



# UNITED STATES MARINE CORPS

MARINE CORPS BASE HAWAI'I  
BOX 63002  
KANEHOHE BAY HAWAI'I 96863-3002

MCBHO 5532.1 Ch 4  
S-7/PMO  
10 Dec 2024

## MARINE CORPS BASE HAWAI'I ORDER 5532.1 Ch 4

From: Commanding Officer  
To: Distribution List

Subj: MARINE CORPS BASE HAWAI'I ACCESS CONTROL ORDER

Ref: (o) MCO 5530.13  
(p) MARADMIN 392/15

1. Situation. To transmit changes to the basic Order.
2. Mission. To notify all on the distribution list of changes that updates Marine Corps Base Hawai'i's (MCBH) Access Control Order.

### 3. Execution

a. On TABLE OF CONTENTS, page iii, Chapter 5: REGISTRATION AND PASSES, delete all paragraphs and replace with "1. See MCBHO 5560.2 MCBH MOTOR VEHICLE AND TRAFFIC REGULATIONS."

b. Add on TABLE OF CONTENTS, page iv, Chapter 8: "17. Aviation District Access...8-9".

c. In Chapter 3, delete paragraph 1a(2).

d. In Chapter 3, delete paragraph 3h.

e. In Chapter 4, delete paragraph 2a.

f. In Chapter 4, delete paragraph 2c.

g. In Chapter 8, Paragraph 10, change Marine Corps Community Services Partner Program (MPP) to Public Partners Program (PPP)."

h. Delete all paragraphs in Chapter 5 and replace with "1. Vehicle Registration. Refer to MCBHO 5560.2 MCBH MOTOR VEHICLE AND TRAFFIC REGULATIONS, Chapter 1."

### 4. Command and Signal

a. Command. This Order is applicable to MCBH, tenant commands and Base personnel.

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

  
J. W. BEAVEN

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# UNITED STATES MARINE CORPS

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

MCBHO 5532.1 Ch 3  
S-7/PMO  
11 Oct 22

## MARINE CORPS BASE ORDER 5532.1 Ch 3

From: Commanding Officer  
To: Distribution List

Subj: MARINE CORPS BASE HAWAII ACCESS CONTROL ORDER

Ref: (o) MCO 5530.13  
(p) MARADMIN 392/15

1. Situation. To transmit changes to the basic Order.
2. Mission. To notify all on the distribution list of changes that updates Marine Corps Base Hawaii's (MCBH) Access Control Order.
3. Execution
  - a. Add references (o) and (p).
  - b. Add the following as paragraph 16 to Chapter 8:

(1) Role Player Threat Screening Process. The Marine Corps employs Role Players (RPs) aboard MCBH to provide the most up to date, realistic, and relevant pre-deployment training in support of scenario based and integrated training exercises. RPs are trained to follow a dynamic acting program wherein behaviors, combat patterns, and tactics replicate the potential adversaries and scenarios faced by Marine Forces. RPs are considered Civilian Contractors and threat screening and base access procedures for RPs are as follows:

(a) 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.

(b) The Role Player Contracting Company will:

(1) Screen potential RPs in accordance with the established RP contract, this Order, 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 (COTR) or COR immediately for resolution.

(2) 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 RPTS Program Coordinator (PC) a copy of the E-Verify and I-9 Form.

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(3) The RP contractor will provide each employee an approved high visibility common Identification (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 Chapter 3, paragraphs 6 and 7.

c. Master Roster and Role Player Identification Cards

(1) The contracted company employing RPs for training aboard the Installation will submit a candidate list of RPs to the 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.

(2) Each RP will be assigned an identification number on the Master Security Roster that can also be printed on the RPs identification card to expedite in-processing.

d. Name-Based Check Phase

(1) Upon receiving RP names in support of scheduled training events, the PC will ensure criminal history inquiries on each RP are conducted 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 outlined in Chapter 3, paragraph 4.

(2) The PC will forward the RP list to Headquarters marine Corps (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.

(3) 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.

e. Biometric Enrollments

(1) RPs will be assembled at Gate 10, Marine Corps Training Area Bellows (MCTAB) Bag and prop searches will be conducted by Provost Marshall Office (PMO) or a training unit sponsor in accordance with 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.

