



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

BaseO 5532 Ch 4
PMO
25 OCT 2017

BASE ORDER 5532 Ch 4

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

Subj: BASE SECURITY AND ACCESS CONTROL

Encl: (1) New paragraph 4012

1. Situation. To transmit and change paragraphs to the basic Order.
2. Mission. This change updates Marine Corps Base Hawaii (MCBH) processing of Agent Privilege Card.
3. Execution. Delete all of paragraph 4012 in chapter 4 of this Order and replace with the paragraph in the enclosure.
4. Command and Signal
 - a. Command. This change to the Order is applicable to MCBH subordinate commands, Directors, and all tenant commands and organizations aboard the installation. This Order also applies to all military service members (active and reserve, on or off duty), military dependents, designated sponsors and all other civilian personnel working and/or visiting MCBH.
 - b. Signal. This change to the Order is effective the date signed.

A handwritten signature in black ink, appearing to read "R. LIANEZ".

R. LIANEZ

DISTRIBUTION: A



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

IN REPLY REFER TO:
BaseO 5532 Ch 3
PMO

MAY 26 2017

BASE ORDER 5532 Ch 3

From: Commanding Officer
To: Distribution List

Subj: BASE SECURITY AND ACCESS CONTROL

Encl: (1) BaseO 5532, Chapter 4

1. Situation. Changes to the basic Order are required due to substantial changes in access control.

2. Execution. Remove Chapter 4 in its entirety and replace with enclosure (1) of this change transmittal.

SC Killeen
S. C. KILLEEN

DISTRIBUTION: A



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

IN REPLY REFER TO:
BaseO 5532 Ch 2
PMO
13 Aug 2014

BASE ORDER 5532 CH 2

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

Subj: BASE SECURITY AND ACCESS CONTROL

Encl: (1) Weapons Registration Notification Letter

1. Situation. To transmit changes and add a new Encl (1) to the basic Order.

2. Execution

a. Remove paragraph 5001.2a and replace with: "In all cases, privately owned firearm(s) will be stored in a fully encased container (e.g. commercial gun safe, hard plastic case, etc.) capable of completely enclosing the firearm(s) and being locked with a key or combination. All firearms will be fitted with a trigger lock. Ammunition must be stored separately from firearms and in a container capable of being locked with a key or combination lock; however, ammunition is not authorized for storage in BEQ or BOQ for personnel authorized to store personal weapons in their room."

b. Add the following sentence at the end of paragraph 5001.4a:
"Privately owned firearms, and any other instrument classified as a weapon under this Order, are prohibited in all Federal facilities and government vehicles, except as authorized in paragraph 5001.4c(8)."

c. Remove the following sentence from paragraph 5001.4c(8): "Ensure all privately owned weapons(s) kept in family quarters are disassembled, or have a trigger lock, and are inaccessible to children at all times" and replace with the following sentence: "Privately owned firearms(s) and ammunition stored in family quarters must be stored in compliance with paragraph 5001.2a and made inaccessible to children at all times."

d. Remove the following words from the last sentence of paragraph 5001.4c(8): "only in locked gun cases purchased at their own expense," and add the following sentence: "Privately owned firearms(s) and ammunition stored in SNCO BEQs and BOQs must be stored in compliance with paragraph 5001.2a. Personnel who fall into this category must obtain approval from the Installation Commander by submitting a written request via the Provost Marshal and store their weapons in their Unit's Armory until their request is processed."

e. Remove the following sentence from paragraph 5001.4c(9)(c): "Civilians with concealed weapons permits must still register their weapons with PMO," and replace with "No person shall carry a privately owned firearm as a concealed weapon aboard MCB Hawaii, regardless if a State of Hawaii concealed firearms permit was issued. Federal, State, and local law enforcement personnel in the official performance of their duties are excluded."

f. Replace paragraph 5003.2c with the following: "The Provost Marshal will notify commanders when command personnel register any weapon with PMO, utilizing Encl (1)."

g. Add Encl (1) to the basic Order.

h. Add paragraph 5003.2d: Enlisted personnel, E5 and below, residing in BEQ's must store weapons in their unit armory. A statement from the service member's commanding officer contained in the MCB Hawaii registration form, must be completed before registration with MCB Hawaii. Obtain this form from PMO during normal working hours.



BRIAN ANNICHIARICO

DISTRIBUTION: A



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

IN REPLY REFER TO:
BaseO 5532 CH 1
PMO
4 DEC 2013

BASE ORDER 5532 CH 1

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

Subj: BASE SECURITY AND ACCESS CONTROL

1. Situation. To transmit pen changes to the basic Order.
2. Execution. Replace paragraph 4004(1)(e) with: "e. Dependents 16 years of age, who reside on MCB Hawaii, may sponsor guests."

BRIAN ANNICHIARICO

DISTRIBUTION: A



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

IN REPLY REFER TO:
BaseO 5532
PMO
15 Aug 2013

BASE ORDER 5532

From: Commanding Officer, MCB Hawaii
To: Distribution List

Subj: BASE SECURITY AND ACCESS CONTROL

Ref: (a) JAGINST 5800.7E w/Ch 2 (JAGMAN)
(b) DoD 5500.7-R (Joint Ethics Regulation)
(c) SECNAVINST 1740.2E (Solicitation and Conduct of Personal
Commercial Affairs on DoN Installations)
(d) BaseO 1710.55 w/Ch 1 (Household Employees)
(e) 18 USC 1382
(f) Executive Order #8681 of Feb 1941 (Naval Defense Sea Area and
Naval Airspace Reservation)
(g) 50 USC 797
(h) MCO 5500.6G (Arming of Security and Law Enforcement Personnel)
(i) MCO 3574.2K (Marine Corps Combat Marksmanship Programs)
(j) BaseO P3574.6 w/Ch 1 (SOP for Range Training)

1. Situation. To promulgate the Base Security and Access Control procedures for Marine Corps Base (MCB) Hawaii.

2. Cancellation. Base Order P5500.15B, Chapters 1, 2, 8, 9 and 10.

3. Mission. To publish policies, procedures and information substantive to the good order and discipline of MCB Hawaii.

4. Execution

a. Commander's Intent and Concept of Operations. This Order is a complete revision and should be reviewed in its entirety by all personnel aboard MCB Hawaii.

b. Concept of Operations. All requested changes and amendments to this Order will be staffed through the Chief of Staff.

5. Administration and Logistics

a. The MCB Hawaii Chief of Staff will act as the executive assistant for the publishing and changing of this Order. The point of contact is the Provost Marshal at 257-7114.

b. The Base Adjutant will keep a copy of all changes to this Order upon approval.

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.


BRIAN ANNICHARIKO

DISTRIBUTION: A

LOCATOR SHEET

Subj: BASE SECURITY AND ACCESS CONTROL

Location: _____
(Indicate the location(s) of the copy(ies) of this Order.)

BASE SECURITY AND ACCESS CONTROL

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature

BASE SECURITY AND ACCESS CONTROL

CONTENTS

CHAPTER

- 1 GENERAL PROVISIONS
- 2 DISTRIBUTION OF UNOFFICIAL LITERATURE AND CONTROL OF COMMERCIAL
ACTIVITIES AND FUND RAISING
- 3 COURTS
- 4 CONTROL OF ACCESS TO THE BASE
- 5 FIREARMS AND WEAPONS

BASE SECURITY AND ACCESS CONTROL

CHAPTER 1

GENERAL PROVISIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
RECOGNITION AND OBEDIENCE TO LAW AND ORDER	1001	1-2
REPORTING AND INVESTIGATION OF CRIMES AND OFFENSES	1002	1-3
SEARCH AND SEIZURE	1003	1-4
CONTROL OF EVIDENCE.	1004	1-5
LOST AND FOUND PRIVATE PROPERTY.	1005	1-5
CONTROL OF CHILDREN.	1006	1-6
DISTRIBUTION OF OFFENSE REPORTS AND DISPOSITION OF OFFENSES.	1007	1-7
LIAISON WITH MILITARY AND CIVILIAN LAW ENFORCEMENT AGENCIES	1008	1-8

CHAPTER 1

GENERAL PROVISIONS

1001. RECOGNITION AND OBEDIENCE TO LAW AND ORDER

1. Applicable Laws and Regulations. All persons aboard, or property owned or controlled by MCB Hawaii, will conform by the rules of law and order established by this Order, the laws of the United States of America, State of Hawaii, City and County of Honolulu and those regulatory agencies granted jurisdiction over specific activities aboard MCB Hawaii.

2. Enforcement of this Order. The prohibitions and regulations contained in this Order may be enforced through punitive, disciplinary or administrative action (including punishment for violation of a lawful general order under Article 92 of the Uniform Code of Military Justice (UCMJ)) under military or civilian systems.

3. Authority and Jurisdiction of Military Police and Criminal Investigators. Strictly obey orders of military police. If there is any doubt concerning any order given by military police or other persons in positions of authority, obey the order and refer the matter to the Provost Marshal. The Provost Marshal, military police and criminal investigators under his/her cognizance have authority in all law enforcement matters. Immediately report all criminal offenses brought to the attention of any command to the military police. Additional operational guidance is:

a. Serious Offenses. In the case of serious offenses (those punishable under the authority of the UCMJ by death or confinement for more than one year) no person, regardless of rank, may interfere with an apprehension by military police, criminal investigators or Naval Criminal Investigative Service (NCIS) agents. Commanding Officers and their representatives will render all appropriate assistance.

b. Other Offenses. For less serious offenses, commissioned officers may ask military police to relinquish custody of a suspect to them if all the following conditions are met:

(1) The officer is the Commanding Officer, Officer of the Day/Battalion Duty Officer or Staff Noncommissioned Officer (SNCO) assigned as duty officer.

(2) The apprehension occurs in a MCB Hawaii area assigned to the jurisdiction of the suspect's Commanding Officer or in any base common area when the incident involves only military personnel from the Commanding Officer's unit.

(3) All personnel involved in the incident are under the direct command of the suspect's Commanding Officer.

4. Notifications. Suspects may be taken to the Provost Marshal Office (PMO), building 1096, Kaneohe Bay, or building 601, Camp Smith to properly investigate offenses, conduct interviews, searches and prepare required reports. Command representatives may accompany military police to PMO. If a command representative is not present, PMO will notify the command that a member of that unit has been apprehended.

5. Assistance to PMO. If a Commanding Officer or representative thereof, requests that PMO relinquish custody of a member suspected of a minor offense, the Commanding Officer shall provide information needed by PMO to prepare any required reports. Unit personnel will assist PMO in any reasonable manner, when requested.

1002. REPORTING AND INVESTIGATION OF CRIMES AND OFFENSES

1. Any person having knowledge of a crime committed aboard property owned or controlled by MCB Hawaii shall immediately report the offense to PMO, as permitted within the boundaries of self-incrimination and other privileges. Offenses may be investigated as follows:

a. Criminal Offenses. PMO will either investigate serious criminal offenses or refer them to another investigative agency.

b. Military Offenses. The commander with jurisdiction over a person suspected of purely military offenses (e.g., unauthorized absence, missing movement, disobedience, adultery, disrespect, etc.) is responsible to investigate and dispose of the case. However, PMO may detain the individual for release to the command, if military police observed the offense. PMO will provide assistance if requested, resources permitting. When notified, PMO will post a military police alert for personnel in an unauthorized absence status for more than 24 hours, or for those considered dangerous.

c. Suspicious Person/Activity/Package. The Provost Marshal will investigate all suspicious persons/activities/packages or refer matters to another investigative or response agency (i.e., Explosive Ordnance Disposal (EOD)).

2. Specific Crimes and Incidents

a. Child Abuse. Child abuse is a criminal offense subject to the reporting requirement of paragraph 1002.1. All persons, including childcare providers, whether paid or voluntary, must immediately report any suspected child abuse to PMO. Failure to report may result in termination of employment and possible criminal prosecution. PMO will notify Family Advocacy Program representatives, Child Welfare Services, and other agencies as appropriate.

b. Missing, Lost, Stolen and Recovered Government Property. When government property such as weapons, office equipment, vehicles, classified equipment or other items are missing and may have been stolen, notify PMO immediately. Follow procedures for reporting missing, lost, stolen and recovered (MLSR) government property through the Marine Corps supply system. Commands must provide an information copy of the MLSR to the Criminal Investigation Division Office of the Provost Marshal.

c. Off-Base Crimes and Incidents. In order to have a central source of information, and to assist PMO with crime prevention and liaison with civilian law enforcement agencies, report the following off base crimes and incidents involving military personnel assigned to MCB Hawaii, or their family members, as permitted within the boundaries of self-incrimination and other privileges:

(1) Major crimes, including assaults, simple or aggravated, in which military personnel are involved.

(2) Traffic accidents in which serious injuries, fatalities or government vehicles are involved.

(3) Arrests by civil authorities for crimes other than traffic offenses when military personnel are involved.

(4) Any incident of driving under the influence of alcohol or drugs.

d. Narcotics Offenses. Immediately report suspected illicit drug use, prescription drug abuse or positive urinalysis results to PMO. MCB Hawaii driving privileges may be suspended for driving under the influence of drugs for not less than one year and may include loss of housing privileges for all members of the family (see paragraph 1007.4.a).

e. Unauthorized Digging. Digging anywhere on property owned or controlled by MCB Hawaii without the approval of EOD, the Director, Environmental Compliance and Protection Department, and MCB Hawaii Base Safety (Safety Specialist) is unauthorized except for shallow holes around residences or buildings for landscaping plants. If underground utilities or any objects that appear to be Hawaiian artifacts or bones are discovered, contact the MCB Hawaii Environmental Compliance and Protection Department during working hours or the MCB Hawaii Command Duty Officer after working hours.

