



## UNITED STATES MARINE CORPS

MARINE CORPS BASE HAWAII  
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KANEHOE BAY HAWAII 96863-3002

MCBHO 11000.3B  
SSEC  
21 Feb 24

### MARINE CORPS BASE HAWAII ORDER 11000.3B

From: Commanding Officer  
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR DISTINGUISHED GUEST  
QUARTERS ABOARD MARINE CORPS BASE HAWAII

Ref: (a) MCO 11000.22  
(b) DoDM 4165.63, "DoD Housing Management" October 28,  
2010  
(c) DoDI 1015.11, "DoD Lodging Policy", January 23, 2023

Encl: (1) Map of Distinguished Guest Quarters

1. Situation. Managing transient lodging accommodations for distinguished guests (DG) to Marine Corps Base Hawaii (MCBH) requires detailed coordination between the Base Commanding Officer's Executive Staff and the Director, Food and Hospitality (F&H) to ensure accurate and timely management of reservations.

2. Cancellation. Base Order 11000.3A.

3. Mission. Per the references, ensure senior military and civilian officials have a place to reside while on leisure travel and/or efficiently conduct official DoD business while TAD/TDY.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) For the purposes of this Order, the term "distinguished guest" (DG) is defined as any official guest of the Commander, U.S. Marine Corps Forces, Pacific (COMMARFORPAC) or the Commanding General, Marine Corps Installations Pacific (CG, MCIPAC) including but not limited to senior officers and civilian equivalents (O-6/GS-15), senior enlisted personnel

(E-9), and other distinguished guests and their immediate family members approved by the Base Commanding Officer, MCBH, or delegated authority.

(b) MCBH DG quarters (DGQ) will maintain a composite 75 percent occupancy rate each year. To achieve this, DGQ will be made available to eligible guests to the greatest extent practicable according to the priorities and mission requirements specified in this order; however, there is no right or entitlement to DGQs.

(c) The MCBH Executive Staff will coordinate all reservations for DGQs.

(2) Concept of Operations. DGQ include only the following two facilities:

(a) The Presidential Cottage is primarily established to accommodate DGs in the grade of O-6 and above temporarily visiting the base on a leisure status, but may accommodate TAD/TDY status on a case-by-case basis (Member will need a Certificate of Nonavailability (CNA) issued by the Five Palms). Accommodations include two bedrooms, two bathrooms, a fully equipped kitchen with dining area, and a washer and dryer. The master bedroom has a queen size bed, the guest room has two twin beds, and the living room has a pull-out couch.

(b) The Senior Enlisted Cottage for E-9s is primarily established to accommodate DGs in the grade of E-9 temporarily visiting the base on a leisure status, but may accommodate TAD/TDY status on a case-by-case basis (Member will need a Certificate of Nonavailability (CNA) issued by the Five Palms). Accommodations include two bedrooms, two bathrooms, a fully equipped kitchen with dining area, and a washer and dryer. The master bedroom has a queen size bed, the guest room has one bunkbed (twin on top, full on bottom), and the living room has a pull-out couch.

b. Coordinating Instructions

(1) Room Rates. Rates are subject to change, per reference (a).

(2) Order of Precedence for Reservations

(a) Executive Leadership. The following Executive Branch civilian leadership have priority reservation privilege in the order listed.

1. Commander-in-Chief/President of the United States.
2. Vice President of the United States.
3. Secretary of Defense.
4. Secretary of the Navy.
5. Commandant of the Marine Corps.
6. COMMARFORPAC.
7. CG, MCICOM.
8. CG, MCIPAC.
9. CO, MCBH.
10. SgtMaj, MCBH

(b) Guests Traveling on Official TAD/TDY Orders  
Reservations for military personnel in pay grade of O-6, E-9, and foreign dignitaries, if traveling on official TAD/TDY orders, may reserve the Presidential Cottage or the Senior Enlisted Cottage with a CNA provided by the Five Palms. All official travel must be accompanied by travel orders. If leave is taken in conjunction with official TAD/TDY orders, guests should clearly identify leave days. All reservations are subject to cancellation due to a senior rank on TAD or mission priorities. Occupancy is limited to a maximum of seven nights.

