



UNITED STATES MARINE CORPS  
MARINE CORPS BASE HAWAII  
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MCBHO 3000.2  
S-3  
22 May 20

MARINE CORPS BASE HAWAII ORDER 3000.2

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

Subj: UNMANNED AIRCRAFT SYSTEMS ABOARD MARINE CORPS BASE HAWAII

Ref: (a) MCBH All Hazards Force Protection Plan  
(b) DoD Instruction 5200.08 Ch3, "Security of DoD Installations and Resources and the DoD Physical Security Review Board," November 20, 2015  
(c) CJCSI 3255.01 Ch 1  
(d) FAA Order JO 7200.23A  
(e) Public Law 112-95  
(f) MCO 3570.1C  
(g) NAVMC 3500.107A  
(h) 14 CFR Parts 45, 91, 101, and 107  
(i) FAA AC 91-57A  
(j) MCIPAC-MCBBO 3000.1  
(k) 18 U.S.C. §795 §796  
(l) FAA-DoD JSOP for UAS-Specific SSI  
(m) 50 U.S.C. §797  
(n) CNAF M3710.7  
(o) ALNAV 074-18  
(p) FAA 8900.1 Vol 1 and Vol 16  
(q) DoD Directive 5030.61 Ch 3, "DoD Airworthiness Policy," May 24, 2013

Encl: (1) Suspicious Package/UAS/drone Immediate Response Checklist  
(2) Bomb Threat Stand-Off Distances

1. Situation. The proliferation of Small Unmanned Aircraft Systems (UAS), often called "Drones," which are operated by governmental agencies, commercial entities, and recreational flyers introduce new safety and security challenges to Installation Commanders. Serious injury and the loss of material assets due to mishaps or information gained by potential adversaries directly and negatively impact the warfighting capability of regional Installations. A recent rise in the development and proliferation of UAS/Drones creates an entirely new risk dynamic relative to how and where the operations associated with these systems can and should occur.

2. Cancellation. MCBHO 3710.30.

3. Mission. To implement policy and procedures for the recreational use of UAS, official use of UAS, and Installation response to UAS intrusions in compliance with the references.

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

#### 4. Execution

##### a. Commander's Intent and Concept of Operations

###### (1) Commander's Intent

(a) Recreational Use of UAS is Prohibited. See appendix (a) for details on recreational use and ownership of UAS aboard Marine Corps Base Hawaii (MCBH).

(b) Official use of UAS is permitted after meeting all requirements detailed in appendix (b). Please see appendix (b) for details on official use of UAS aboard MCBH.

(c) Installation Response to UAS Intrusions. Any suspected unauthorized UAS activity must be reported to Installation law enforcement, Installation Protection, and appropriate chain of command. Immediate notification of a UAS incident, accident, or other suspected violation should also be reported to the Air Traffic Control Facility at Marine Corps Air Station (MCAS) Kaneohe Bay. See appendix (c) for details on Installation Protection procedures for UAS intrusion.

#### 5. Administration and Logistics

a. See appendix (a) on recreational use of UAS will be monitored for accuracy and updated by the S-7. Interested directorates will push information to S-7 for update.

b. See appendix (b) on the official use of UAS will be monitored for accuracy and updated by MCAS. Interested directorates will push information to MCAS for update.

c. See appendix (c) on installation response to UAS intrusions will be monitored for accuracy and updated by the S-7. Interested directorates will push information to S-7 for update.

d. 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.

e. 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' rights 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.

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f. This Order can be accessed online via the MCBH SharePoint site at <https://eis.usmc.mil/sites/mcbhmpa/Adjutant/Base%20Directives%20and%20Policies/Forms/MCBH%20Forms.aspx>

6. Command and Signal

a. Command. This Order is applicable to MCBH subordinate commands, department heads, 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, and all other civilian personnel working and/or visiting any MCBH facility. It applies to all facilities, equipment, and material.