1003. SEARCH AND SEIZURE

1. Commanding Officer's Authority. Reference (a) governs the admissibility of evidence resulting from search and seizure by a commanding officer or other officials acting under the authority of the United States. A commanding officer may not delegate the general authority to authorize reasonable searches.

2. Examples of Lawful Searches. This list is not all-inclusive and does not prohibit searches for other lawful purposes:

a. Search Authorization. The Commanding Officer with jurisdiction over a person or place to be searched may authorize a lawful search by issuing a search authorization, similar to a civilian search warrant. A search authorization must be based upon probable cause.

b. Stop and Frisk. A frisk for weapons may be conducted on a person and all property in his/her immediate possession or control when such a person is reasonably believed to be armed or presently dangerous. Contraband or evidence located during this process may be seized for evidence.

c. Incident to Lawful Apprehension. A search may be conducted on a person and all property in his/her immediate possession or control, incident to lawful apprehension of that person. The search need not be conducted immediately upon apprehension.

d. Prevent Disposal of Contraband. A search may be conducted without a search authorization or search warrant when there is reasonable belief that immediate action is necessary to prevent the removal, disposal, concealment or destruction of property believed to be evidence of a criminal act.

e. Consent Search. A search of a person, property, or both may be conducted with the freely given consent of the person, so long as the person has control of the property. Consent need not be in writing, although this is preferred. Consent can be withdrawn or limited at any time.

f. MCB Hawaii Commanding Officer's Authorized Inspection. An inspection of property owned or controlled by the United States, and which is under the control of the Armed Forces, or of any property within a military installation, may be conducted as authorized by the Commanding Officer having jurisdiction over the place where the property is situated. All persons, military or civilian, regardless of rank or status, must submit to such inspections, whether at the entrances or exits of any installation, or elsewhere on property owned or controlled by MCB Hawaii. For the purposes of this Order, the H-3 overpass from the Front Gate to Kaneohe Bay Drive is considered property of MCB Hawaii. Refusal to submit to an inspection will be grounds to deny access to MCB Hawaii and may result in debarment from the installation.

g. Unannounced Inspections. To ensure the security, military fitness and good order and discipline of the installation, unannounced inspections of any MCB Hawaii space, building or facility not assigned to a tenant military command may be conducted when authorized by the Base Commander. These inspections may incorporate use of military working dogs. Private property in such locations may be searched when authorized by the Base Commander based upon probable cause.

1004. CONTROL OF EVIDENCE

1. Turn-in Required. Immediately turn in all contraband and items seized as evidence to military police for safekeeping, evaluation, preparation of chain of custody documents and eventual disposal or return to owners. PMO operates the only authorized evidence repository. Do not store evidence and contraband in unit or office safes.

2. Drawing and Security. Personnel receiving evidence for use in command investigations, non-judicial punishment hearings and courts-martial are responsible to safeguard evidence in their custody and ensure that the chain of custody is not broken. Return all evidence to PMO at the end of each day or as soon as possible after it is no longer required.

1005. LOST AND FOUND PRIVATE PROPERTY

1. Notification of Loss. All persons aboard MCB Hawaii will notify PMO when personal property is lost and the owner desires return.

2. Found Property. All persons aboard MCB Hawaii will turn in found items of personal property to PMO at building 1096, Kaneohe Bay or building 601, Camp Smith, and provide information that may help locate the legal owner. This includes items of personal property left in MCB Hawaii activities and stores, as well as common areas such as beaches, parks, roadways, etc. This does not include personal property abandoned or left behind by military personnel who are deployed, have been transferred or who are in an unauthorized absence/desertion status. Personal property abandoned or left behind in unit areas under these circumstances is the responsibility of that person's Commanding Officer.

3. Return to Owner. PMO will attempt to locate the owner by checking reports of lost or stolen property and by other investigative methods. Once located, PMO will release the property to the owner or a representative of the owner's command.

4. Disposition of Found Property. If the owner of private property cannot be determined or located, or if the owner fails to claim the property after written notification, the property will normally be disposed of through the Defense Reutilization Marketing Office (DRMO) per reference (b), as follows:

a. Less Than \$25 Value. Items with a fair market value of less than \$25 will be turned over to DRMO without delay when efforts to determine the owner, an heir or next of kin, or a legal representative are unsuccessful.

b. Greater Than \$25 Value. Items with a fair market value of \$25 or more will be retained at least 45 days by PMO before turn-in to DRMO.

c. Unclaimed Property. If the owner, heir, next of kin or legal representative is determined but not found, PMO will retain the property at least 45 days after notification of the time and place of the intended disposition is made by registered mail to that person at the last known address.

d. Property of Deceased Members. Diligent efforts will be made to determine and locate the heirs or next of kin of deceased military members to return personal property. Property remaining unclaimed will be retained for two years after the death of the member.

1006. CONTROL OF CHILDREN

1. Parental Responsibility. Parents are responsible for the safety and control of their children aboard MCB Hawaii at all times. "Parent" includes legal guardians, stepparents, surrogate parents or other sponsors of minors aboard MCB Hawaii.

a. Prohibited Play Areas. Parents will ensure their children do not play in the streets, nonresidential parking lots, industrial and construction areas, dumpsters, sewers, condemned buildings, vacant buildings, on the Kaneohe Bay Golf Course or other dangerous or prohibited areas. Children may play on side streets only under direct parental supervision.

b. Attending Children. A responsible person must attend children five years old or younger at all times aboard MCB Hawaii. For the purpose of this section, a responsible person is defined as a person at least 12 years old, and possessed of sound judgment and full mental capacity. Children 12 years old or older may be left alone in quarters and may care for children 2-11 years old for a period of time not to exceed 12 hours provided they are of sufficient maturity to take appropriate action in the event of an emergency. It is highly recommended that newborns and infants be cared for by a responsible adult due to the risks associated with that age group. Children 10 years old or older may use beaches, theaters, swimming pools and other public areas (outside the family housing areas) on their own. Children 6-9 years old must be attended by a responsible person at all times while at beaches, theaters, swimming pools and other public areas. Children in the first grade and up may walk directly to and from Mokapu Elementary school on their own, provided they are adequately instructed on pedestrian safety and

child safety. Information is available from the National Center for Missing and Exploited Children at www.missingkids.com.

c. Juvenile Curfew. Parents will ensure that children comply with the Hawaii curfew law, under which unaccompanied children younger than 16 years old will be clear of public places and streets between 2200 and 0600. This curfew is extended to 30 minutes after a scheduled event for children proceeding directly home from the event. Sponsors of scheduled activities attended by children that end after curfew will notify PMO in advance.

2. Reporting Violations. Anyone observing an unsafe condition or violation of parental responsibilities will immediately report the offense to military police.

1007. DISTRIBUTION OF OFFENSE REPORTS AND DISPOSITION OF OFFENSES

1. Military Personnel. Military Police Incident Complaint Reports, criminal investigation reports, NCIS reports and other non-traffic related reports received or generated by the Provost Marshal concerning alleged offenses by military personnel will be forwarded to the officer exercising special courts-martial jurisdiction over the alleged offender. Except for offenses adjudicated through the U.S. Magistrate District Court or MCB Hawaii Traffic Court, Commanding Officers are responsible to determine disciplinary action for offenses allegedly perpetrated by members of their command.

2. Civilians. The Provost Marshal or Supervisory Special Agent, NCIS, will forward reports of serious criminal offenses to the Commanding Officer for disposition. The Staff Judge Advocate (SJA) may refer certain offenses directly to the U.S. Magistrate District Court via a criminal information report. Juvenile offenses may be referred to the State of Hawaii Family Court. The commanding officer may also take administrative actions based on the severity of the offense, any record of previous offenses committed by the individual, and the probable effect on the health, morale, welfare, safety and security of other MCB Hawaii residents and employees. Activities that interfere with the mission of this command are also subject to administrative action. These administrative actions include, but are not limited to, written or oral warnings, denial of privileges and debarment from MCB Hawaii. PMO is authorized to issue letters temporarily debarring civilians from MCB Hawaii when their actions are contrary to good order and discipline.

3. Military Dependents. Military personnel are responsible for the actions of their family members. The military member is responsible to ensure that family members are aware of laws and regulations. A copy of each report concerning offenses by military family members will be referred to the military member's Commanding Officer and the Base Inspector.

4. Eviction from Housing. In addition to the administrative actions listed above, the Commanding Officer may direct the matter to the Base Magistrate for possible debarment from government/privatized quarters and/or assign military members and their families to counseling and community service. Matters that may be forwarded to the base magistrate for adjudication include:

a. Offenses and crimes by the military member and/or family members or guests.

b. Offenses involving excessive noise, uncontrolled/unauthorized pets, unauthorized repairs to vehicles, unsupervised children, unsanitary or unsafe conditions, conflicts with neighbors, demonstrated racial prejudice and similar problems.

5. Official Warnings. Individuals involved in incidents, or who violate regulations may receive written warnings from the MCB Hawaii Commanding Officer, Base Inspector, Base Magistrate and other designees. Failures to adhere to these warnings, or additional offenses or incidents, may result in the matter being referred to the base magistrate for adjudication. In addition to imposing administrative sanctions, the magistrate may refer cases to address debarring family members from MCB Hawaii, withdrawal of privileges or referral to an appropriate civil court for prosecution. Administrative actions may be taken against individuals without warning in cases where the individual's continued presence aboard MCB Hawaii is detrimental to good order and discipline.

6. Mandatory Counseling. The Commanding Officer may require that military members and/or their families undergo counseling, special training or psychiatric treatment as a condition of continued occupancy of government/privatized quarters or continued access to MCB Hawaii. Failure to participate in or complete mandatory counseling, or additional offenses or incidents, may result in the matter being referred to the base magistrate for adjudication and possible debarring of family members from MCB Hawaii, withdrawal of privileges or referral to an appropriate civil court for prosecution. Specific instructions and conditions will be provided in writing to military members via their commanding officers.

7. Mediation. Individuals, commands and other agencies on MCB Hawaii may request referrals to community mediation services. After an initial interview, a meeting between the parties and mediators is arranged. If an agreement cannot be reached, the command may initiate administrative action, such as arbitration or referral to the base magistrate for adjudication.

8. Civilian Employees. Reports concerning employees of appropriated and non-appropriated fund activities, of civilian agencies such as the State of Hawaii Department of Education (Mokapu Elementary School) and of civilian contractors and concessionaires authorized aboard MCB Hawaii will be forwarded to the cognizant department head, special staff officer and/or parent organization. Reports concerning serious criminal offenses will be forwarded to the base magistrate for disposition. In addition to referral for prosecution and the administrative actions listed above, the Commanding Officer may direct termination of employment, official warnings or other job actions provided for by law or regulation.

1008. LIAISON WITH MILITARY AND CIVILIAN LAW ENFORCEMENT AGENCIES

1. Responsibilities. The Provost Marshal is responsible for liaison with local military and civilian law enforcement agencies, including NCIS, on all law enforcement matters.

2. NCIS. Except to provide information of a criminal intelligence nature where no specific crime was committed, for counterintelligence matters and for requests for information on NCIS investigations, the Provost Marshal will conduct all coordination with, and referral of crimes, to NCIS.

3. Assistance from Other Agencies. Refer all requests for assistance or information from other military or civilian law enforcement agencies to the Provost Marshal.

4. Civil Process. The Legal Services Support Team (LSST), Office of the SJA facilitates service of traffic court summons, bench warrants, subpoenas, temporary restraining orders and other forms of civil process, and provides liaison between civil authorities, tenant and MCB Hawaii units. An integral part of liaison is to notify the command before a process is served. Delivery of military personnel to state authorities pursuant to criminal warrants requires the execution of delivery agreements, the format and content of which are prepared by the LSST. Personnel intending to serve any form of civil service aboard MCB Hawaii shall be directed to the LSST prior to being granted access aboard the installation, in accordance with BaseO 5820. Attempting civil service process without notifying PMO and the SJA may subject the individual to debarment.

BASE SECURITY AND ACCESS CONTROL

CHAPTER 2

DISTRIBUTION OF UNOFFICIAL LITERATURE AND CONTROL OF
COMMERCIAL ACTIVITIES AND FUND RAISING

	<u>PARAGRAPH</u>	<u>PAGE</u>
DISTRIBUTION OF UNOFFICIAL LITERATURE.	2001	2-2
COMMERCIAL ACTIVITIES.	2002	2-2
COMMERCIAL ACTIVITIES WITHIN GOVERNMENT QUARTERS	2003	2-7
FUNDRAISERS.	2004	2-7

FIGURE

2-1 LETTER OF AUTHORIZATION	2-9
2-2 AUTHORIZATION FOR REPOSSESSION OF A MOTOR VEHICLE	2-10

CHAPTER 2

DISTRIBUTION OF UNOFFICIAL LITERATURE AND CONTROL OF
COMMERCIAL ACTIVITIES AND FUND RAISING2001. DISTRIBUTION OF UNOFFICIAL LITERATURE

1. Permission Required. The command policy is to preserve and respect all First Amendment rights to the maximum extent recognized by law consistent with national security, good order and discipline and the mission of the command and tenant units. Therefore, unofficial printed material is not authorized for distribution aboard MCB Hawaii, except upon written approval from the Commanding Officer, MCB Hawaii (hereafter, "Base Commander"). This chapter does not apply to the distribution of publications through official outlets such as the U.S. mail, Marine Corps Exchange, or military libraries.

