



UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
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MCBHO 1710.6
S-4/LH
27 Jul 20

MARINE CORPS BASE HAWAII ORDER 1710.6

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

Subj: HOUSEHOLD EMPLOYEES

Ref: (a) MCO 1710.30

Encl: (1) Household Employee Requirements Checklist
(2) Hold Harmless Agreement for Household Employee
(3) Statement of Understanding for Household Employee

1. Situation. To establish procedures for families living aboard Marine Corps Base Hawaii (MCBH) requesting permission for an individual to provide household services for their family in Public Private Venture (PPV) housing. This individual is hereafter referred to as a household employee.

2. Cancellation. Base Order 1710.55A.

3. Mission. Many military families require household services which are best met by an individual providing this service in their home, either as a nanny, cook, nurse, caretaker, or similar household employee. These employees provide services either on a live-in or daily basis, using base housing as their worksite. Shift work and dual, and single military families often need household services that cannot be provided by existing MCBH services. Families seeking the services of a household employee are solely responsible for the selection of an appropriate employee. This Order establishes the procedures for requesting permission to employ a household employee to live or work in PPV housing and establishes minimum standards for individuals providing services as a household employee.

4. Execution

a. Commander's Intent. Ensure military families are supported, when necessary, by household employees needed to assist families with domestic services. Household employees are defined as nannies (Au Pair), health aides, private nurses, cooks, maids, caretakers, and those providing other similar domestic services. Household employees work in or around the employer's home and utilize their employer's tools and facility appliances. Their services are not available to the general public as an independent business. Individuals defined as household employees and covered by this Order may be related or unrelated to the employer receiving domestic services.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(1) Household employees may provide domestic services while residing in the PPV home or while coming to the PPV home on a regular basis to provide domestic services. Employees who work more than 12 hours per week on a reoccurring basis or are paid more than \$1,100 per year in wages are deemed “household employees.” They and their employers are subject to the provisions of this Order.

(2) Household employees are not certified Family Child Care Providers as defined and regulated by the reference. Household employees may not be certified as Family Child Care Providers and may not provide child care for children outside of the family unit of their employer.

b. Concept of Operations

(1) Requirements of Household Employee Household

- (a) Verification the employee is at least 18 years of age.
- (b) Valid driver’s license, State/Federal identification card, or passport and work visa.
- (c) Clearance from the National Crime Information Center. This clearance can be obtained from the S-7 Provost Marshal’s Office, Customer Service Center.
- (d) Résumé or letter of introduction which details the employee’s experience and related training.
- (e) Annual tuberculosis clearance.
- (f) If child care services are part of the employee’s services:
 - 1. Current Cardiopulmonary Resuscitation certificate.
 - 2. Current First Aid certification.
 - 3. Evidence of current immunizations including measles, mumps, and rubella.
 - 4. Completion of Child Abuse Prevention class or modules within the first two months of providing child care services.

(2) Application Requirements

- (a) All household employee requirements listed above. A checklist for all requirements is reflected in enclosure (1).

(b) A signed enclosure (2) by the requesting family which relieves the Department of the Navy (DON), MCBH, and its officers of liability for any injury or damage caused by the negligence or intentional torts of the household employee.

(c) A signed enclosure (3) which indicates the household employee works solely for the employer and not the DON, MCBH, or United States Marine Corps.

(d) A letter from the Service Member with Command endorsement (O-4 or above) requesting permission for the employee to reside or work in PPV housing. For family members, the letter must identify the relationships involved in the request.

(e) A copy of the contract between the employee and their employer certifying the employer and employee will comply with all applicable State and Federal tax regulations pertaining to employment, including income tax withholding, social security, and Medicare taxes.

(f) Proof the employer maintains personal liability insurance or renter's protection insurance with a minimum coverage of \$100,000 per occurrence.

5. Administration and Logistics

a. Marine Corps Community Services, Family Care Branch

(1) Provide Child Abuse Prevention training within the first two months, if child care services are being offered.

(2) As requested and as space permits, include approved household employees who provide child care, in child development training.

b. Family Housing Office (FHO)

(1) Distribute the household employee requirements to requesting families.

(2) Receive the application and verify all application requirements have been met.

(3) Process the request for household employees to reside or work in PPV housing.

c. Requesting Family

(1) Complete all application documents/requirements as detailed and submit to MCBH FHO.

(2) Notify the FHO if the household employee's employment has been terminated.

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(3) Initiate an annual renewal of the approval for a household employee with FHO per current policy and regulations.

d. Endorsements. Endorsements for household employees are through the requester's chain of command and must contain a statement that the supporting documents have been reviewed and are complete and accurate.

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 M-5210.1 and SECNAV Notice 5210 to ensure proper maintenance, use, and accessibility and preservation, regardless of format or medium.

f. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The DON recognizes the privacy of an individual is a personal and 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 the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.