(2) 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.

(3) 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.

(4) 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.

f. RP Candidate List. The RP Candidate list will 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 training unit sponsor of the dates and times RPs will be transiting through Gate 10 in order to facilitate screening.

g. PC Coordination of the Training Day

(1) 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.

(2) 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 PMO or training unit personnel. All cameras and electronic devices are strictly prohibited and will be collected if discovered during the initial physical inspection.

(3) After being searched, RPs will then be lined-up for identity verification by PMO or training unit sponsor personnel.

(4) Upon completion of all role player searches and identification verification, RPs will be organized by the contracted company awaiting PMO or training unit sponsor approval for entry. Military working dogs may be used for bulk entry on to base.

(5) 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.

h. 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.

i. 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 in accordance with SECNAV M-5210.1 and SECNAV Notice 5210.

11 Oct 22

4. Command and Signal

a. Command. This Order is applicable to MCBH, tenant commands and Base personnel.

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



S. C. KOUMPARAKIS

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## UNITED STATES MARINE CORPS

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

MCBHO 5532.1 Ch 2

S-7/PMO

17 MAR 21

### MARINE CORPS BASE HAWAII ORDER 5532.1 Ch 2

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

Subj: MARINE CORPS BASE HAWAII ACCESS CONTROL ORDER

1. Situation. To transmit changes to the basic Order.
2. Mission. To notify all on the distribution list of changes that updates Marine Corps Base Hawaii's (MCBH) Access Control Order.
3. Execution
  - a. Add the following as reference (n): MCBHO 1710.1, Base Recreational Activities.
  - b. In Chapter 8, paragraph 4g, change the sentence "Duration of access to sponsored guest will not exceed 14 days." to read "Duration of access to sponsored guest will not exceed 30 days."
  - c. Add the following as paragraph 15 to Chapter 8:

"15. Registered Houseguest Pass Procedures. Houseguests are non-military affiliated civilian personnel who reside off the Island of Oahu and visit service members or their family members. The Houseguest Privilege Pass permits unescorted Base access; unescorted access to MCBH beaches and fishing privileges in accordance with ref (n); unescorted access to KBay Lanes, Klipper Golf Course, pool, library, theatre, Semper Fit Gym, Clubs (O'Club, E-Club and SNCO Clubs), and MCCS food outlets (Lava Java, Daily Grind, Flying Leatherneck Inn, Sam Adams Sports Grill, Sunset Lanai). Houseguest privileges may be reduced or eliminated during heightened Force Protection or Heath Protection Conditions. The following procedures apply:

a. Active duty service members, their dependents, and retirees from any service are authorized to sponsor houseguests only when the houseguest is staying in a military family housing residence on MCBH, including Manana Family Housing, or in a MCBH temporary lodging facility. Registered Houseguest Passes will not be issued to visitors staying off MCBH. Non-military affiliated civilian personnel staying in military family housing for reasons other than a visitor will not receive a Houseguest Pass.

b. Sponsors will instruct their houseguests to pre-enroll in DBIDS and the sponsor will submit MCBH S-7 Form 5532/1, Base Access Request Form, to PMO in person at the PMO

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Subj: MARINE CORPS BASE HAWAII ACCESS CONTROL ORDER

Customer Service Center B1095, or the Visitors Center, B1637, MCB Hawaii; the Pass and Registration Office, B601, Camp Smith; or email to mcbkbaz.pmoservices@usmc.mil from a .mil account.

c. 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 Chapter 3, paragraph 4.

d. Following completion of favorable criminal history inquiries, sponsors who have guest(s) staying less than 30 days in Ohana Military Communities (OMC) housing on MCBH, will register their guests with OMC by submitting the Base Access Request Form endorsed by the PMO to their respective OMC Office. No further approvals are required for guests staying in an on-base lodging facility.