2. Procedure

a. Those desiring to distribute literature or post handbills will submit a written request to the Base Commander via the Base Inspector, with enclosed copies of the materials proposed for distribution, inclusive dates, method, location and purpose of distribution at least ten working days before proposed distribution date.

b. The Base Commander, or his designated representative, will determine whether the material is detrimental to the mission, good order and discipline and/or military loyalty or morale. Permission will be granted or denied in writing.

2002. COMMERCIAL ACTIVITIES1. Prohibited Aboard Base

a. Active duty military personnel who represent any commercial company may not sell or solicit the sale of life insurance, mutual funds or other investment plans, goods or services, with or without compensation.

b. Door-to-door solicitation in family housing areas or bachelor quarters is prohibited without written approval of the Base Commander.

c. Use of retired, reserve or dependent military identification cards or vehicle decals to gain access to MCB Hawaii for the purpose of soliciting for a commercial activity is prohibited.

d. Civilian personnel employed by any branch of the U.S. Government may not conduct any commercial activity aboard MCB Hawaii.

e. Salesmen, agents or representatives of commercial organizations may not make formal or informal presentations on services or products at meetings, classes, formations or other assemblies of military personnel without permission from the Base Commander. This does not preclude individuals from sponsoring commercial vendors for personal presentations or official business.

f. Commercial activity by organizations which discriminate because of race, creed, ethnicity, country of origin, sex, any federally protected class or subscribe to other unethical practices is prohibited aboard MCB Hawaii.

g. Remuneration or gifts of any nature from any private commercial enterprise, other than for off-duty employment permitted in accordance with reference (a), unless authorized by reference (b), is prohibited.

2. Restrictions

a. Commercial concessions, which offer goods or services to base residents, employees and authorized visitors, may be conducted only by sponsorship of base departments and special staff offices. The Base Inspector will review each case, and activities will be confined to the furnishing of services or supplies that are necessary but not otherwise reasonably available from other sources.

b. Base residents desiring goods or services of a commercial organization must sponsor the representative aboard MCB Hawaii by notifying the Pass House in building 1637 at the H-3 Gate, Kaneohe Bay or building 601, Camp Smith (subject to the requirements of chapter 4). The sponsoring individual is responsible for the conduct of the representative aboard MCB Hawaii. Residents of family housing, bachelor officers' quarters (BOQ) and bachelor SNCO quarters may sponsor representatives to their quarters. Residents of bachelor enlisted quarters may sponsor representatives to meet them in common areas of MCB Hawaii open to visitors, such as snack bars. Individuals will not sponsor representatives to the dining facilities or work areas. Representatives will not solicit other customers aboard MCB Hawaii by any means, including signs, distribution of literature or personal contact.

c. Delivering unsolicited literature at government quarters is prohibited unless authorized by the Base Inspector. Catalogs and other advertising materials may be delivered only in response to a specific request by a resident.

d. Representatives must comply with all applicable federal, state, and local laws and regulations pertaining to licensing and taxation.

e. Active duty military personnel and their family members may sell personal property, not offered by any commercial organization, either by item or "yard sale." Individuals may advertise such sales in the "Hawaii Marine" or on designated bulletin boards. Each single-family quarters may conduct one two-day sale per month. Not more than three signs may be posted, and must be removed no later than sunset of the day on which the sale is concluded. Signs may be affixed to telephone poles and fences using tape, zip tie, string, or other material that will not damage the surface when removed. Signs shall never be affixed to traffic signs or other official signs.

f. Active duty military personnel and their family members may offer personal services such as house cleaning, baby sitting, lawn mowing, etc., subject to review by the Base Commander. Individuals may advertise such services in the newspaper or on designated bulletin boards.

g. Civilian employees of MCB Hawaii and retired military personnel and their family members may sell personal property to MCB Hawaii residents under the same restrictions that apply to active duty personnel, as outlined above.

h. Child Care/Babysitting. Command approval is not required for incidental/occasional babysitting when a responsible individual watches the home for a few hours or less while the parents are gone (see chapter 1).

i. Off-Duty Education/Correspondence Courses. Representatives of Veterans Administration approved off-duty education/correspondence courses may be authorized to interview prospective students in the Base Education Office after the Office of the SJA (Installation Law) has reviewed and approved the contract. Before the first visit to MCB Hawaii, each correspondence school representative will check in with the Base Education Officer, building 220, Kaneohe Bay.

j. Home Demonstrations. Home demonstrations are authorized only under the following conditions:

(1) The group gathering must be solely within the quarters of the sponsor;

(2) All attendees must be guests of the sponsor;

(3) The sponsor may not take orders for merchandise or services, or otherwise act as a representative of a commercial organization;

(4) All goods, merchandise, or services offered for sale or sold as a result of the activity must be offered and sold at the same unit price to each attendee without rebate or other special inducement to the sponsor; and

(5) The goods are not sexually explicit or adult materials.

k. Insurance, Mutual Funds, Investment Plans, Securities and Real Estate. Agents may offer these services only under the following conditions:

(1) Each agent must be licensed per State of Hawaii laws and must comply with the provisions of this Order pertaining to sponsorship outlined in Chapter 4.

(2) To solicit aboard MCB Hawaii, an insurance company representative must have, and present on request, a current letter of authorization from the Commanding Officer (see figure 2-1). The Base Inspector will maintain the following for each letter of authorization:

(a) A copy of each current letter of authorization;

(b) The number of times each authorization has been renewed; and

(c) Any complaints concerning possible abuse of privileges or questionable business practices. Names of complainants will not be recorded.

(3) Repeated complaints of questionable practices are sufficient grounds to revoke the solicitation authorization of all agents who represent a firm. Revocation will be by official letter sent to the firm. This letter will request the return of all current letters of authorization issued to agents of that firm. Notice of such revocation shall become part of each affected agent's file.

(4) Once revoked, solicitation privileges will not be re-authorized for a minimum of 12 months following such revocation. No new agents from

that debarred firm will be authorized within that 12-month period. No individual solicitor whose privileges have been twice revoked shall be authorized to solicit on MCB Hawaii.

3. Repossession of Privately Owned Vehicles (POV) on MCB Hawaii

a. In order to protect the legal rights of both the debtor and creditor, and maintain good order and security aboard the base, both voluntary, involuntary, and in absentia repossessions of personal property located aboard the base will be coordinated through the Base Inspector's Office, with assistance from the LSST, Office of the SJA.

b. The Base Inspector's Office shall act as the liaison between the creditor or his repossessing agent and the service member/debtor.

c. Voluntary Repossessions: The surrender of the vehicle will be affected at a time directed by the LSST, coordinated with the service member and creditor/repossessing agent. Representatives of any activity desiring to repossess POV located aboard the base must comply with the following provisions:

(1) Notify the LSST concerning a possible repossession of the member's vehicle.

(2) Request that the member be sent to the Legal Assistance Office to discuss his or her rights with respect to repossession of personal property.

(3) If the member chooses to voluntarily turn the vehicle over to the repossessing agent, he or she will do so at the parking lot of building 215, LSST. This order does not apply to voluntary repossessions consummated at the creditor's place of business or other locations off the installation.

(4) The repossessing agent will obtain a visitor's pass from the Pass House, building 1637 at the H-3 Gate, Kaneohe Bay.

(5) The LSST will ensure that copies of the following documents are provided by the repossessing agent prior to repossession of the vehicle:

(a) Title;

(b) Contract;

(c) Statement of default from the loan/credit company;

(d) Authority to repossess from the loan/credit company;

(e) Repossession agent's name, business address, telephone number and organization (license); and

(f) After ensuring the proper documentation is provided, a repossession authorization form (figure 2-2) will be completed; the original and two copies are required. The original will be given to the repossessing agent; one copy will be given to PMO and one copy will be retained at the LSST.

d. Involuntary Repossession: Any vehicle that a creditor has a legitimate legal right to take possession of, and where the debtor does not

wish to voluntarily surrender the vehicle to the creditor's representatives, will be referred to the Legal Services Support Team. All involuntary Repossessions require the creditor's representative to complete the Authorization for Involuntary Repossession of a Motor Vehicle (figure 2-2).

(1) The LSST will ensure copies of the following documents are provided by the repossessing agent prior to repossessing the vehicle:

- (a) Title;
- (b) Contract;
- (c) Statement of default from the loan/credit company;
- (d) Authority to repossess from the loan/credit company; and
- (e) Repossession agent's name, business address, telephone number, and organization (license).

(f) After ensuring the proper documentation is provided, a repossession authorization form (figure 2-2) will be completed; the original and two copies are required. The original will be given to the repossessing agent; one copy will be given to PMO and one copy will be retained at the LSST.

(2) For repossession of a vehicle deemed to be abandoned, the following guidelines will apply:

(a) Repossessing agent must have a court order stating that the creditor is authorized to take possession of the vehicle.

(b) The repossessing agent will be escorted to the site of the vehicle by PMO. PMO will:

1. Verify that the vehicle's identification and license number correspond with the vehicle to be repossessed.
2. Remove all armed forces decals from the vehicle after recording the data appearing on them.
3. Record a description of the vehicle's physical condition at the time of towing, noting any apparent defects or damage.
4. Record the location on the base from which the vehicle is removed.
5. Take into custody any property present in or on the vehicle that appears to belong to the government or the owner of the vehicle and which can be obtained without damaging the vehicle. Any such property shall be released to a representative of the unit to which the vehicle's owner is attached.
6. Affirm that the above actions have been accomplished, and then the repossessing agent will be escorted off the base by PMO.
7. Ensure that the facts recorded in connection with any vehicle repossession on the base are submitted in the form of a report

classified as "Vehicle Repossession." These reports will be maintained on file at PMO as an aid to personnel attempting to locate their POV and as a means of clearing reports of motor vehicle theft in which the vehicle has been repossessed vice stolen.

e. Prior to removal, PMO will remove all armed forces decals from the vehicle after recording the data appearing on them. The unavailability of military police personnel due to operational commitments does constitute grounds to postpone or cancel the repossession.

f. MCB Hawaii will not assist in repossession of vehicles owned by Marines or Sailors deployed or involved in military exercises which may materially affect their ability to participate in judicial proceedings.

g. The Base Commander is authorized to deny permission to repossess a vehicle on board the base and will record the circumstances surrounding such denial. Prior to a denial, consultation with the Base SJA is required.

2003. COMMERCIAL ACTIVITIES WITHIN GOVERNMENT QUARTERS

1. Permission. Family members of active duty military personnel must request permission from the Base Commander, via the Base Inspector, to conduct a business within their quarters, except for Family Day Care Home (FDCH) services, which are regulated per reference (c). Those wishing to conduct a home business will submit a letter of request to the MCB Hawaii Commanding Officer (Attn: MCB Hawaii Base Inspector). Include in the request details of the proposed business. The Base Inspector will then forward the request to the Director, MCB Hawaii Family Housing Department and Director, Marine Corps Community Services (MCCS) for concurrence. The Base Inspector is the sole authorizing agent. All home businesses aboard MCB Hawaii are approved on an annual basis; as such requests must be renewed yearly.

2. Restrictions. Home businesses which deal with hazardous substances, boarding or breeding animals for profit, noise or odors detectable outside the quarters, generation of excessive trash that causes a neighborhood nuisance, sexually explicit/adult materials, public health to include tattoos and body piercings or creation of traffic or parking problems are prohibited. All businesses will abide by State and Federal laws.

2004. FUNDRAISERS

1. General. Fundraising is the raising of funds for a nonprofit organization through solicitation of funds or gifts-in-kind or the sale of items. Pursuant to reference (b), fundraising by Department of Defense (DoD) employees and on DoD installations is strictly regulated, largely to avoid preferential treatment or the appearance of it.

2. Combined Federal Campaign and Navy-Marine Corps Relief Society. Pursuant to reference (b), fundraising for the Combined Federal Campaign and for the Navy-Marine Corps Relief Society may be conducted in the workplace and in public areas aboard MCB Hawaii.

3. Unit Fundraisers. Generally, only those organizations that are either properly registered non-profit, private organizations through MCCS (e.g., spouses clubs, Boy Scouts, Girl Scouts), or units conducting "by themselves, for themselves" events (e.g., bake sales, car washes) to augment Birthday

Ball funds will be given permission to conduct fundraising activities aboard MCB Hawaii. Permission to conduct fundraisers requires advance written approval by the Base Commander. Requests to conduct such fundraisers will be addressed to the Base Inspector, and all will receive a legal review by the SJA prior to approval by the Commanding Officer. Requests will include detailed information about inclusive dates, materials to be sold or collected and the method for doing so, prices, desired location, control of receipts and the purpose of the event. If permitted, such fundraisers may be advertised through the "*Hawaii Marine*" and bulletin boards. Door-to-door solicitation in family and bachelors' quarters is prohibited.