6. Command and Signal

a. Command. This Order is applicable to MCBH, tenant commands, base personnel, personnel eligible for PPV housing, and the PPV partner. This Order is punitive, Service Members who violate this Order may be held accountable under the Uniform Code of Military Justice. Service Members and civilians may also be subject to other criminal or administrative penalties, prosecution, and permanent debarment from MCBH.

b. Signal. This Order is effective the date signed.



S. C. KOUMPARAKIS

DISTRIBUTION: A

HOUSEHOLD EMPLOYEE REQUIREMENTS CHECKLIST

If you are requesting permission to employ a household employee to live or work in base housing, please use this checklist as a guide for completing all necessary requirements of Marine Corps Base Hawaii Order 1710.55, Household Employees. All documents and/or proofs should be submitted to the MCBH Family Housing Office.

- _____ 1. Verification that the employee is at least 18 years old.
- _____ 2. Copy of a valid driver's license or State/Federal Identification card or passport and work visa. #1 and #2 may be the same document.
- _____ 3. National Crime Information Center clearance. To obtain this clearance, bring the name, social security number and date of birth of the household employee to the Criminal Investigation Division, **building 1095**, during normal military work hours.
- _____ 4. Verification the employee is either a U.S. citizen or an alien who can legally work in the United States. Possible documents are passport, birth certificate or applicable alien work approval.
- _____ 5. Resume or letter of introduction which details the individual's experience and related training.
- _____ 6. Annual tuberculosis clearance. Available from any health care facility.
- _____ 7. If child care services are part of the employee's services, the following information is required:
 - (1) Current CPR certificate. CPR is valid for one to two years depending on the training source.
 - (2) Current first aid certification. First aid is valid from one to three years depending on the training source.
 - (3) Evidence of current immunizations including measles, mumps and rubella.
- _____ 8. A release from liability statement signed by the requesting family and employee which relieves the Department of the Navy (DON), Marine Corps Base Hawaii (MCBH) and its officers of liability for any injury or damage caused by the negligence or intentional torts of the household employee. A blank liability form is contained in this order as enclosure (2).

____9. A statement of understanding, signed by the employee, which indicates the household employee works solely for their employer and not the DON, MCBH, or United States Marine Corps. A blank statement of understanding is contained in this order as enclosure (3).

____10. A copy of the contract between the employee and their employer certifying that the employer and employee will comply with all applicable State and Federal tax regulations pertaining to employment, including income tax withholding, social security and Medicare taxes.

____11. Proof the employer maintains personal liability insurance or renter's protection insurance with a minimum coverage of \$100,000 per occurrence.

HOLD HARMLESS AGREEMENT FOR HOUSEHOLD EMPLOYEE

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 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 the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.

For and in consideration of permission granted by the United States Marine Corps (USMC) to allow for the employment of a household employee in Public Private Venture (PPV) housing aboard Maine Corps Base Hawaii, I,

(employer's name/rank/branch of service)

hereinafter referred to as Employer, agree to indemnify and reimburse the Government for any and all damage incident to or caused by the household employee, however occurring. Employer bears primary responsibility and agrees that reimbursement is to be provided promptly, regardless of dispute among employer and/or third parties regarding liability. Employer also agrees to indemnify and reimburse the DoD or other appropriate government agency for any loss or claim for property damage, injury or death, however arising, that the Federal Government, its agencies, or personnel are required to provide to another person or entity arising as a result of the employer's employment of a household employee. Employer agrees to reimburse the Federal Government for attorney fees and associated expenses associated with defending against any loss or claim, regardless of result.

Additionally, employer agrees to forever discharge and hold harmless the Federal Government, the DoD, MCBH, and all of its officers and personnel, employees, representatives and successors, and assigns from any and all liability, including liability under the Federal Tort Claims Act, arising pursuant to the employment of a household employee. Employer waives all claims, demands, damages, actions and suits of any nature or legal basis against the Federal Government, its agencies, and personnel for any injury including death, property damage or loss that occur incident to the employment of a household employee.

I have carefully read the foregoing. I understand this agreement operates to release the Federal Government, its agencies and personnel from all liability regarding the employment of a household employee and that I may be held solely liable for any damages, injuries, or deaths caused by or occurring as a result of the employment of

(employee's name/address/SSN)

I also understand this release requires me, the employer, to indemnify and reimburse the Federal Government for any claims brought against the Federal Government by anyone in connection with the employment of said named employee.

Employer's signature/date

Witness signature/date

**All documents and/or proofs should be submitted to the MCBH Family
Housing Office**

STATEMENT OF UNDERSTANDING FOR HOUSEHOLD EMPLOYEE

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 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 the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.

I, _____,
(employee's name/address/SSN)

submit this statement of understanding regarding my employment by

(employer's name/rank/branch of service/address)

I understand I am not an employee of the Federal Government, Department of the Navy, or the United States Marine Corps.

I understand my employment is with _____ (employer's name) only, and that my employer is responsible for complying with all applicable State and Federal tax regulations, including income tax withholding, social security, Medicare taxes, and worker's compensation.

Employee's signature/date

Witness' signature/date

**All documents and/or proofs should be submitted to the MCBH Family
Housing Office**