(c) Guests in a Leave Status and Retirees  
Reservations for guests utilizing the Presidential Cottage or Senior Enlisted Cottage for leisure are subject to modification or cancellation due to a senior rank on TAD or mission priorities. Consecutive reservations for leisure (two separate dates) are prohibited. Subsequent reservations may not be

submitted until 90 days have passed from the guest's departure date.

(3) Reservation Timeline. To ensure equitable access to the DG facilities, leisure reservations will be accepted within identified timelines.

(a) Presidential Cottage. Active duty and Reserve Members of the Marine Corps in the paygrade of O-6 and above may make reservations within four months of their desired stay. Active duty and Reserve Members of the Navy, Army, Air Force, Space Force, Coast Guard, SES, GS-15, and foreign dignitaries may make reservations within 2 months of their desired stay. Retirees of all Services may make reservations within two months of their desired stay. Maximum occupancy is 6.

(b) Senior Enlisted Cottage. Active, Reserve, and retired Members of the Marine Corps in the paygrade of E-8/E-9 may make reservations within four months of their desired stay. Active, Reserve and Retired Members of the Navy, Army, Air Force, Space Force, and Coast Guard in the paygrade of E-9 may make reservations within two months of their desired stay. Maximum occupancy is 6.

(4) Leisure Reservations. DGQ reservations for leisure purposes may not exceed seven days. If a reservation encompasses periods of leave and TDY or other official travel, the reservation in its entirety may not exceed seven days.

(5) Cancellations

(a) All reservations, both leisure and official TAD must notify Mokapu Recreational Lodging Front Desk Reservations or Protocol office of any changes or cancellations at least 48 hours before your scheduled arrival date. If not notified, the credit card on file may be charged a one-night room fee.

(b) Presidential Cottage. Reservations will be made by the MCBH Executive Staff only. At the discretion of the Commanding Officer, MCBH, individuals on TAD/TDY orders may only have priority over those who hold reservations for leisure status only if they provide a CNA issued by the Five Palms. Reservations are limited to seven nights. Consecutive reservations for leisure (two separate dates) are prohibited.

(c) Senior Enlisted Cottage. Reservations will be made by the MCBH Executive Staff only. At the discretion of the Sergeant Major, MCBH, individuals on TAD/TDY orders may only have priority over those who hold reservations for leisure status only if they provide a CNA issued by the Five Palms. Active duty E-9 Marines have priority and can bump any E-8 service member regardless of status, but can only bump within 4 days of the E8's scheduled arrival date. Reservations are limited to seven nights.

c. Additional Instructions

(1) Guest Restrictions. The Presidential and Senior Enlisted Cottages are for the quiet enjoyment of transient guests. Guests must notify the Executive Staff of any social events and/or gatherings of more than 10 people for approval. Camping tents or pop-up tents are prohibited. Pets are not permitted in any DG facility. At no time will an eligible guest reserve a facility for the sole occupation by a third party. Eligible guests include sponsor or the sponsor's spouse. Violations of these policies may result in immediate cancellation of reservations and/or permanent ineligibility to use DG facilities aboard MCBH or further administrative or legal action.

(2) Check-In/Out. Guests will check in no earlier than 1500 at the Mokapu Recreational Lodging front desk, located on Manning St. next to the Fairway Inns. Guests will check out no later than 1100 on the scheduled date of departure. Early or late check-in will cause the guest to incur charges for additional day(s) unless waived by the Commanding Officer, MCBH; Director, F&H. No reservation shall be made that assumes either an early check-in or late check-out. The availability of quarters, before or after the scheduled stay, will be determined only on the day of check in or conclusion of the stay.