Mr. John Doe
Acme Encyclopedia Company
2345 Anywhere St.
Honolulu, Hawaii 96862

Dear Mr. Doe:

Your letter, dated _____, requesting permission to conduct business on behalf of Acme Encyclopedia Company within the limits of Marine Corps Base (MCB) Hawaii is approved. Any letter issued to you before the date of this letter is rescinded.

Permission to conduct business is granted to you only. You may not delegate or transfer this permission. This permission is granted provided you scrupulously comply with all regulations (copies enclosed) governing commercial activities aboard MCB Hawaii. Permission to do business aboard MCB Hawaii in no way endorses your company, its agents, products, or services. Any commercial activity you conduct aboard MCB Hawaii may only be at the request of the individual desiring your services as a representative of the Acme Encyclopedia Company. Moreover, such activity may be conducted only where there has been a specific, previously agreed upon appointment.

You may not enter any area on MCB Hawaii where unmarried, enlisted Marines work or are billeted. You may enter family areas and bachelor officers' quarters only at the express invitation of a resident. In those instances when you have a business appointment with an individual who does not reside in either family housing or bachelor officers' quarters, you may conduct such business in those areas of MCB Hawaii (such as snack bars) open to authorized visitors.

Use of retired, reserve, or dependent military identification cards or vehicle decals to gain access to MCB Hawaii for any commercial activity is prohibited. After receiving this letter, report to building 1637, Kaneohe Bay or building 601, Camp Smith to receive an official pass. Additionally, you will call the Base Adjutant at 257-7712, to reserve an appointment for an interview. Any insurance agent caught selling any form of cash value life insurance as an investment will be investigated and, if it is determined that misrepresentation has occurred; you will be permanently banned from the base and risk losing your license. One of the primary responsibilities of the MCB Hawaii Commanding Officer is to ensure the security of this installation is not breached. In this regard, the officers of military organizations aboard MCB Hawaii do not have authority to authorize you to conduct commercial activity in the areas assigned to their units.

Permission granted herein to do business aboard MCB Hawaii is a privilege, not a right, which the Commanding Officer may withdraw as he sees fit. This letter of authorization will expire on _____. You may request renewal one month before the expiration date.

Sincerely,
I. M. MARINE

FIGURE 2-1. LETTER OF AUTHORIZATION

AUTHORIZATION FOR REPOSSESSION OF A MOTOR VEHICLE

1. I am the authorized agent of the creditor _____, holding a valid security interest in the motor vehicle described below:

Year: _____,
 Make/Model: _____/_____,
 Color: _____,
 VIN: _____,
 License Number: _____,
 State Registered: _____,
 Registered Owner: _____,
 Address of Owner: _____,

2. The buyer or debtor of the above-described motor vehicle is currently in default of his/her obligations pursuant to a contract dated _____. The buyer or debtor is currently \$_____ in arrears. (If buyer or debtor is in default for a reason other than failure to make payments, the circumstances are described on the reverse side of this page).

3. I am currently employed with _____, located at _____, and the phone number is _____. (If the creditor is acting on a personal transaction, use home address).

4. I understand and will adhere to the following provisions:

a. To return all personal property found during or after repossession of the vehicle to the Military Police Department.

b. That all repossessions will take place between 0730 (7:30 am) and 1800 (6:00 pm).

c. That this authorization is valid for 24 hours from the time and date signed below.

d. That all involuntary repossessions will take place in the presence of a military policeman.

5. All of the above information, which I have provided, is true to the best of my knowledge, and I agree to abide by the provisions set forth above.

_____	_____	_____	_____
Repossessing Agent	Date/Time	Legal Assistance	Date/Time

FIGURE 2-2. AUTHORIZATION FOR REPOSSESSION OF A MOTOR VEHICLE

BASE SECURITY AND ACCESS CONTROL

CHAPTER 3

COURTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
DEFINITION OF TERMS.	3001	3-2
U.S. MAGISTRATE DISTRICT COURT	3002	3-2
HAWAII FAMILY COURT.	3003	3-2

CHAPTER 3

COURTS

3001. DEFINITION OF TERMS

1. Collateral Forfeiture. A process used in the U.S. Magistrate District Court by which a defendant may pay a fine in lieu of a court appearance.
2. Bench Warrant. A warrant issued by the U.S. Magistrate Judge for the custody/arrest of a violator who failed to appear in court.
3. Juvenile. Persons less than 18 years old, including military personnel.

3002. U.S. MAGISTRATE DISTRICT COURT

1. A court system which addresses minor offenses and traffic offenses which occur in the special maritime and territorial jurisdiction of the United States. In many cases, offenders may pay a fine online and are not required to appear in court, however a number of offenses carry a mandatory court appearance. Persons charged with mandatory court appearance offenses or those who desire to plead not guilty must appear before, and be judged by, the U.S. Magistrate Judge. Magistrate Court is held the first Wednesday of every month at the Federal Court House, for violations that occur on land controlled by the U.S. Marine Corps.
2. No one may be tried by the Magistrate without his or her consent for criminal cases. Cases in which an individual refuses consent are tried in U.S. District Court. Violators are notified of their court date by summons. Convictions and guilty pleas in U.S. magistrate District Court usually result in fines and/or suspension/revocation of state driving privileges. Action to suspend or revoke base driving privileges may be completed administratively by the Base Traffic Court.
3. Only adult civilians and active duty service members not assigned to MCB Hawaii are adjudicated in U.S. Magistrate District Court. Active duty service members assigned to MCB Hawaii are not adjudicated in U.S. Magistrate District Court; this is a policy decision, there is no legal bar to the prosecution. Juveniles will not be prosecuted in U.S. Magistrate District Court.
4. Generally trespassing, possession of small amounts of illegal drugs and small dollar shoplifting offenses are not handled in U.S. Magistrate District Court, however every case is evaluated individually and contact should be made with the Special Assistant U.S. Attorney who works in the LSST.

3003. HAWAII FAMILY COURT. This court system addresses domestic offenses and offenses committed by juveniles. At least one parent, or a SNCO or above for military personnel, must attend with the violator. A letter from the Family Court establishes the court date. The Hawaii Family Court consists of a Hawaii state judge and counselors who handle juvenile offenders. PMO and the Honolulu Police Department (HPD) must work closely with the local prosecutor's office in order to have cases adjudicated in Hawaii State Family Court; this contact should begin early in the prosecution process. The point of contact may be reached at (808) 768-7400.

BASE SECURITY AND ACCESS CONTROL

CHAPTER 4

CONTROL OF ACCESS TO THE BASE

	PARAGRAPH	PAGE
BASE ACCESS REQUIREMENTS	4001	4-2
UNESCORTED ACCESS CATEGORIES	4002	4-2
ACCEPTABLE IDENTIFY SOURCE DOCUMENTS	4003	4-4
PERSONS DISQUALIFIED FROM ENTERING MCBH.	4004	4-5
ENTRY AND EXIT POINTS	4005	4-7
VEHICLE ACCESS	4006	4-8
SPONSORSHIP.	4007	4-9
ONE-DAY PERSONAL VISITOR SPONSORSHIP PROCEDURES.	4008	4-10
PRIVATE SPECIAL EVENT SPONSORSHIP AND GUEST ACCESS	4009	4-10
REGISTERED HOUSEGUEST PASS PROCEDURES.	4010	4-11
COMMERCIAL ACTIVITY PASS	4011	4-12
AGENT PRIVILEGE CARD	4012	4-12
COMMAND SPONSORED OFFICIAL VISITORS.	4013	4-14
VISITING GROUPS OR ORGANIZATIONS	4014	4-15
MARINE CORPS COMMUNITY SERVICES SPECIAL EVENT PASSES	4015	4-15
FRIENDS OF KANEOHE BAY PASSES.	4016	4-16
DOD CIVILIAN RETIREE ACCESS.	4017	4-16
VISITOR CONDUCT.	4018	4-16
CONTRACTOR SPONSORSHIP AND ACCESS REQUIREMENTS	4019	4-17
ROLE PLAYER THREAT SCREENING PROCESS	4020	4-19
CONTRACTOR ACCESS TERMINATION.	4021	4-21
BASE ACCESS RECORDS.	4022	4-21
IDENTIFICATION CARDS	4023	4-21
VIOLATIONS	4024	4-22

CHAPTER 4

CONTROL OF ACCESS TO THE BASE

4001. BASE ACCESS REQUIREMENTS. Compliance with this Order or special written permission from the Commanding Officer is required for all persons to access Marine Corps Base Hawaii (MCBH). This includes the Kaneohe Bay Naval Defensive Sea Area (NDSA) 500 yard buffer zone. Reference (g) provides authority to control access.

1. Persons entering MCBH must have a valid purpose to enter, will be vetted to determine fitness, will be identity proofed, and will be in possession of an authorized and valid access credential. All persons requesting access to MCBH who do not possess a Common Access Card (CAC), a Retiree and Benefit Recipient Privilege Credential (Teslin), a Federal Personal Identity Verification (PIV) credential, or an Armed Forces Exchange Services Identification Card, are subject to identity proofing and criminal history inquiry by Provost Marshal Office (PMO) personnel.

2. More restrictive access control procedures will be placed in effect during higher Force Protection Conditions (FPCON) or at the direction of the Commanding Officer or his designee.

3. All personnel and vehicles, commercial or private, are subject to search upon entering MCBH. Failure to consent to a search or inspection of any vehicle, person or property attempting to access MCBH or inability/unwillingness to produce valid documents is grounds to deny access to MCBH. All persons entering MCBH are subject to a Physical Access Control System scan of their identification card.

4002. UNESCORTED ACCESS CATEGORIES. The following entrant categories are considered vetted and identity proofed when in possession of their respective identification card and have unescorted access to MCBH when in compliance with applicable access restrictions and the current FPCON.

1. Military Personnel. This category includes active duty military members, military family members, reservists, National Guardsmen, and military retirees in possession of a CAC or variation of the Uniformed Services Identification Card. Reservists and National Guardsmen will be granted a liberal access policy to MCBH establishments (e.g., billeting, clubs, Marine Corps Community Center (MCCS) facilities, beaches, etc). Military personnel must possess the appropriate U.S. Armed Forces Identification (AFID) Card when entering or exiting MCBH and must present the AFID card when requested by Military Police.

2. Civilian Employees. This category includes Department of Defense (DoD) civilian employees in possession of a CAC and Marine Corps Community Services and Non-Appropriated Instrumentality employees in possession of a CAC or DD Form 2574.

a. Authorized entry to MCBH only in conjunction with employment or other bona fide purposes such as visits to the credit union, clubs, or other functions permitted on MCBH.

b. Must possess the appropriate DoD identification card when entering or exiting MCBH, and must present these when requested by Military Police.

3. U.S. Government Contractors. U. S. Government Contractors requiring access to the Marine Corps Enterprise Network are issued a CAC. U. S. Government Contractors not requiring access to the MCEN are issued a Marine Corps Electronic Security System (MCESS) credential for base access.

a. U.S. Government Contractors employed on MCBH are authorized access to MCBH for work purposes only and only during the days and hours documented in their Consolidated Law Enforcement Operations Center (CLEOC) profile.

b. U.S. Government Contractors employed at other military installations must be sponsored to access MCBH.

c. U.S. Government Contractors must possess their CAC or MCESS credential when entering or exiting MCBH and must present this identification when requested by Military Police.

4. RAPIDGate Card Holders. This category includes civilian contractors, subcontractors, vendors, service providers and other business entities not eligible for a CAC, who require intermediate to long-term access to MCBH in support of a contract or service agreement.

a. RAPIDGate cardholders are authorized access to MCBH for work purposes only and only during the days and hours documented in their RAPIDGate profile.

b. RAPIDGate cardholders must be specifically credentialed for access to MCBH.

c. RAPIDGate cardholders must possess their RAPIDGate credential when entering or exiting MCBH and must present this identification when requested by Military Police.

5. Civilian Contractors. This category includes civilian contractors, subcontractors, vendors, service providers and other business entities not eligible for a CAC, who require short-term to intermediate access to MCBH in support of a contract or service agreement, and have not joined the RAPIDGate Program. Civilian contractors are considered vetted and identity proofed once their MCESS credential is issued.

a. Civilian contractors with an MCESS credential are authorized unescorted access to MCBH for work purposes only and only during the days and hours documented in their CLEOC profile.

b. Civilian contractors must possess their MCESS credential when entering or exiting MCBH and must present this identification when requested by Military Police.

6. Federal, State, and City/County Employees Working Aboard MCBH. Federal, State, and City/County Government Employees who are assigned to work aboard MCBH are authorized unescorted access to MCBH for official business only in support of the government agency they represent. Examples include U.S. Department of Agriculture, U.S. Department of Homeland Security, and State of

Hawaii Department of Education. Employee must possess a PIV or PIV Interoperability (PIV-1) credential issued by the agency they represent and may be subject to criminal history inquiries.

7. Law Enforcement Officials. Military police may authorize all Federal, State, and local law enforcement officials access to MCBH without a pass upon presentation of credentials and in the performance of their duties.

8. All other persons requesting access to MCBH are considered visitors.

4003. ACCEPTABLE IDENTITY SOURCE DOCUMENTS. All personnel entering MCBH will present a valid and acceptable form of identification.

1. The following access credentials will be considered proof of identity and do not require additional vetting:

- a. CAC.
- b. Teslin.
- c. Federal PIV Credential, including the Transportation Workers Identification Credential, accepted with a Bill of Lading.
- d. Armed Forces Exchange Services Identification and Privileges Card.
- e. MCESS Credential issued by MCBH.
- f. RAPIDGate Credential programmed for access to MCBH.