e. Sponsor and guest(s) will go to the PMO Customer Service Center, B1095, the Visitors Center, B1637, or the Camp H. M. Smith Pass and Registration Office, B601, to complete DBIDS enrollment and be issued a DBIDS Visitor's Pass. Houseguests staying in OMC housing must present the Base Access Request Form endorsed by PMO and the OMC Notification of Guests Form. Houseguests staying in a MCBH temporary lodging facility must provide lodging confirmation. All houseguests must present the two original forms of identification used to pre-enroll in DBIDS and an itinerary showing arrival and departure dates.

f. Houseguest passes will not exceed 30 days. If an extension over 30 days is requested, the sponsor must obtain command endorsement and submit an Exception to Policy request to the Director of Family Housing. Commanders in the paygrade of O-5 and above and Flag Officers/General Officers, may submit requests directly to CO MCBH.

g. PMO shall notify the Director, Military Family Housing, of all houseguests staying in OMC Housing 30 days or more.”

#### 4. 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.

  
S. C. KOUMPARAKIS

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

MCBHO 5532.1 Ch 1  
S-7/PMO  
30 Mar 20

MARINE CORPS BASE HAWAII ORDER 5532.1 Ch 1

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

Subj: MARINE CORPS BASE HAWAII ACCESS CONTROL ORDER

1. Situation. To transmit changes to the basic Order.
2. Mission. To notify all on the distribution list of changes that updates Marine Corps Base Hawaii's (MCBH) Access Control Order.
3. Execution
  - a. In Chapter 8, paragraph 2d(1) immediately following (VHIC), add "or a VA Health Eligibility Center Form H623A and a REAL ID compliant driver's license or identification card."
  - b. On page 1 of Enclosure 5, in the row titled "Foreign Military Serving with DoD", and the row titled "Dependents of Foreign Military Serving with DoD", change "Sponsorship of U.S. Citizens and Foreign National Immediate Family Members" to "No" in the Sponsorship column.
  - c. Remove title line of paragraph 2 of enclosure (7) and replace with the following:

“2. Foreign National Personnel Serving with the DoD and their Accompanying Dependents

    - (a) Foreign National personnel with a blue stripe CAC and their accompanying dependents with a U.S. Uniformed Services Identification (USID) Card and assigned to MCBH or a tenant command, have explicit access to MCBH. These personnel will have their U.S. Government issued Invitational Travel Order, VISA, applicable international agreement, or other official documentation in their possession that establishes their purpose on Base. Foreign National military dependents with a USID Card will have their sponsor's official documentation depicting authorized dependent information in their possession at all times while on Base.
    - (b) Foreign National personnel with a blue stripe CAC and not assigned to MCBH or a tenant command must stop at the Visitors Center, B1637, and provide a signed letter from their commander identifying the official purpose for their access to MCBH.
    - (c) Foreign National personnel with a blue stripe CAC and their accompanying dependents with a USID Card who request access to MCBH for unofficial/leisure purposes, must stop at the Visitors Center, B1637, and provide a signed approval letter from their commander.

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(d) Foreign National personnel and their accompanying dependents do not have sponsorship privileges.”

A handwritten signature in black ink, appearing to be 'R. Lianez', with a large, stylized flourish extending to the right.

R. LIANEZ

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MCBHO 5532.1 Ch 1-3  
S-7/PMO  
30 Dec 19

MARINE CORPS BASE HAWAII ORDER 5532.1 CH 1-3

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

Subj: MARINE CORPS BASE HAWAII ACCESS CONTROL ORDER

- Ref:
- (a) DoD Manual 5200.08 Volume 3, "Physical Security Program: Access to DoD Installations" January 2, 2019
  - (b) DoD Instruction 1000.13 Ch 1, "Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals," January 23, 2014
  - (c) DoD Instruction 5200.01 Ch 1, "DoD Information Security Program and Protection of Sensitive Compartmented Information (SCI)," April 21, 2016
  - (d) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
  - (e) DoD Instruction 5200.08 Ch 3, "Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB)," December 10, 2005
  - (f) MCO 5512.11E
  - (g) MCO 5580.1C
  - (h) MCO 5580.2B
  - (i) MCO 11000.22
  - (j) MCO 1740.13D
  - (k) MCO P1700.27B
  - (l) MCO P5100.19F
  - (m) John S. McCain National Defense Authorization Act FY19
  - (n) MCBHO 1710.1, Base Recreational Activities
  - (o) MCO 5530.13
  - (p) MARADMIN 392/15

