe Bay as well as for other lawful purposes including law enforcement and litigation. For other official purposes, information on this form may be provided to other law enforcement agencies.

Disclosure: Submitting requested information is voluntary, however, failure to provide information will result in access privileges being refused or withdrawn. The Privacy Act Statement will apply throughout the duration of the FOKB pass and ID card.

FRIENDS OF KANEOHE BAY APPROVAL LETTERMarine Corps Base
HawaiiBox 63073
Kaneohe Bay, HI 96863-3073

DATE

Dear Friend of K-Bay:

I am pleased to inform you that your "Friends of K-Bay" access application has been approved. To obtain your pass and ID card, please review the following:

Proceed to the Marine Corps Base Hawaii Front Gate Pass House (building. 1637). Business hours are Monday through Friday from 7:00 am to 4:00 pm. Please bring with you: **this letter, your current vehicle registration, vehicle safety, Hawaii no fault insurance, and valid driver's license.** If you have any questions, please call the Pass House at 257-2047.

Please remember that the "Friends of K-Bay" pass and ID card are offered **to you** as a privilege, and are for access to the Kaneohe Klipper Golf Course, K-Bay Lanes, and The Officers' Club ONLY. If you are found anywhere on base other than these approved MCCS facilities, your privileges and access to the base will be revoked immediately. Furthermore, the pass and ID card are not transferable to another individual, and may not be used to sponsor any other individual onto the installation. As such, no passengers 18 years of age or older are allowed in the vehicle, unless they themselves have a "Friends of K-Bay" ID card. Passengers under 18 years of age may accompany a "Friends of K-Bay" pass and ID card holder.

Please display the pass on the dashboard of your vehicle at all times while on Marine Corps Base Hawaii. Violation of any of the terms and agreements will be cause for immediate removal from the base, and you will be unable to renew your pass and ID card for a minimum of 24 months.

The pass and ID card are valid for one year and approved only for the vehicle license plate that is listed on your pass. You may not use this pass for any other vehicle other than what is listed. In the event the pass and/or ID card are lost prior to the expiration date, you will need to repeat the application process in its entirety, to include the \$10 processing fee.

Again, thank you for supporting Marine Corps Community Services and our Marines and Sailors. We are looking forward to seeing you on Marine Corps Base Hawaii as you enjoy your "Friends of K-Bay" privileges. Should you have any questions, please feel free to contact me via e-mail at kunichikakt@usmc-mccs.org.

Sincerely,

Kendrick Kunichika
Food & Hospitality Business Office

Enclosure (3)