2. The following access credentials are approved; however, they require additional vetting prior to issuance:

- a. Personal PIV-1 credential issued by non-federal agencies.
- b. Locally produced MCESS credential.

3. Personnel requesting access to MCBH who do not possess one of the above listed documents will present a valid and original form of identification from those listed below. The document must not be expired. Documents that appear questionable or otherwise altered will not be accepted.

- a. U. S. passport or U.S. passport card.
- b. Permanent resident card or Alien Registration Receipt Card (INS Form I-551).
- c. Foreign passport with a temporary (I-551) stamp or temporary (I-551) printed notation on a machine readable immigrant visa.
- d. Foreign passport with a current arrival-departure record (INS Form I-94) bearing the same names as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer.

e. Employment authorization document that contains a photograph (INS Form I-766).

f. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with INS Form I-94 or INS Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.

g. Driver's license or identification card issued by a State or outlying possession of the United States, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address.

h. Identification card issued by Federal, State, or local government agencies, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address.

i. School identification card with photograph.

j. U.S. Military or draft record.

k. U.S. Coast Guard Merchant Mariner Card.

l. Native American tribal document.

4. For persons under the age of 18 who are unable to present a document listed above:

a. School record or report card.

b. Day care or nursery school record.

c. Birth certificate.

4004. PERSONS DISQUALIFIED FROM ENTERING MCBH

1. The following criteria shall not be considered exhaustive. Accordingly, the MCBH Commanding Officer may, at his discretion, disqualify any person whose presence aboard MCBH he deems detrimental to good order or discipline or contrary to the safety, security or mission readiness of the base.

2. Except as otherwise provided, any person who meets one or more of the below criteria will be presumptively disqualified from entering MCBH.

a. Is on the Known or Appropriately Suspected Terrorist file.

b. Is illegally present in the United States, whose citizenship, immigration status or social security number cannot be verified, or who has committed any immigration violation involving fraud or willful misrepresentation

- c. Is subject to an outstanding felony or misdemeanor warrant.
- d. Is identified in the Foreign Fugitive File.
- e. Is currently on probation or parole for any felony conviction.
- f. Has been issued a debarment order and is currently debarred from any DoD installation.
- g. Is registered in any Federal or State Sex Offender Registry.
- h. Has received a felony conviction at any time for any of the following offenses:
 - (1) Criminal offenses of a sexual nature (rape, child molestation, trafficking in humans, etc.)
 - (2) Sabotage, treason, or terrorism.
 - (3) Criminal offenses of violence within the past 10 years.
 - (4) Criminal offenses involving gang related activity, supremacist or extremist behavior.
 - (5) Criminal offenses in which a weapon was used either as a means of violence or a threat of violence.
 - (6) Criminal offenses involving the possession, use, distribution, trafficking, and/or manufacturing of any controlled or illegal substance.

3. Other felony convictions include:

- a. Other than those disqualifiers set forth above, any felony conviction registered within the past 10 years is also grounds for denial of access; however, such a denial may be waived by the Commanding Officer on a case by case basis.
- b. Felony convictions more than 10 years old, except for the offenses listed above, do not require a waiver.
- c. Persons released from prison or on probation within five years after a felony conviction can apply for a waiver.
- d. Arrests for a disqualifying event without disposition (conviction, dismissal, not guilty or acquittal) more than 10 years old, are not grounds for denial of access.

4. The waiver process is as follows:

a. Personnel who have been denied access to MCBH may appeal in writing to the Provost Marshal:

Provost Marshal Office
Marine Corps Base Hawaii
P.O. Box 63062
Kaneohe Bay, HI 96863-3062

b. The applicant must submit in writing, reasonable compelling justification for base access with supporting documents. Supporting documents must include three or more written recommendation letters from the applicant's employer or key members of the community who may speak to the applicant's character, employment, and other personal contributions to the civilian or military community.

c. The Provost Marshal will conduct an objective evaluation of the validity of the individual's appeal before a decision is made.

4005. ENTRY AND EXIT POINTS. Except for organized and authorized movements of military personnel by sea, air or through other perimeter openings, all points of entry and exit for MCBH and Camp H. M. Smith, Hawaii will be:

1. By H-3 Gate. The H-3 Gate is open 24 hours per day, seven days per week. All persons authorized access to MCBH by this Order or special permission may use the H-3 Gate. Delivery vehicles are required to use this gate.

2. By Mokapu Gate

a. Vehicles. The Mokapu Gate is open 0530-1930 Monday through Friday and closed on federal holidays. PMO will deny access to all visitors' privately owned vehicles without an appropriate MCBH vehicle pass. PMO may authorize access for clearly marked food delivery vehicles with a legitimate bill of lading. All tractor-trailers will enter/exit through the H-3 Gate.

b. People. Pedestrians, bicyclists and moped operators with a valid vehicle pass and one of the identification cards described herein may enter through both the H-3 and Mokapu Gates.

3. By Main Gate, Camp H. M. Smith. The Main Gate Camp H. M. Smith is open 24 hours per day, seven days per week. All persons authorized access to MCBH and visitors may use this gate.

4. By Echo Gate, Camp H. M. Smith. The Echo Gate is open 0530-0800 and 1530-1730 Monday through Friday and closed on federal holidays. Vehicles, pedestrians, bicyclists, and moped operators with valid vehicle pass and one of the identification cards described herein may enter this gate.

5. Manana Housing Gate. The Manana Housing Gate is open 24 hours per day, seven days per week. Residents' and guests' vehicles with a valid vehicle pass may enter this gate. Pedestrians, bicyclists, and moped operators with a valid vehicle pass and one of the identification cards described herein may enter through this gate.

6. Marine Corps Training Area Bellows. All persons authorized access to MCBH and visitors may use this gate.

7. Pu'uloa Range Gate. Vehicle operators with a valid vehicle pass may enter this gate.

8. By Sea. Military owned or operated boats and ships, privately owned small boats berthed aboard MCBH and small boats occupied by persons with proper valid identification cards as described in this chapter may land at the MCBH MCCS Marina. Operators and owners of privately owned boats must ensure no one, except as permitted in this Order, gains access to MCBH aboard their boats. Permission to berth privately owned boats must be obtained from the Base Marina. Military police may check identification cards or guest sponsorship of personnel arriving aboard MCBH in boats. Entry into the NDSA 500-yard water buffer zone for recreation purposes is only authorized for active duty military personnel and DoD civilian employees.

9. By Air. On MCBH and Marine Corps Air Station (MCAS), Kaneohe Bay, all landing zones and other potential landing sites are closed to non-DoD aircraft except for emergency landings and non-military aircraft having an aviation facility license on file with MCAS Operations.

4006. VEHICLE ACCESS

1. Government Vehicles. When asked by PMO or road masters, drivers of MCBH and tenant unit government vehicles, including non-appropriated fund vehicles, must present an off base dispatch to exit with the vehicle. Drivers of government vehicles from off base commands may be required to present trip tickets for entry and exit.

2. Privately Owned Vehicles. All privately owned vehicles entering MCBH are required to display a MCBH vehicle pass or a MCBH visitor's pass. Valid DoD decals issued by MCBH remain valid for entry until expiration.

3. Commercial Vehicles. Commercial vehicles that are clearly marked with the name of the company may be granted access to MCBH without a pass by providing a valid driver's license, a bill of lading/invoice identifying a destination on the installation, and a service to be rendered/delivered for the cargo they are carrying. The location of delivery, driver's name, driver's license number with issuing state, and vehicle license plate number with issuing state, will be recorded by the gate sentry. Driver's may be required to obtain a visitor's pass during heightened Force Protection Conditions.

4. Taxi Cabs. Taxi cabs hired off base by personnel with unescorted access may take fares directly to an on base location and directly exit the base after discharging their fare paying passenger(s). All passengers in every taxi shall show proper identification to the military police gate sentry, who will log each taxi and all passengers into the taxi logbook before allowing entry. Taxi drivers will remain with their vehicle at all times while aboard MCBH. PMO will allow taxi base access in response to calls, but taxi cab drivers may not cruise or otherwise solicit fares. Only taxi cabs authorized by MCCS may solicit fares by parking in designated taxi stands at the Marine

Corps Exchange, Marine Mart, Wiki Mart and Enlisted Club. All M CCS authorized taxi cab drivers are subject to criminal history inquiries.

5. Tow Trucks

a. Pickup Vehicle on Base. Sponsor should be present at the Pass House when possible to escort the tow truck at all times while on base. Tow truck operators will be issued a visitor's pass not to exceed two hours and they may be subject to criminal history inquiries. After Pass House business hours, the main gate sentry will complete an entry in the tow truck logbook.

b. Drop Off Vehicle on Base. Only active duty members stationed on MCBH are authorized to bring an inoperable vehicle aboard MCBH. The sponsor must be present at the Pass House and escort the tow truck at all times while on base. The active duty member must complete an Inoperable Vehicle Agreement and will be issued a Deadline Pass. Inoperable vehicles brought on MCBH may only be delivered to the Auto Skills Center or Firestone.

4007. SPONSORSHIP

1. Authorized Sponsors. Military service members, reservists, National Guard members, retired military service members, civilian DoD employees (to include M CCS), dependents 16 years of age and older residing on MCBH, and NAF employees 18 years of age and older, are authorized to sponsor visitors aboard MCBH. Visitors may be for social or private business reasons such as cable repair technicians, sales representatives, etc. All visitors may be subject to a background check. Sponsorship may be suspended during heightened Force Protection Conditions.

2. Unauthorized Sponsors. Any person who is sponsored aboard MCBH is not authorized sponsorship privileges, including visitors, RAPIDGate Cardholders, U.S. Government Contractors, and Civilian Contractors.

3. Sponsorship of Unofficial Foreign Nationals. Refer official visits by members of a foreign nation to the Base Security Manager.

a. Permissions Required. Sponsors expecting unofficial Foreign National visitors must provide at least five days notice to the Provost Marshal Office Customer Service Center, building 1095. Sponsors will provide the visitor's information on a PMO Special Event Form (MCBH MPD 5000/47), or a Houseguest Approval Form (MCBH MPD 5000/48) if the visitor will be staying in base housing, regardless of the length of stay. A copy of the visitor's passport will be submitted with the application. Entry of these persons depends upon satisfactory sponsorship and producing adequate personal identification.

b. Escort Required. Unofficial Foreign National visitors are not authorized unescorted access and the sponsor must accompany the Foreign National visitor at all times while on base. Sponsors who have Foreign National relatives as registered houseguests in military family housing are exempt from the escort requirement. Commercial businesses that are authorized to conduct business and bring patrons aboard the installation are mandated to remain with Foreign National visitors for the duration of the visitation period. Personnel with authorized installation access credentials

are prohibited from using their access credentials to transport unofficial Foreign National visitors aboard the installation to circumvent this policy.

c. Restricted Access. Unofficial Foreign National visitors are authorized access to facilities that are open to the general community and are restricted from visiting any operational and/or restricted area aboard the installation.

4. Special Arrangements. Under certain circumstances it is advantageous due to command requests, special events, estimated attendance or other factors, to permit designated individuals to access MCBH without obtaining a visitor's pass. The Provost Marshal may approve such arrangements on a case-by-case basis and may authorize special event passes to be distributed by the activity coordinating the event.

4008. ONE-DAY PERSONAL VISITOR SPONSORSHIP PROCEDURES. Civilians sponsored on MCBH for private social or business activity for 24 hours or less are considered one-day personal visitors. Entry of these visitors depends upon satisfactory sponsorship, producing a valid identity source document, and they may be subject to criminal history inquiries. The following access procedures apply:

1. Sponsors must meet their guests at the Pass and Registration Office, building 1637, MCBH, the Pass and Registration Office, building 601, Camp H. M. Smith, or the Manana Family Housing gate. Contact the main gate sentry after normal Pass and Registration working hours. Telephone sponsorship is not authorized.

2. Visitors must provide their full name, date of birth, social security number and other biographical information requested by Pass and Registration Office or Military Police personnel. Visitors must present one acceptable identity source document identified in paragraph 4003.

3. Visitors driving a personally owned or commercial vehicle will be issued a vehicle pass and are required to present their driver's license, proof of insurance, valid safety inspection certificate and valid state vehicle registration.

4. Sponsors expecting more than 10 guests are required to submit a Special Event Form to the Pass and Registration Office for guest access.

4009. PRIVATE SPECIAL EVENT SPONSORSHIP AND GUEST ACCESS. Active duty personnel and family members who work or live aboard MCBH are authorized to sponsor up to ten civilian guests for a private special event (e.g. birthday party, BBQ, camping, etc). Sponsors expecting more than 10 civilian guests must submit a Special Event Request Form (MCBH MPD 5000/47) to the Pass and Registration Office no less than ten days prior to the event. All other authorized sponsors may sponsor up to five civilian guests before a Special Event Request is required. The following procedures apply:

a. Obtain a Special Event Request Form at the Pass House and Registration Office, building 1637, the PMO Customer Service Center, building 1095, the Camp H. M. Smith Pass and Registration Office, building 601, or from the PMO website.

b. Sponsors must provide full name, address, date of birth, and social security number for each guest. The social security number for guests under 18 years old is not required. Failure to provide this information will result in denial of access. PMO will complete criminal history inquiries on each guest through NCIC III, eBench Warrant, and CLEOC. Sponsors will be notified of guests who do not meet the background requirements set forth in paragraph 4004.

c. Sponsors do not need to meet the guests at the Pass and Registration Office. Guests not on the Special Event Form will wait at the Pass and Registration Office for the sponsor. Guests must present one acceptable identity source document identified in paragraph 4003. Guests driving a personally owned or commercial vehicle will be issued a vehicle pass and are required to present their driver's license, proof of insurance, valid safety inspection certificate and valid state vehicle registration.

d. Guests are required to exit the installation at the conclusion of the special event.