- Encl:
- (1) Marine Corps Base Hawaii Access Control Procedural Guidance
  - (2) Sample Affidavit for Food Delivery
  - (3) Sample Affidavit for Non-Food Delivery
  - (4) Personal Services Provider Procedures
  - (5) Access Card and Sponsorship Privilege Matrix
  - (6) DBIDS Sponsorship and Pre-Enrollment Procedures
  - (7) Sponsorship Procedures for Foreign Nationals
  - (8) Agent Privilege Card

1. Situation. The privilege of accessing Marine Corps Base Hawaii (MCBH) is conditionally granted to those individuals or organizations that meet the minimum qualifications and conform to regulations contained in this Order and references (a) through (m). If someone breaches the

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terms of this Order, their privilege to access MCBH may be suspended or revoked for the sake of safety, security, or quality of life of others on the Installation.

2. Cancellation. Chapter 4 of BaseO 5532. All other chapters of BaseO 5532 remains in effect until cancelled/revised.

3. Mission. This Order establishes the minimum criteria and procedures for access to MCBH to promote the readiness, sustainment, and quality of life of the Marines, Sailors, and their families, as well as other military forces and tenant commands' personnel. It also establishes responsibilities, regulations, and consequences for individuals who violate this Order after being properly vetted and granted access. This Order is applicable to all military and civilian personnel, family members, contractors, and any other individual or organization desiring to gain access to the Installation. For the purposes of this Order, MCBH as a whole includes outlying areas; Kaneohe Bay Naval Defensive Sea Area (NDSA) 500 yard buffer zone; Camp H. M. Smith; Marine Corps Training Area Bellows; Pu'uloa Rife Range Complex; Waikane Valley Training Area; Pearl City Annex; and Manana Family Housing Area.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Establish clear criteria and procedures for obtaining access to MCBH while ensuring security, safety, and quality of life of all the personnel and families aboard the Installation to ensure compliance with this Order and the contents of the references.

(2) Concept of Operations. The privilege to gain access to the Installation is conditionally granted to those individuals or organizations who meet the minimum qualifications and conform to regulations. Those individuals designated and assigned to MCBH to conduct vetting and access control will follow directions as set forth in this Order.

b. Tasks. Refer to Chapter 2, enclosure (1) of this Order.

5. Administration and Logistics

a. This Order has been coordinated with and concurred by the Commanding General, Marine Corps Installation Pacific; Commander, U.S. Marine Corps Forces, Pacific; all general and special staff departments of MCBH.

b. 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.

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 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 but not limited to, all Armed Forces personnel, military retirees, family members, DoD civilian employees, affiliated civilian dependents, unaffiliated civilians, DoD and other authorized contractors, and other authorized patrons aboard MCBH, unless otherwise prohibited or permitted by regulation of higher authority.

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



R. LIANEZ

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MCBHO 5532.1  
30 Dec 19

LOCATOR SHEET

Subj: MARINE CORPS BASE HAWAII ACCESS CONTROL ORDER

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

MARINE CORPS BASE HAWAII ACCESS CONTROL ORDER

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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## Chapter 1

### Introduction

#### 1. General

a. This Order implements the references to promulgate regulations that address entry, exit, and removal of individuals from MCBH. Removal or denial actions must be reasonable, prudent, and judiciously applied.

b. Access is a privilege. Entry onto MCBH is a privilege, not a right. Individuals entering the Installation must have a valid reason for access. This includes, but is not limited to, uniformed military personnel, military retirees, family members, Department of Defense (DoD) civilian employees, affiliated civilian dependents, unaffiliated civilians, DoD and other authorized contractors, and other authorized patrons. Additionally, any individual wishing to enter MCBH must understand it is a military Installation, with one of its primary missions being safeguarding the Marines, Sailors, and civilians therein. Expediency shall never come at the cost of security.