(3) Waiver of Eligibility Requirements. The rank/paygrade eligibility requirement may be waived by the CO, MCBH or MCBH Executive Staff, or as otherwise required for MCBH mission.

5. Administration and Logistics

a. Staff Responsibilities

(1) MCBH Executive Staff. The MCBH Executive Staff is responsible for ensuring the timely and accurate management of reservations for all DG guests. The Protocol Officer, MCBH shall provide a monthly reservation status briefing to the Chief of Staff and Sergeant Major, MCBH.

(2) Director, F&H. The Director, F&H is overall responsible for DG lodging facilities aboard MCBH and shall coordinate closely with the MCBH Executive Staff to ensure the successful management of reservations. Additionally, the Director, F&H shall:

(a) Maintain the lodging facilities.

(b) Perform all routine duties associated with its operation (e.g., check-in, check-out, and housekeeping).

(c) Refer guests eligible for DG accommodations to the MCBH Executive Staff for creation or modification of reservations.

(d) Maintain records and advise the MCBH Protocol Officer, Administrative Chief on the average occupancy rate monthly.

(e) Advise the MCBH Protocol Officer on recommended rate changes as necessary or as may be required per reference (a).

b. Points of Contact

(1) The MCBH Executive Staff may be contacted via commercial phone at (808) 257-8863.

(2) The Mokapu Recreational Lodging front desk may be contacted via commercial phone at (808)254-5696/5769.

c. Privacy Act. Any misuse or unauthorized disclosure of personally identifiable information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and

**21 FEB 24**

fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with 5 U.S.C. 552a and SECNAVINST 5211.5E.

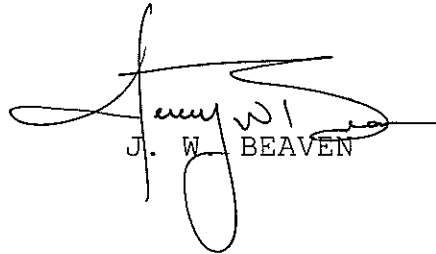
d. This Order can be accessed online via the MCBH SharePoint site at: [https://usmc.sharepoint-mil.us/sites/mcipac\\_mcbhsl\\_adjutant/Base%20Directives%20and%20Policies/Forms/MCBH%20Forms.aspx](https://usmc.sharepoint-mil.us/sites/mcipac_mcbhsl_adjutant/Base%20Directives%20and%20Policies/Forms/MCBH%20Forms.aspx).

e. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per SECNAV Notice 5210 and SECNAV M-5210.1 to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Refer to MCO 5210.11F for Marine Corps records management policy and procedures.

## 6. Command and Signal

a. Command. This Order is applicable to all personnel eligible for or supporting DG lodging aboard MCBH.