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



R. LIANEZ

DISTRIBUTION: A

Immediate Response (Suspicious Package/UAS/Drone Response Checklist)  
(Counter Unmanned Aerial Systems/UAS/Drone Response Procedures)

The Operations Commander at the scene is primarily responsible for minimizing injuries, strategically deploying personnel, and gathering intelligence. AN INCIDENT ACTION PLAN needs to be formulated. The following guidelines are intended to assist the IC and EOC to begin immediate response procedures.

DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

LOCATION OF INCIDENT: \_\_\_\_\_

LOCATION OF COMMAND POST: \_\_\_\_\_

NOTIFICATIONS

TIME

BY WHOM

PMO

Camp Smith PMO would call Hickam EOD TEAM \_\_\_\_\_  
to respond, 474-3615

Call 911 (Security/ambulance/Fire units) \_\_\_\_\_

EOD, 808-216-6215, 808-620-1638, 257-7112 \_\_\_\_\_

Notify MCAS Air Operations at 257-2121. \_\_\_\_\_

CDO

Commanding Officer \_\_\_\_\_

Chief of Staff \_\_\_\_\_

Senior Watch Officer \_\_\_\_\_

Ensure EOC is notified 257-8845/8460/8819/8820 during working hours. After hours contact 808-630-8317  
\_\_\_\_\_

INCIDENT COMMANDER CONSIDERATIONS (SITUATIONAL AWARENESS/FREQUENT UPDATES)

REMINDER: Not all UAS/drones with a known operator present a threat. Have the patrolman and supervisor assess the situation and take required action.









- Assume the role of Incident Commander until properly relieved and appoint necessary staff.
- Desk Sgt at PMO, Send out messages on GV, ATHOC, etc. (EVACUATION OR SHELTER IN PLACE). Request EOC to support ASAP, if required.
- Attempt to identify the owner. A properly registered drone will have the registration number visible on the outside surface. It can be engraved, permanent label or written with a permanent marker.
- Activate Mutual Aid Agreements and organize in order to coordinate and control incoming resources, if required.
- Prepare for multiple operational periods.
- Establish a unified command post as required.
- Ensure all response forces have proper PPE available.
- Secure scene with only essential personnel allowed in or out.
- Initiate on-scene assessments in coordination with other agencies to ensure scene security and responder safety, including that no secondary devices or contaminants are on site.
- Select tactical frequency to be utilized; advise Communications & responding units if necessary.
- All first responders must check-in with UCP and conduct a radio check. Ensure they are in a safe to transmit area before doing so.
- EOD will notify FBI as soon as a suspicious package is deemed a real threat.
- In the event of an explosion inspect the damaged buildings for safety (sweep for more bombs, and check for injured personnel).
- Before entry is allowed into damaged buildings, all utilities need to be shut off.
- NCIS will work with EOD, FBI, and ATF.
- FBI will send people immediately upon notification that there is an explosion and can provide support for NCIS in the event that they cannot provide a service (such as negotiator).
- FBI/NCIS will utilize NCIS as a site for local evidence collection. Every victim will need to be identified and interviewed.
- Scene goes out 1.5 times the furthest piece of evidence in order to preserve site security.

EOC CONSIDERATIONS AND/OR CAMP SMITH ACC/DESK SGT:

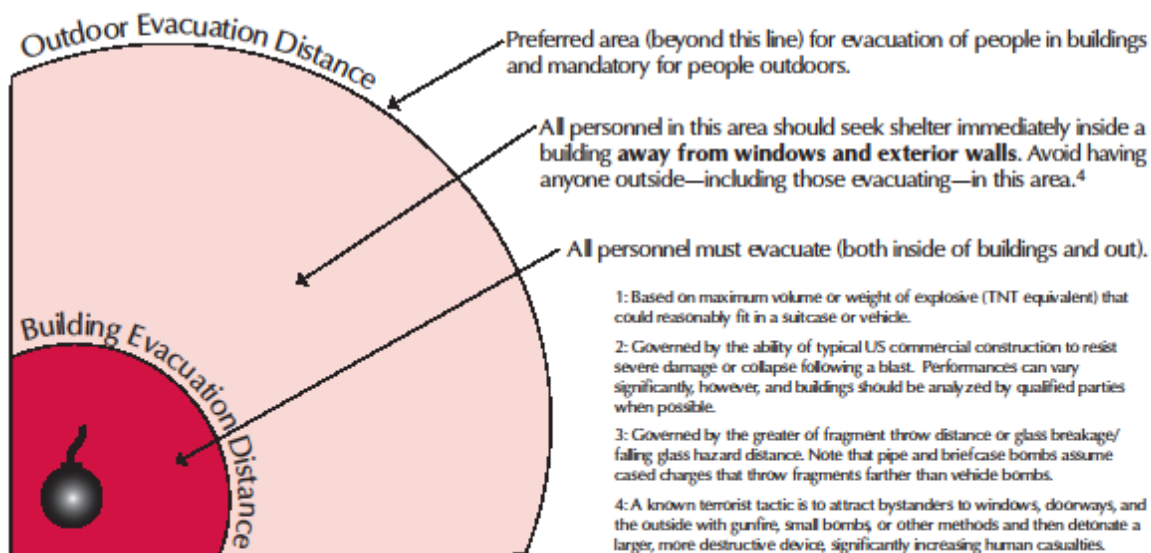
- Ensure appropriate authorities are notified.
- Higher Headquarters (MCIPAC/MARFORPAC) and have them get on C4I. Be prepared to notify HQMC if confirmed.
- Send advisory to local officials and Joint Service Operation Center Distribution Lists and as a courtesy
- BPT stand up the EOC, but call in immediately the following billets: PAO, Installation Protection personnel, Ops Officer, Ops LNO, duty, telephone clerk (HQBN), COMSTRAT, School LNO, MCCS LNO and if available EOD OIC
- Be prepared to broadcast safety measures via ATHOC/Facebook/KBAZ/Giant Voice. Add the telephone clerk's phone number(s) 257-8458/3023 in body of message to alleviate unnecessary phone calls going to PMO desk.
- Be prepared to provide info to surrounding units if evacuation becomes necessary.
- Advise patrolmen not to physically touch or attempt to prevent the UAS/drone from taking off. If the UAS/drone begins acting in a threatening or hostile manner towards personnel or government equipment, you should use the minimum amount of force necessary to eliminate the threat.
- Ensure COMSTRAT is notified and allowed to document and forward to EOC.
- If there are schools or CDCs in or near the evacuation area it may be pertinent to address the safety of these areas to the community.
- Establish a 320 foot safety perimeter at a minimum. If more than a 600 foot cordon is required be prepared to obtain more able bodies for evacuation.
- Be prepared to activate SAF.
- Send one advisory out to general population and one more detailed alert out to CMT, CO's, XO's and Sergeants Major. Continue to provide additional information as situation unfolds.
- PAO be prepared to send out media advisories, messages on Facebook, Website, etc. and continue monitoring Facebook.
- Coordinate all requests from OSC.
- Be prepared to raise the FPCON to Delta if drone actions become hostile or some type of detonation occurs.

- Inbound first responders and law enforcement agencies would be called to assist, ensure PMO allows these agencies on Base.
- Begin accountability of casualties/personnel.
- Contact Chaplain and CACO if there are casualties.
- Contact NAVFAC if there is any building damage.
- MCCS: Needs to be ready to open a facility for those that have been evacuated or need to be interviewed.
- If incident damages MCAS Operations/Terminal, consider a Forward Aircraft Controller to continue operations and direct any inbound aircraft responding to incident.
- CISD should set up ground to air communications ASAP as a COOP.