4010. REGISTERED HOUSEGUEST PASS PROCEDURES. Houseguests are civilian personnel visiting military members (active duty and retired) who reside on or off base. These passes permit certain MCCS privileges and gate access for houseguests. Houseguests must reside off the Island of Oahu. All houseguests staying in military family housing more than three days are required to be registered with PMO. Houseguest passes are valid for up to 30 days and require approval from the respective military family housing office. PMO will conduct criminal history inquiries on all houseguests. The following procedures apply:

1. Obtain a Houseguest Approval Form (MCBH MPD 5000/48) at the Pass and Registration Office, building 1637, the PMO Customer Service Center, building 1095, the Camp H. M. Smith Pass and Registration Office, building 601, or from the PMO website.

2. The sponsor will complete the sponsor and guest information including full name, address, date of birth, and social security number for each guest. The social security number for guests under 18 years old is not required. Submit the completed application to the PMO Customer Service Center, building 1095 at least 10 days before the guest(s) arrival.

2. PMO will complete criminal history inquiries on each guest(s) through NCIC III, eBench Warrant, and CLEOC. Sponsors will be notified of guests who do not meet the background requirements set forth in paragraph 4004.

3. Following completion of the criminal history inquiries, sponsors who will have guest(s) stay in Ohana Military Communities housing on MCBH must register their guests with their respective Ohana Military Communities Office, and obtain approval on the Houseguest Approval Form. No further approvals are required for guests who will stay in an MCCS lodging facility or off base.

4. Sponsor and guest(s) arrive at the PMO Customer Service Center, building 1095, the Pass and Registration Office, building 1637, or the Camp H. M. Smith Pass and Registration Office, building 601, to obtain an individual Registered

Houseguest Card (MCBH MPD 5000/50). Guests must present one acceptable identity source document identified in paragraph 4003, and an itinerary showing arrival and departure dates.

5. Houseguests are authorized unescorted access to MCBH and they must present their Registered Houseguest Card to the gate sentry when operating their sponsor's vehicle or a rental vehicle. A valid MCBH vehicle pass is required for rental vehicles.

6. Registered Houseguest Cards will not exceed 30 days. If an extension over 30 days is requested, the sponsor must complete a new Houseguest Approval Form. Sponsors must obtain command endorsement for houseguests staying in military family housing in excess of 30 days.

4011. COMMERCIAL ACTIVITY PASS. This is a restricted access pass issued to a sponsored civilian for unescorted access to the installation on designated times and dates to provide reoccurring commercial services to base residents for specific reasons such as health care, child care, lessons, etc. Apply for a commercial access pass at the PMO Customer Service Center, building 1095, the Pass and Registration Office, building 1637, the Camp H. M. Smith Pass and Registration Office, building 601, or from the PMO website. The following procedures apply:

1. Sponsors must complete a Commercial Activity Request Form (MCBH MPD 5000/26) and attach a letter clearly stating the reasons for the request, at least five days before the first visit. Personnel providing services that require license or certification, such as health care professionals and special education instructors, must attach a copy of their license or certification to the application. The applicant's full name, DOB and social security number are required. Commercial Activity Passes are not authorized for persons under the age of 18.
2. PMO will complete criminal history inquiries on the applicant through NCIC III, eBench Warrant, and CLEOC. Sponsors will be notified of guests who do not meet the background requirements set forth in paragraph 4004.
3. The applicant will be issued an MCESS credential for base access and a restricted access vehicle pass. The applicant must present their driver's license, proof of insurance, valid safety inspection certificate and valid state vehicle registration. Commercial Activity passes are valid for up to six months and are renewable upon reapplication. The pass is valid only for the dates, time, and destination restrictions listed on the pass. Personnel may have their Commercial Activity Pass revoked if accessing the installation outside the restrictions on the pass.

4012. Agent Privilege Card. Authorized commissary or exchange patrons may designate an individual to make purchases on their behalf or to accompany them when shopping when a documented, legitimate condition exists that prevents them from shopping themselves. The designations apply to facilities under the cognizance of the Commanding Officer, MCBH, but the designation letter may be recognized by multiple Commissary and Exchange facilities on other military installations at the discretion of the store directors. The Director, S-7, by designation of the Commanding Officer, MCBH, is the sole authorizing authority for Agent Privilege Cards aboard the base. Agent

Privilege Cards will be processed only for Marine Corps affiliated authorized sponsors. The agent must be 18 years of age or older and a U.S. Citizen. Agent Privilege Cards are processed by the Provost Marshal Office (PMO) with support from the Defense Enrollment Eligibility Reporting System (DEERS).

1. Legitimate Conditions. The following conditions are considered legitimate conditions of the sponsor. Application for an agent card other than these conditions will be evaluated on a case-by-case basis.

a. An active duty military member is assigned overseas or deployed and is a single parent with a child in the custody of a non-authorized patron; an active duty military member is assigned overseas or deployed and the spouse is unable to shop due to disability, sickness, or other incapacitation; or an active duty service member's child is in the custody of a parent or guardian with a power of attorney or court order, and the guardian is a not an authorized patron.

b. An authorized patron is unable to shop due to disability, sickness, or other incapacitation.

2. Required Documentation

a. Sponsor must submit a letter to the Provost Marshal, MCBH, clearly stating the need for an agent. The letter must contain the sponsor and agent's full name, social security number, address, and driver's license number. The letter must also include contact information for the sponsor to include telephone number and email address if applicable.

b. Front and back photocopy of the sponsor's military identification card and the proposed agent's driver's license.

c. Sponsors requesting an agent based on disability, sickness, or other incapacitation must include a letter from a physician which provides diagnosis and duration of the disability, dated within 30 calendar days.

d. Sponsors requesting an agent based on overseas assignment or deployment must submit a copy of military orders and command endorsement.

e. Sponsors requesting an agent based on their child in the custody of a parent or guardian who is not an authorized patron, must provide a copy of a power of attorney or court order.

3. Submission Procedures. Submit the sponsor's letter of request and supporting documentation to the Provost Marshal, MCBH:

a. By U.S. Postal Service:
Provost Marshal Office
Marine Corps Base Hawaii
PO Box 63062
Kaneohe Bay, Hi 96863- 3062

b. Hand deliver to the Visitors Center, B1637, MCBH, the PMO Customer Service Center, B1095, MCBH, or the Pass and Registration Office, B601, Camp H. M. Smith.

c. Email to MCBKBAZ.PMOSERVICES.FMB

4. Process

a. Application is received by PMO and reviewed for completeness and verification that a documented, legitimate condition exists. Incomplete application packages are returned to the sponsor for correction.

b. DEERS validates that the sponsor is an authorized patron and has no other dependents that could potentially act as an agent.

c. PMO will complete criminal history inquiries on the proposed agent through NCIC III, eBench Warrant and Consolidated Law Enforcement Operation Center. Sponsors will be notified by PMO of applicants who do not meet the background requirements set forth in paragraph 4004 and the application process is closed. Sponsor must resubmit an application letter identifying another proposed agent.

d. Upon satisfactory submission of required documentation by the sponsor, a favorable criminal history inquiry of the proposed agent, and verification that the sponsor is an authorized patron, the application package is reviewed for approval/disapproval by the Director, S-7, and the appropriate Agent Privilege Card Letter is prepared.

e. The original Agent Privilege Card Authorization Letter is forwarded to non-active duty sponsors via email and U.S. Postal Service certified letter, and forwarded to the command of active duty service members. Copies of approved Agent Privilege Card Authorization Letters are forwarded to Marine Corps Community Services and the MCBH Commissary Manager.

f. Approved Agent Privilege Cardholders obtain their Agent Privilege Card and vehicle pass at the Visitors Center, B1637, MCBH. The applicant must present a copy of the Agent Privilege Card Authorization Letter, driver's license, proof of insurance, valid safety inspection certificate, and valid state vehicle registration.

5. Termination. Agent Privilege Cards are valid for up to one year or the duration of the legitimate condition, whichever is less, and are renewable upon reapplication. The vehicle pass is valid only for the dates, time, and destination restrictions listed on the pass. Personnel may have their Agent Privilege Card revoked if accessing the installation outside the restrictions on their pass.

4013. COMMAND SPONSORED OFFICIAL VISITORS. Authorized representatives from MCBH Commands, Department Heads, and tenant commands may sponsor official visitors for government business. Notify the Pass and Identification Office of the visit as soon as the visit is confirmed. Command representatives are not required to meet official command visitors at the Pass and Registration Office. PMO may issue Distinguished Visitor passes to official command visitors by direction of the Protocol Officer or higher authority. The Provost Marshal may authorize official command visitors access to MCBH without obtaining a visitor's pass. Official command visitors may have criminal history inquiries completed by Pass and Identification personnel.

4014. VISITING GROUPS OR ORGANIZATIONS. All command-sponsored visits to MCBH by civilian groups or organizations will be coordinated through the Public Affairs Office. These groups include civilian dignitaries, government officials, members of the press, schools, churches, scouting groups, and similar organizations. All persons who arrange for private non-command sponsored or sanctioned special events will follow the procedures in paragraph 4009. In either situation, provide a list to PMO at least ten days prior to the visit that includes the name of the group and purpose of the visit, the name of the base sponsor, and the names, social security numbers and dates of birth for each group member, along with the inclusive dates of the visit. Social security numbers are not required for guest under the age of 18. Visits or tours of any wildlife management area must be approved by the MCBH Environmental Protection and Compliance Department.

4015. MARINE CORPS COMMUNITY SERVICES SPECIAL EVENT PASSES. These passes allow civilians to access MCBH to attend an MCCA sponsored event, or a private event catered by MCCA such as a wedding reception, golf tournament, etc. All guests are subject to criminal history inquiries.

1. One to Twenty-Five Guests. MCCA will be able to "call-in/email" to the Pass and Registration Office for daily sponsorship. MCCA will email the guests full name, State of Hawaii driver's license number, other State of Hawaii issued identification, or passport information. Guests with out of state identification must provide their social security number.

2. Twenty-Six to Fifty Guests. MCCA will provide the Pass and Registration Office with the guest list on a Special Event form no sooner than three days before the event. The Special Event form must contain the full name, State of Hawaii driver's license number, other State of Hawaii issued identification, or passport information for each guest. Guests with out of state identification must provide their social security number. Guests will obtain a visitor's pass at the Pass and Registration Office. The sponsor does not need to be present. Guests arriving at the Pass and Registration Office who are not on the Special Event form will be sponsored by MCCA and their entry may be significantly delayed.

3. Fifty-One Guests and Above

a. For MCCA events requiring prior registration, MCCA will provide the Pass and Registration Office with the guest list on a Special Event form no sooner than five days before the event. The Special Event form must contain the full name, State of Hawaii driver's license number, other State of Hawaii identification, or passport information. Guests with out of state identification must provide their social security number. MCCA may issue special event passes in advance to the participants. In this circumstance, the guest is not required to stop at the Pass and Registration after showing the special event access pass and identification to the gate sentry. This pass will remain prominently displayed in the windshield at all times while aboard MCBH. Personnel not displaying a pass will be required to obtain a day pass at the Pass and Registration Office.

b. For MCCA events that do not require prior registration or when special event passes are not distributed in advance, MCCA will issue the special

event passes from a sign-in tent in the Pass House parking lot. This tent will be established not less than one hour prior to the scheduled start time of the event.

c. The Commanding Officer, MCBH may authorize an open base policy for certain special events where guest lists and vehicle passes are not required.

4016. FRIENDS OF KANEOHE BAY (FOKB) PASSES. The FOKB Program allows authorized civilian guests unescorted access to MCBH to use the Kaneohe Klipper Golf Course, K-Bay Lanes, and/or The Officers' Club. M CCS will sponsor and be responsible for all FOKB gate access passes and ID card applicants. All FOKB passes and ID cards are issued for a maximum of one-year from the date of approval. The FOKB 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. FOKB applicants will have criminal history inquiries with favorable results before being issued a FOKB pass and identification card. Refer to Base Order 1710.75D for the FOKB application process.

4017. DOD CIVILIAN RETIREE ACCESS. Appropriated and non-appropriated fund civilians that have retired from any DoD service component or agency are authorized base access for the use of certain M CCS facilities. Use of MCBH beaches is not authorized unless sponsored. The following procedures apply:

1. DoD Civilian Retirees may individually apply for base access at the Pass and Registration Office, building 1637, MCBH. M CCS may also forward a consolidated list of DoD Civilian Retirees to the Pass and Registration Office.
2. PMO will complete criminal history inquiries on the applicant through NCIC III, eBench Warrant, and CLEOC. Applicants who do not meet the background requirements set forth in paragraph 4004 will be denied base access.
3. DoD Civilian Retiree access passes are issued only at the Pass and Registration Office, building 1637, MCBH. The applicant must present a DoD Civilian Retiree CAC issued by a DEERS Office. Civilian retiree identification cards issued by an installation Human Resources Office are not acceptable. The applicant must present their driver's license, proof of insurance, valid safety inspection certificate, and valid state vehicle registration to receive the restricted access vehicle pass.
4. DoD Civilian Retiree access passes are valid for up to one year and are renewable upon reapplication. The pass is valid only for the dates, time, and destination restrictions listed on the pass. Personnel may have their DoD Civilian Retiree access pass revoked if they violate the restrictions. Sponsorship is not authorized and access may be restricted or revoked by the Commanding Officer due to facility capacity or elevated Force Protection Conditions.