b. Signal. This Order is effective the date signed

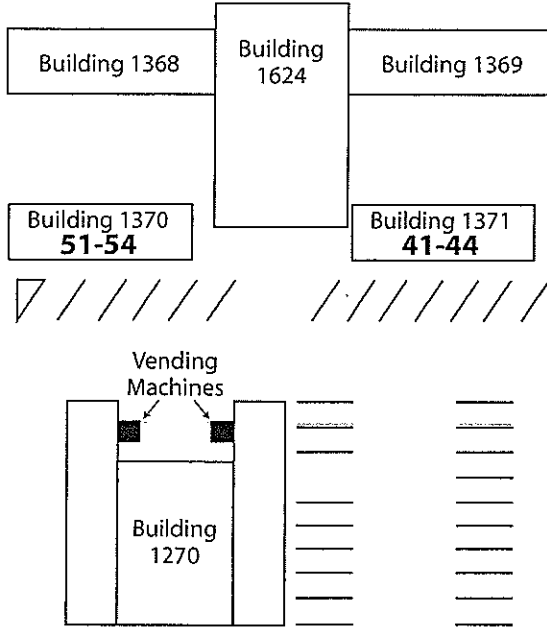


J. W. BEAVEN

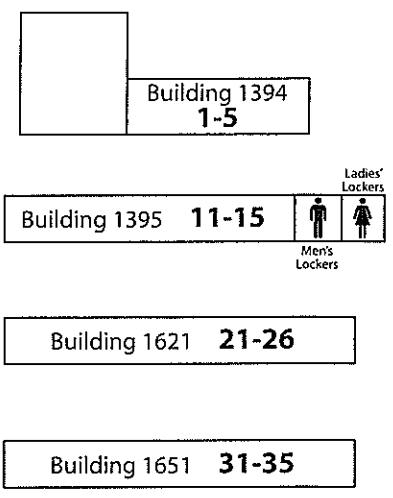
DISTRIBUTION: A

# CABANAS

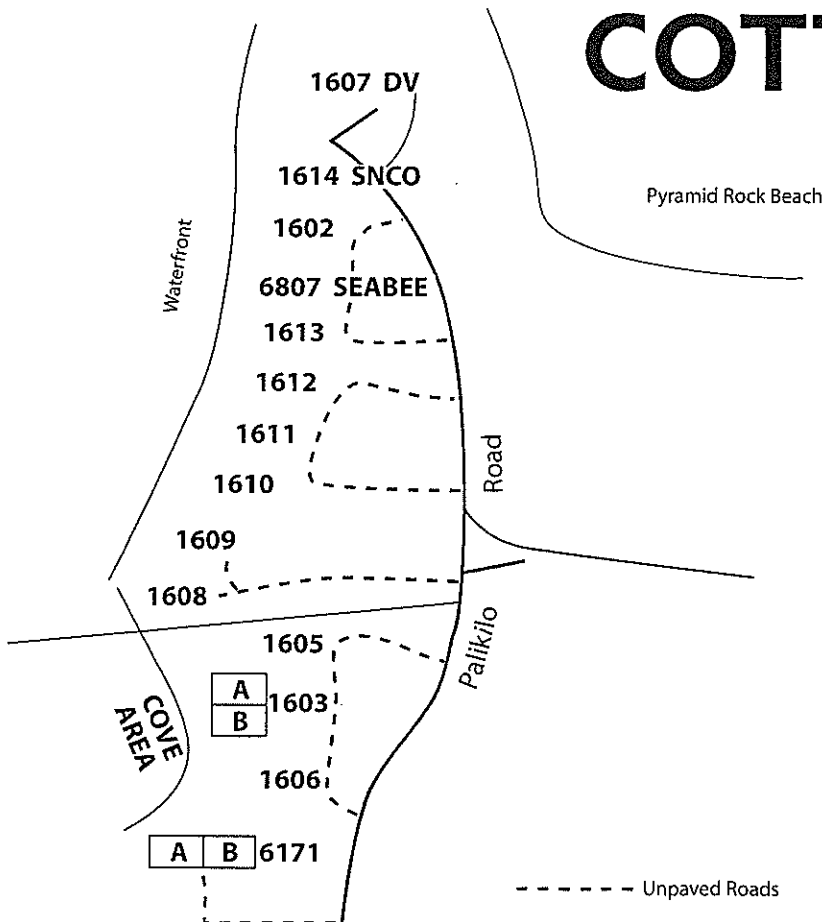
**RESTRICTED AREA**  
 NO BEACH ACCESS BEYOND THIS POINT  
 4th RECON



**NO PETS ALLOWED**



# COTTAGES



Front Desk: (808) 254-5696 | (808) 254-5769

Hours of Operation:  
 0800-1900 | Monday & Friday  
 0800-1800 | Tuesday, Wednesday, Thursday, Saturday & Sunday  
 0800-1800 | Holidays

After Hours Assistance  
 INNS of the Corps | BLDG 6534  
 24HR Front Desk: (808) 254-2806