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Bomb Threat Stand-Off Distances				
Threat Description		Explosives Capacity <sup>1</sup> (TNT Equivalent)	Building Evacuation Distance <sup>2</sup>	Outdoor Evacuation Distance <sup>3</sup>
	Pipe Bomb	5 LBS/ 2.3 KG	70 FT/ 21 M	850 FT/ 259 M
	Briefcase/ Suitcase Bomb	50 LBS/ 23 KG	150 FT/ 46 M	1,850 FT/ 564 M
	Compact Sedan	500 LBS/ 227 KG	320 FT/ 98 M	1,500 FT/ 457 M
	Sedan	1,000 LBS/ 454 KG	400 FT/ 122 M	1,750 FT/ 533 M
	Passenger/ Cargo Van	4,000 LBS/ 1,814 KG	600 FT/ 183 M	2,750 FT/ 838 M
	Small Moving Van/ Delivery Truck	10,000 LBS/ 4,536 KG	860 FT/ 262 M	3,750 FT/ 1,143 M
	Moving Van/ Water Truck	30,000 LBS/ 13,608 KG	1,240 FT/ 378 M	6,500 FT/ 1,981 M
	Semi-Trailer	60,000 LBS/ 27,216 KG	1,500 FT/ 457 M	7,000 FT/ 2,134 M

This table is for general emergency planning only. A given building's vulnerability to explosions depends on its construction and composition. The data in these tables may not accurately reflect these variables. Some risk will remain for any persons closer than the Outdoor Evacuation Distance.



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## APPENDIX A

### RECREATIONAL USE OF UAS

1. Policy. Recreational use of UAS is prohibited aboard MCBH.
2. Reference. MCIPAC-MCBBO 3000.1 Personal Small UAS Use Aboard MCIPAC-MCBB.
3. Definition of UAS. UAS/drones are aircraft of any size or weight operated without the possibility of direct human intervention from within or on the aircraft. By definition, this policy governs model aircraft as well.
4. Registration of UAS. All non-Department of Defense (DoD) UAS aboard MCBH will be registered with the Provost Marshal's Office (PMO).

APPENDIX B  
OFFICIAL USE OF UAS

1. Policy. MCBH authorizes UAS for official DoD use when complying with applicable regulations regarding:
  - a. Special Security Instructions (SSI)
  - b. Certificate of Waiver or Authorization (COA) or Airspace Access Authorization (AAA)
  - c. Non-program of record (non-POR) limitations
2. References
  - a. SSI: Federal Aviation Administration (FAA)/DoD Joint-Standing Operating Procedures (J-SOP) for UAS Specific SSI and Addendum.
  - b. AAA: Department of the Navy (DON) Guidance UAS Access and Integration for U.S. Civil Airspace.
  - c. COA for Non-military Aircraft: DON Guidance UAS Access and Integration for U.S. Civil Aircraft.
3. Special Security Instructions. The Kaneohe Bay Peninsula, Camp Smith, and Marine Corps Training Area Bellows (MCTAB) have UAS specific SSI airspace, also referred to as National Defense Airspace (NDA). The MCBH CO can approve or refuse entry into SSI airspace. All official usage of UAS above the Kaneohe Bay peninsula, Camp Smith, and MCTAB requires MCBH CO approval. Requests for approval should be submitted as decision papers through the MCBH S-3.
4. DoD UAS above DoD Airspace. DoD UAS do not require a COA to fly in DoD assigned airspace. Instead, they require an approved AAA. The DON Representatives (NAVREPs) to the FAA Service Areas review and either approve or deny AAA requests for DON Group 1 and 2 UAS. If a unit wants to fly DON Group 1 or 2 UAS in airspace assigned to MCBH (Peninsula /MCTAB) the unit must submit a AAA to the Western Service Area NAVREP. The NAVREP will in turn work with ATC to ensure the request is safe in terms of aircraft de-confliction. The NAVREP will then respond to the requestor including any modifications to the request.
5. Non DoD UAS above DoD Airspace. Non-DoD UAS will requires a COA from the FAA to fly in DoD assigned airspace.
6. Program of Record (POR) UAS versus Non-POR. POR UAS do not require any approval from higher based on the environment. However, non-POR UAS will require the DON non-POR exemption. Marine Corps Institute-Pacific (MCI-PAC) administers this waiver process.