4018. VISITOR CONDUCT. Restrictions and entry requirements concerning visitors are necessary to maintain a security level commensurate with the threat level. All persons are required to enforce these regulations with tact and courtesy. General rules for visitors are:

1. Visitors will abide by all base orders and regulations.
2. Visitor passes are valid only for the visit to the place/person originally authorized when the pass was issued.
3. Visitors must leave MCBH directly after completion of the purpose of the visit or by 2400 that day, whichever is earlier. This restriction does not apply to visitors to clubs and quarters. Unless invited to family quarters, authorized visitors of clubs will leave MCBH immediately after the club closes.
4. Sponsors of visitors are responsible for their guests. However, the sponsor need not accompany the visitor at all times except while on MCBH beaches. If a visitor violates base orders or regulations, the individual who sponsored the guest may lose sponsorship privileges for six months.
5. Ordinarily, visitors will use the H-3 Gate or the Main Gate, Camp H. M. Smith for entry and exit, and use the most direct route to and from the point they are visiting.

4019. CONTRACTOR SPONSORSHIP AND ACCESS REQUIREMENTS. All vendors, suppliers, contractors, subcontractors, service providers, and other business entities that enter MCBH must have a RAPIDGate credential, a MCESS Civilian Contractor credential issued by PMO, MCBH, or be properly sponsored as a one day visitor.

1. RAPIDGate. RAPIDGate credentials are contracted access cards designed to accommodate intermediate to long term business/vendor activities aboard MCBH. RAPIDGate credentials will not exceed one year or the length of the contract, whichever occurs first. There is a fee associated with the RAPIDGate pass that is borne by the business/vendor. Participation in the RAPIDGate program is not required, but RAPIDGate is the only means to obtain a long-term base access pass for contractors. Enrollment procedures for RAPIDGate are as follows:

a. The contracted company will contact RAPIDGate and enroll the company and appoint a RAPIDGate Company Administrator (RCA), who will be the liaison between RAPIDGate and the company. The contracted company will also provide the tenant sponsor point of contact at MCBH or Camp H. M. Smith. RAPIDGate will verify that the contracted company is on the Approved Company List (ACL), or contact the tenant sponsor when the contracted company is not included on the ACL. The tenant sponsor will request that the contracted company be added to the ACL through the Pass and Registration Supervisor.

b. Once sponsorship is verified, RAPIDGate provides the RCA with the company's RAPIDGate Company Code, which allows company employees to register at a self-service registration station at Pass and Registration Office, building 1637, or the Camp H. M. Smith Pass and Registration, building 601.

c. Employees register at one of the self-service registration stations and provide their address, phone number, date of birth, and social security number. The registration station will capture the employee's photograph for credentialing and fingerprints for identity verification.

d. RAPIDGate performs identity authentication and background screening on registered company employees. RAPIDGate notifies the company RCA when qualified employees may schedule an appointment to pick up their personalized RAPIDGate Credential and vehicle pass at the Pass and Registration Office, building 1637, or the Camp H. M. Smith Pass and Registration, building 601, and notifies the RCA of employees who are disqualified due to identify authentication or background screening failure. RAPIDGate manufactures the credential and ships to the Pass and Registration Office.

e. Employees arrive at the respective Pass and Identification Office for which access is authorized. To receive their credential and vehicle pass, employees must present two forms of federal or state issued personal identification documents from the list identified in paragraph 4003.

f. RAPIDGate credential and vehicle pass are issued. Company and privately owned vehicles of these personnel will be registered with PMO and will be issued a restricted access vehicle pass, not to exceed one year, or the length of their contract, whichever occurs first.

g. PMO Gate Sentry personnel will scan all RAPIDGate cardholders entering this installation.

2. Civilian Contractor Pass Issue Procedures. All vendors, suppliers, contractors, subcontractors, service providers, and other business entities that do not qualify for, or chose not to participate in the RAPIDGate Program, will be issued a one-time pass for 30 days. Upon expiration of the 30 day pass, they will be issued a four day pass every four days thereafter, for the duration of the contract. Civilian Contractor pass issue procedures are as follows:

a. The sponsoring government entity (FEAD, Facilities, MCCS, etc), will coordinate with the contracted company and provide PMO with the full name, social security number, date of birth, and residence address for all prime and subcontract employees in support of the contract.

b. PMO Pass and Registration Section personnel will conduct criminal history inquiries on each employee through the NCIC III, eBench Warrant, and CLEOC. The sponsoring government entity will be notified when an employee is denied access. Pass and Registration personnel will create a CLEOC profile for each employee.

c. The sponsoring government entity will notify the prime contractor to have eligible contractors report to the Pass and Registration Office, building 1637, MCBH, or the Pass and Registration Office, building 601, Camp H. M. Smith.

d. Contractors arrive at the Pass and Identification Office for contractor badge and restricted vehicle pass issue. Contractors must present one acceptable identity source document identified in paragraph 4003, and are issued a MCESS Credential for base access. Company and privately owned vehicles will be registered with PMO and receive a restricted access vehicle pass. MCESS Contractor Credentials are valid for up to one year or the expiration of their contract, whichever occurs first.

e. Civilian Contractors may enter the installation only during the days and times specified in their CLEOC profile for work purposes only. Civilian Contractors are not authorized sponsorship privileges.

f. The sponsoring entity is responsible to recover the MCESS Credential and vehicle passes for their sponsored contractor personnel, and return the documents to the Pass and Registration Section when access is no longer required.

3. One Day Visiting Contractor/Vendor Procedures. Contractors, vendors, tradesmen, and other business entities may be sponsored for a one day visit by a MCBH Directorate or tenant command for official business reasons only. Notify the Pass and Registration Office, building 1637 as soon as the visit is confirmed. These personnel will be processed as daily visitors and the sponsor need not be present at the Pass and Registration Office.

4020. ROLE PLAYER THREAT SCREENING PROCESS. The Marine Corps employs role players aboard MCBH to provide the most up to date, realistic, and relevant pre-deployment training in support of scenario based and integrated training exercises. The Role Player is trained to follow a dynamic acting program wherein behaviors, combat patterns, and tactics replicate the potential adversaries and scenarios faced by Marine Forces. Role Players are considered Civilian Contractors and threat screening and base access procedures for Role Players are as follows:

1. Role Player Threat Screening Program Coordinator. The Provost Marshal will appoint a Program Coordinator (PC) to serve as the MCBH Program Lead to execute the Role Player Threat Screening (RPTS) Program on behalf of the Commander.

2. The Role Player (RP) Contracting Company will:

a. Screen potential RPs in accordance with the established RP contract, this SOP, and the Contract Officer/Contracting Officer Representative (COR) direction. Any costs incurred the contractor outside the scope of their contract and resulting from the implementation of these procedures, will be brought to the attention of the Contracting Officer Technical Representative or COR immediately for resolution.

b. Prior to hiring RPs, the contractor will perform E-Verify applications, ensure the completion of the I-9 Form, and verify the identification of the person. Additionally, the contract company will administer a drug screening test for each potential RP. The contractor will provide the PC a copy of the E-Verify and I-9 Form.

c. The RP contractor will provide each employee an approved high visibility common ID badge the RPs will prominently display on their person at all times while on the installation and when not directly engaged in training. This badge will be supported with one of the other required forms of ID outlined in paragraph 4003.

3. Master Roster and Role Player Identification Cards

a. The contracted company employing RPs for training aboard the Installation will submit a candidate list of RPs to the Program Coordinator (PC) who will create and maintain a Master Security Roster from the list provided by the contracted company. An updated manning roster will be sent via email by the contracted company to the PC each morning of scheduled training for verification.

b. Each RP will be assigned an identification number on the Master Security Roster that can also be printed on the role player's identification card. The role player's identification number from the Master Security Roster can help expedite in-processing.

4. Name-Based Check Phase

a. Upon receiving RP names in support of scheduled training events, the PMO Pass and Registration Section will conduct criminal history inquiries on each RP through NCIC III, eBench Warrant, and CLEOC. The PC will notify the contracting company and the COR for all RPs that fail the background criteria in paragraph 4002.

b. The PC will forward the RP list to HQMC, Plans, Policy and Operations (PP&O), Security Division (PS), Identity Operations Section (IDOPS) for additional name based checks at least 21 days prior to the training event.

c. Role players who have exhibited characteristics, traits or other indications causing concern for the safety or welfare of personnel or cause a concern for the physical security of the installation property, will be recorded in CLEOC and subsequently denied installation access.

5. Biometric Enrollments

a. RPs will be assembled at Gate 10, Marine Corps Training Area Bellows (MCTAB). Bag and prop searches will be conducted by PMO per base access procedures before RPs are allowed access to the training area. The use of K-9 support is encouraged when available. Biometric enrollments may be conducted at Gate 10 or building 900c3, MCTAB, depending on the number of enrollments and weather conditions.

b. PMO personnel will conduct biometric enrollments of RPs and shall verify the identity of the RP prior to enrollment. Enrollments can be completed with the SEEK II or the Jumpkit.

c. Biometric enrollments shall consist of a full Federal Application User Fee (FAUF) transaction, including rolled and flat fingerprints, full frontal facial photograph, and all biographical data.

d. Immediately following enrollments, the PC or designee, will conduct a quality control of the enrollments before submission to the FBI. RP enrollments will be submitted to the FBI within 24 hours after enrollment. Notify HQMC if enrollments cannot be submitted within 24 hours.

6. RP Candidate list. The list must be provided to the PC no less than 21 days in advance of the training event. Biometrics will be collected 24 hours or more in advance. The contractor will also advise the PC, COR, and the

using unit of the dates and times RPs will be transiting through Gate 10 in order to facilitate screening.

7. PC Coordination of the Training day. Physical screenings and security augmentation at the gate for both the initial biometric enrollment and daily base access process will be managed by the PC. Access control is determined by PMO.

a. RP screening will be conducted at Gate 10, MCTAB. All RPs will exit the vehicles; place all carry-on bags in a line parallel to the vehicles; and line-up for personal searches (pat downs and/or magnetometer/metal detection wands) by MCB personnel. All cameras and electronic devices are strictly prohibited and will be collected if discovered during the initial physical inspection.

b. After being searched, RPs will then be lined-up for identity verification by PMO personnel.

c. Upon completion of all role player searches and identification verification, RPs will be organized by the contracted company awaiting PMO approval for departure. Military working dogs may be used daily for bulk entry on to base.

d. Upon completion of training, when escorting the RPs off the Installation, the training unit will conduct an RP head count to ensure all RPs are accounted for prior to departing the installation.

8. Biometric Equipment. Inventory of equipment will be conducted annually by the PC or designee and will be stored locally for accountability purposes. Maintenance on the biometric devices will be performed in accordance with the guidance provided in the accompanying manuals.

9. RP Records Management. The PC is responsible for safeguarding all Personally Identifiable Information pertaining to RPs. The PC will ensure RP records will be properly stored, maintained, and disposed of.

4021. CONTRACTOR ACCESS TERMINATION. Base access will be terminated for any RAPIDGate cardholder, Government Contractor, Civilian Contractor, or Role Player Contractor for the following reasons:

1. Conviction for an offense listed in paragraph 4004 after they have been properly credentialed for base access.
2. Establishing a pattern of misconduct aboard this Base.
3. Debarment from another military installation.
4. At the request of their base sponsor.
5. Transporting un-credentialed personnel aboard the installation to avoid access control protocol.

4022. BASE ACCESS RECORDS. All documents and records pertaining to access control will be maintained for three years and disposed of by PMO Police Records Section.

4023. IDENTIFICATION CARDS

1. Purpose. Identification cards identify the bearer and do not entitle the holder to have access to classified information or to receive privileges or benefits at every installation.

2. Unauthorized Use. Identification cards shall not be used by or given to any person not entitled to them. Unauthorized use or possession, alteration or counterfeiting of an identification card is unlawful. No person shall possess another person's identification card or have more than one identification card issued by the same agency, except as authorized by regulation (active duty and/or reserve and/or dependent). Any person who observes, or has knowledge of, a fraudulent or suspicious identification card will report it to PMO immediately and detain the bearer if possible.

3. Loss of Identification Card. Immediately report the loss of an identification card to the cognizant Commanding Officer, department head, PMO and all other military agencies which accept the card as identification or proof of privilege entitlement. Turn in any found identification card to PMO at building 1096, the H-3 Gate, or the Mokapu Gate.

4024. VIOLATIONS

1. Any person entering or remaining on MCBH without the consent of the Base Commander, or without compliance with this Order, including the NDSA 500 yard water buffer zone around MCBH, may be prosecuted in Federal Court for trespassing in violation of United States Code Title 18, Section 1382.