APPENDIX C  
INSTALLATION RESPONSE TO UAS INTRUSIONS

1. Policy. MCBH response to UAS intrusions will be determined in the all hazard's plan.
2. References. The MCBH All Hazards Force Protection Plan, may be obtained from the Installation Protection section, S-7 Directorate.
3. Enclosures
  - a. Suspicious Package/UAS/drone Immediate Response Checklist.
  - b. National Counter-Terrorism Center Bomb Threat Standoff Distances.
4. This order specifically adopts the following from reference (a), enclosure (9). Where the two conflict, this order controls.
  - a. Concept of Operations will be Conducted in Three Phases
    - (1) Pre-incident Phase
      - (a) Continue updating this policy annually until technology becomes available.
      - (b) Conduct training and exercises to ensure all first responders understand the tactics and procedures for responding to a UAS/drone incident.
      - (c) Post warning signs directing that drone usage is prohibited aboard the installation.
      - (d) Ensure all sightings are reported up the chain of command.
    - (2) Incident Phase. This phase involves crisis response and consequence management procedures to resolve the incident. This phase is complete when the immediate threat has been terminated or consequence management procedures have begun. Refer to enclosure (1).
      - a. UAS/Drone Sighted/Reported Flying Over the Base
        1. Director S-7
          - a. PMO will direct patrolmen to attempt to locate where the UAS/drone is going or coming from and attempt to locate the operator.
            - (1) If contact is made with the operator, conduct interview to determine the operator's intentions and inform them of the base policy of no UAS/drone usage.

(2) Attempt to identify the owner. A properly registered drone will have the registration number visible on the outside surface. It can be engraved, permanent label or written with a permanent marker.

(3) Take necessary actions per SOP and enclosure (1).

b. PMO will if necessary, contact other Law Enforcement agencies to assist in locating the operator, especially if the UAS/drone is being operated in a hostile or aggressive manner.

2. Director S-3

a. Command Duty Officer (CDO), when informed of a UAS/drone sighting on base, will notify all responsible personnel, per enclosure (1).

b. CDO will prepare and submit Operational Report-3 as required per reference (d).

c. CDO will be prepared to send out ATHOC message requesting other personnel to observe where the UAS/drone is going to and to attempt to identify the operator.

3. CO MCAS. When MCAS sights or is informed of UAS/drone flying in the bay or in the vicinity of the base:

a. Notify any aircraft of the presence and location of the UAS/Drone.

b. Make notifications as required.

(b) UAS/Drone Landing or Discovered on the Ground. REMINDER: Not all UAS/drones with a known operator present a threat. Have the patrolman and supervisor assess the situation and take required action.

1. Director S-7

a. PMO will provide on-scene command, control, and containment until normal operations have been restored to the scene. Consider it as a suspicious package. Follow normal procedures until directed otherwise.

b. On Scene Commander (OSC) will establish Incident Command (IC) and safe distance depending upon situation and scene safety, per enclosure (2). A minimum distance of at least 320-feet should be established for suspicious packages.

c. PMO Desk Sergeant will make required notifications per SOP.

- d. OSC will direct Military Working Dog(s) (Explosive) and handler(s) resources as required.
- e. OSC will establish staging area for resources and control the access of personnel and vehicles into the scene until the area is declared safe.
- f. OSC will ensure all personnel do not use mobile radios, cell phones and other transmitting devices within 150-feet of the threatened site, until area declared safe.
- g. PMO will take necessary action to neutralize the threat, using the minimum force necessary, if the UAS/drone begins acting in a threatening or hostile manner towards personnel or government property.
- h. PMO will attempt to identify the owner. A properly registered drone will have the registration number visible on the outside surface. It can be engraved, permanent label or written with a permanent marker.
- i. PMO will advise patrolmen not to physically touch or attempt to prevent the UAS/drone from taking off.
- j. Installation Protection (IP) will implement actions per Enclosure (1).
- k. IP will assemble the Threat Working Group (TWG) as required.