2. Military personnel who are subject to and violate this Order are also subject to punishment for violation of the Uniform Code of Military Justice.

BASE SECURITY AND ACCESS CONTROL

CHAPTER 5

FIREARMS AND WEAPONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.	5001	5-2
STATE REGISTRATION OF FIREARMS	5002	5-5
BASE REGISTRATION OF FIREARMS.	5003	5-6

CHAPTER 5

FIREARMS AND WEAPONS

5001. GENERAL

1. Applicability. This Order applies to all persons and all weapons aboard MCB Hawaii, including firearms, BB/pellet guns, Airsoft guns, knives, bows and arrows, fireworks, explosives, clubs, blackjacks, nunchukas, metal knuckles, straight razors, dirks, daggers, switchblades, throwing stars, etc.

2. Safety. All persons aboard MCB Hawaii are responsible to secure weapons and items that may be used as weapons. To prevent them from being stolen or falling into the hands of children or others who should not possess firearms, specific safety precautions include:

a. Keep firearms locked using a trigger locking device or making it inoperative by removing an essential part such as the bolt. Store ammunition and removed parts to render firearms inoperative separately.

b. Do not store loaded firearms or load firearms any place on MCB Hawaii except at ranges or in the performance of lawful security duties.

c. Ensure juveniles, including dependents that are below the age of 18, do not carry or use weapons unless accompanied by an adult who is responsible for their actions.

d. Armor piercing ammunition is prohibited on board MCB Hawaii. This includes any full jacketed projectile larger than .22 caliber, designed and intended for use in a handgun, and whose jacket has a weight of more than 25 percent of the total weight of the projectile.

e. Report lost, stolen, or misplaced weapons and ammunition to PMO immediately at (808) 257-7114.

3. Military Weapons. Nothing in this Order modifies Article 1271, U.S. Navy Regulations concerning arming of military personnel. Military personnel will follow orders and instructions issued by their commanders. Civilian personnel may be armed with military-issued or purchased weapons when required by their duties and not prohibited by other regulations. In these cases, notify the Base Commander in writing of their identity, weapons involved, conditions under which they may be carried, security precautions, etc. In addition to regulations issued by a commanding officer or department head, follow the safety precautions above and the following rules:

a. Issuing commands and departments must maintain appropriate records and properly sign for all weapons or ammunition.

b. Military weapons and ammunition will not be taken off MCB Hawaii except in the performance of official duties and by order of proper authority.

c. Officers and SNCOs may transport military weapons in POVs on MCB Hawaii to and from the Pu'uloa range, armory, and snap-in areas only. Stops enroute of any kind are prohibited.

4. Privately Owned Weapons

a. Authorized Holders. Military personnel, their dependents residing aboard MCB Hawaii and civil law enforcement officials in the performance of their duties are permitted to possess weapons aboard MCB Hawaii subject to the regulations below. Other civilians are not permitted to carry, possess, transport or store weapons aboard MCB Hawaii unless they are issued military weapons for the performance of their duties or are involved in authorized recreational or team shooting.

b. Discharging Firearms Prohibited. Do not discharge privately owned firearms, air pistols/rifles, BB/pellet guns, Airsoft weapons, pen flares, or similar items aboard MCB Hawaii. Exceptions to this policy are authorized recreational shooting at the range and the MCB Hawaii Environmental Compliance and Protection Department, Natural Resources Management Specialist and Wildlife Technician while performing bird air strike hazard operations and predator/animal damage control.

c. Federal Regulatory Firearms Prohibitions

(1) Licensing Provisions. Applicants for Federal Firearms Licenses (FFL) and National Firearms Act (NFA) special occupational tax stamps are required to comply with Section 110301 through Section 110307 of the Violent Crime Control and Law Enforcement Act of 1994 and USC Title 18, Section 923. These Regulations:

(a) Require FFL applicants to certify that the business to be conducted is not prohibited by state or local law; that within 30 days after the firearms application is approved, the business will comply with such laws; that the business will not be conducted until the requirements of state and local law have been met; and that the applicant has notified the chief law enforcement officer in writing of the intent to apply for a license.

(b) Require FFL holders to report thefts of firearms to the Bureau of Alcohol, Tobacco, and Firearms (ATF) within 48 hours.

(c) Require FFL holders to respond to trace requests by telephone and/or in writing within 24 hours.

(d) Require the Secretary, ATF, to notify the chief law enforcement officer in the appropriate state and local jurisdiction of the names and addresses of all persons in the state issued a FFL.

(e) Extend the period for acting on FFL applications from 45 days to 60 days.

(2) Brady Law. The Brady Law exempts from the background check provision handguns that are returned to the person from whom the FFL holder received them (e.g., redemption of a pawned handgun by the person who pawned it).

(3) Gun Free School Zones. The Gun Control Act contains a provision for gun free school zones. Mokapu Elementary is a school and no fire arms are allowed within 1000 feet of the school.

(4) Juvenile Handgun Safety. Juvenile handgun safety is governed by the Federal Regulatory Firearms regulations applicable to juveniles (defined as people less than 18 years old). These regulations:

(a) Prohibit adults from selling, delivering, or transferring handguns or handgun ammunition to juveniles.

(b) Prohibit juveniles from knowingly possessing handguns or handgun ammunition.

(5) Domestic Violence

(a) It shall be unlawful for any person who is subject to a court order that restrains such person from harassing, stalking or threatening an intimate partner or child of such intimate partner or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child to receive or possess any firearm or ammunition. This includes temporary restraining orders issued by such courts. (USC Title 18, Chapter 44, Section 922(d)(9)/(g)(9) Lautenberg Amendments)

(b) It shall be unlawful for any person to sell or otherwise dispose of any firearm or ammunition to any person knowingly or having reason to believe that person has been convicted in any court of a misdemeanor crime of domestic violence. (USC Title 18, Chapter 44, Section 922(d)(9)/(g)(9) Lautenberg Amendments).

(6) Firearms. Register all privately owned firearms with HPD and PMO.

(7) Other Prohibited Weapons. Possession of devices that project noxious gas or dangerous flames, nunchakus, blackjacks, slug shots, billy clubs, metal knuckles and other similar dangerous or deadly weapons is prohibited.

(a) Knives

1. Permitted Knives. Only knives with blades of less than three inches may be carried on person aboard MCB Hawaii.

2. Restricted Knives. Kitchen knives, hunting knives, diving knives, machetes, hatchets, axes, meat cutters, bolo knives, K-bars and similar special purpose cutting instruments may only be used for the purpose for which they are designed. They may not be carried on the person or in vehicles except when actually engaged in activities for which they were designed, or transporting them to or from those activities.

3. Prohibited Knives. Switchblade knives, gravity knives, dirks, daggers, sheathed sword canes, straight razors and similar knives primarily designed for personal combat are prohibited. Government issued switchblade knives may be kept by individuals, however they are prohibited to be carried while off MCB Hawaii.

(b) Bows and Arrows. Bows and arrows of any type may not be used aboard MCB Hawaii except at the MCCA Archery Range.

(8) Storage of Weapons. Residents of family housing may store only their own registered weapon(s) in their quarters if they are registered with HPD and PMO. Ensure all privately owned weapon(s) kept in family quarters are disassembled, or have a trigger lock, and are inaccessible to children at

all times. Store firearms in unit armories or place them in bank safe deposit boxes or other safe locations if the quarters will be vacant for more than one week. Weapons requiring registration and ammunition may not be kept in any bachelor quarters. E-5 and below personnel who reside in the BEQs are required to store their weapon(s) in their unit armory. They are required to get their unit commander's approval prior to storing their weapon in the unit armory. The Base Commander may authorize officers and SNCOs to store personal weapons in their bachelor quarters only in locked gun cases purchased at their own expense.

(9) Transportation of Weapons

(a) Any person transporting firearms small enough to conceal, must unload, encase in a lock-box or apply a trigger lock, and make the weapon inaccessible to the operator and passengers when in the vehicle. Other weapons, including knives with blades over three inches long and any restricted weapon, must also be inaccessible to the operator and passengers. Separate ammunition from the firearm and keep in an area inaccessible to the operator and any passengers.

(b) Firearms and ammunition will not be stored in vehicles unless they are being transported for specific purposes (e.g., recreational shooting, hunting, etc.). If bringing a registered weapon(s) aboard MCB Hawaii, you must have written approval from your unit commander and you must notify PMO prior to transporting the weapon(s) aboard MCB Hawaii. A copy of the approval must be provided to PMO.

(c) Military members who reside in MCB Hawaii base housing and have their firearm(s) registered with HPD and PMO may transport their firearm(s) on and off base for specific reasons (recreational shooting, gunsmith, etc), provided they comply with the requirements of paragraph 4c(9) above. Military members who reside off base and authorized civilians may bring a weapon aboard MCB Hawaii for specific reasons (authorized recreational or team shooting), provided they comply with the requirements of paragraph 4c(9) above. No person shall bring a firearm aboard MCB Hawaii without the firearm first being registered with HPD and PMO. Civilians with concealed weapons permits must still register their weapons with PMO. Law enforcement officials must declare their weapons upon entering the installation.

(10) Fireworks and Pyrotechnics. Possession or discharge of fireworks and pyrotechnics of all types is prohibited on MCB Hawaii, regardless of size or configuration, including government issued items except as part of officially sanctioned training, operations or special events.

5002. STATE REGISTRATION OF FIREARMS

1. Registration Required. All weapons must be registered in the State of Hawaii. Every person bringing firearms of any description, whether usable or unusable, serviceable or unserviceable, modern or antique, or ammunition of any type into the state, must register it with HPD within 48 hours. Firearms are defined as a weapon, the operating force of which are an explosive, and includes noxious gas projectors. A permit from HPD is required before acquiring ownership of any firearm. Persons convicted of committing or attempting to commit a violent crime, illegal use, possession or sale of narcotics are not permitted to own, or have in their possession, privately

owned firearms or ammunition of any type, regardless of where the conviction took place.

2. Exceptions. State registration is not required for the following: Any device designed to fire loose black powder; any device not designed to fire or that has been rendered incapable of discharging a shot and incapable of being readily restored to firing condition; or unserviceable firearms and destructive devices so registered with ATF.

3. Procedures

a. Out of State Purchase. Owners of rifles and shotguns purchased outside the state, and owners of all handguns, must apply for State of Hawaii registration in person. Proof of ownership and the weapon must be produced at time of registration. Register weapons with the State of Hawaii at HPD, 801 South Beretania Street, Honolulu.

b. In State Purchase. Weapons purchased in Hawaii must be registered with HPD. After purchase, report to HPD with a copy of your original orders, military identification, drivers license, social security card/passport and purchase receipt. There is a \$25 fee for fingerprinting and you must provide the phone number of the Base Medical Facility. HPD will issue paper work to present to the individual or gun shop owner. Once you obtain your weapon, you have three to five days to return to HPD for registration.

4. Importing Weapons. Before importing weapons, including war souvenirs from outside the United States, obtain information from ATF as to the requirements of Federal Law.

5003. BASE REGULATIONS OF FIREARMS

1. Weapons Requiring Registration with PMO Only. Register the following with PMO:

a. All privately owned firearms brought onto or stored aboard MCB Hawaii, including inside unit armories.

b. Underwater spear guns, air pistols and rifles, Airsoft-style weapons, compressed gas pistols and rifles that fire a pellet, BB or dart. Hawaiian sling type spears need not be registered.

c. Bows and Crossbows.

2. Procedures

a. Should any question arise on the need to register a weapon contact PMO immediately and seek clarification at (808) 257-2123.

b. Firearms must first be registered with HPD before they can be registered aboard MCB Hawaii. Base registration is conducted by PMO records section, Building 1096, Kaneohe Bay or building 601, Camp Smith. Personnel must bring the HPD registration form, military identification or CAC card if civilian, and state driver's license with them in order to register their weapon(s). Do not bring the weapon to PMO. PMO will issue a firearm pass upon registration that must accompany the weapon at all times.

c. Enlisted personnel residing in BEQs must store weapons in their unit armory. A statement from the service member's commanding officer contained in the MCB Hawaii registration form, must be completed before registration with MCB Hawaii. Obtain this form from PMO during normal working hours. Weapon(s) requiring registration and ammunition may not be kept in any BEQ.



UNITED STATES MARINE CORPS
PROVOST MARSHAL OFFICE
MARINE CORPS BASE HAWAII
BOX 63062 KANEOHE BAY HAWAII 96863-3062

5500
PMO
8 Apr 14

From: Services Officer, Provost Marshal's Office, Marine Corps Base Hawaii
To: Commanding Officer, Unit Name, Marine Corps Base Hawaii

Subj: NOTIFICATION OF PRIVATELY OWNED WEAPONS REGISTRATION RE: CPL WILLIAM MARINE/DODID 1096746482

Ref: (a) BO 5532 Chapter 5 CH2

1. This letter is to inform you that on 3 April 2014, Cpl Marine registered the following listed weapon(s) with the Provost Marshal's Office in compliance with the reference.

Type	MAKE	SERIAL #	MODEL NUMBER	CALIBER
Pistol	Colt	234589C	Python	.45

2. Cpl Marine declared his on-base residence, 365 Lawrence Road, as the location for the weapon(s) storage. Cpl Marine was advised of the regulations for storage of privately owned weapons contained in the reference.

3. Point of contact for this matter is Mr. John Lunning at 257-6971.

J. Y. LUNNING