2. Director S-3

- a. CDO will make required notifications per SOP and enclosure (1).
- b. CDO will be prepared to stand up the Emergency Operations Center (EOC).
- c. CDO will prepare and submit OPREP-3 as required per reference (d).
- d. Explosive Ordnance Disposal (EOD) will upon notification, respond to the scene and assess whether or not the item presents an explosive hazard. If necessary, EOD will perform a Render Safe Procedure (RSP).
- e. EOD will assist in the preservation of evidence, if required.

3. CO MCAS

- a. ATC will notify Air Operations, who will notify all required departments/personnel.

b. If UAS/drone is on runway, declare a fouled deck and divert all aircraft away until the area is declared safe.

4. Fire

a. When notified, place required fire-fighting equipment and personnel in a stand-by status.

b. When dispatched to scene, stand by until the device has been declared safe by EOD.

c. Be prepared to assume on-scene command and control of consequence management operations should the device detonate and there are casualties.

(b) UAS/Drone Attempting to Injure Personnel to Destroy/Damage Government Property

1. Director S-7

a. PMO will provide on-scene command, control, and containment until normal operations have been restored to the scene. Consider it as a suspicious package. Follow normal procedures until directed otherwise.

b. OSC will establish IC and safe distance pending upon situation and scene safety per enclosure (2). A minimum distance of at least 320-feet should be established for suspicious packages.

c. PMO Desk Sergeant will make required notifications per SOP.

d. OSC will direct Military Working Dog(s) (Explosive) and handler(s) resources as required.

e. OSC will establish staging area for resources, control the access of personnel and vehicles into the scene, until the area is declared safe.

f. OSC will ensure all personnel do not use mobile radios, cell phones and other transmitting devices within 150-feet of the threatened site, until area declared safe.

g. PMO will take necessary action to neutralize the threat, using the minimum force necessary. If a UAS/drone has been positively identified as being hostile and lethal force becomes necessary, additional personnel should be deployed armed with shotguns. Utilizing a shotgun is the preferred method of destroying the UAS/drone.

h. PMO will attempt to identify the owner. A properly registered drone will have the registration number visible on the outside surface. It can be engraved, permanent label or written with a permanent marker.

i. PMO will advise patrolmen not to physically touch or attempt to prevent the UAS/drone from taking off.

j. IP will implement actions per Enclosure (1).

k. IP will assemble the TWG as required.

2. Director S-3

a. CDO will make required notifications per SOP and enclosure (1). Complete checklist.

b. CDO will be prepared to stand up the EOC.

c. CDO will send out ATHOC messages instructing all personnel not involved in the incident to remain clear of the area.

d. CDO will prepare and submit Oprep-3 as required per reference (d).

e. EOD, upon notification, will respond to the scene and assess whether or not the item presents an explosive hazard. If necessary, EOD will perform a Render Safe Procedure (RSP).

f. EOD will assist in the preservation of evidence.

3. CO MCAS

a. The Air Traffic Controllers (ATC) will notify Air Operations who will then notify all required departments/personnel and begin internal procedures.

b. If UAS/drone is on runway, declare a fouled deck and divert all aircraft away until the area is declared safe.

(3) Post Incident Phase. This phase involves measures to return the incident scene to normal operations. Activities include, collecting/preserving evidence, site cleanup, and compilation of lessons learned. This phase is complete when the incident site is returned to normal operations.

c. Coordinating Instructions

(1) Use of force. Only authorized to use minimum amount of force necessary to eliminate the threat. If a UAS/drone is positively identified as being hostile, additional personnel from PMO should be deployed armed with shotguns. A shotgun is the preferred method for destroying a UAS/drone.

(2) Per reference (a), no means of Counter-Unmanned Aerial Systems may be employed without the express permission and guidance of Higher Headquarters.

(3) All Commands/Departments should train and encourage personnel to report anything that seems “out of the ordinary”.