2. Objectives. This Order is designed to enhance security and mitigate unauthorized personnel from accessing MCBH.

#### 3. Concept of Operations

a. All individuals seeking access onto MCBH will have a valid purpose to enter and will undergo identity proofing and vetting.

b. The intent of the Defense Biometric Identification System (DBIDS) credential is the issuance of a credential that indicates the identity of the individual, and any limitations of access granted. The access card must remain in the possession of the individual, is not transferable, and must be presented upon demand to any MCBH security official, or whenever challenged by Installation personnel.

c. Personnel will be denied access if they are unable to meet the identity proofing and vetting requirements of this Order.

## Chapter 2

### Responsibility

1. MCBH DEERS and Identification (ID) Card Center. The DEERS/ID Card Center, located in building 1044, has the primary responsibility for Defense Enrollment Eligibility Reporting System Common Access Cards (CAC). Specific responsibilities include:

a. CAC and Teslin Cards. The DEERS/ID Card Center will issue CAC and Teslin Cards to DoD military personnel, dependents, retirees, appropriated and non-appropriated fund personnel, and authorized DoD contractors as authorized and prescribed in references (c) and (i).

b. ID Cards That Do Not Require Further Identity Proofing. The ID Card Center will not require further identity proofing for the following cards because these have been identity proofed by the issuing agency.

(1) DoD Issued Card DD Form 2, DD Form 1173, DD Form 1173-1, DD Form 2765, and DoD Civilian Cards (civilian retiree), issued in accordance with reference (b).

(2) Federal Personal Identity Verification (PIV) credential.

2. Provost Marshal's Office (PMO). PMO is the lead law enforcement agency aboard the Installation. All personnel entering the installation must comply with lawful order given by a law enforcement officer. PMO has the primary responsibility of enforcing the provisions of this Order. Specific responsibilities include:

a. Ensure only personnel designated by the Provost Marshal perform access control duties to include vetting, granting access, or denying access.

b. Conduct identity proofing and vetting of persons requiring access to MCBH by querying data sources to vet the claimed identity of the individual. PMO will also determine access eligibility by using biographical information. This information may include, but is not limited to the person's name, date of birth, and social security number.

c. Ensure all visitors are appropriately sponsored through the Visitors Center (VC) adjacent the main gate, building 1637. All individuals requesting entry to MCBH will have a valid sponsor per reference (a).

d. Ensure all non-governmental commercial and visitor's vehicles undergo a vehicle inspection as required. Utilities vehicles are exempt from normal commercial vehicle inspection requirements in exigent circumstances which would otherwise degrade their ability to expeditiously repair utility failures. In such cases, a representative from Base Facilities or S-3 will explain the exigent circumstances for access to PMO. Non-Federal government, non-DoD-

issued cardholders and sponsored Foreign Nationals (FN) who are provided unescorted access require identity proofing and vetting to determine eligibility for access. The VC will issue a DBIDS credential to non-Federal government and non-DoD personnel who require extended unescorted access to the Installation for official government business, but do not require access to government computerized systems. Enclosure (7), provides procedures for sponsorship of FN.

f. Refer personnel to the Installation DEERS/ID Card Center (Building 1044) for the issuance of CAC and Teslin Cards as required. Individuals who need a CAC or Teslin card and are not escorted by a Trusted Traveler must be identity proofed and vetted prior to being granted access.

g. Register motor vehicles to authorized personnel as required.

h. Develop compensatory measures when the requirements of reference (a) cannot be met (e.g., peak traffic flow periods, special events).

i. Incorporate the Trusted Traveler procedure outlined in Chapter 3, paragraph 1b for use during Force Protection Conditions (FPCON) NORMAL, ALPHA, and BRAVO as local security conditions permit.

3. Communications Strategy and Operations (COMMSTRAT). COMMSTRAT will publish press releases/media advisories concerning access control policy changes through appropriate sources. They will ensure this Order is published prominently on the home webpage for MCBH.

4. Installation Protection (IP) and Naval Criminal Investigative Service (NCIS). MCBH IP Branch, Mission Assurance and/or the NCIS will provide threat assessments and updates to PMO as required.

5. Director S-7 MCBH. Will receive and validate written applications from entities requesting to conduct business aboard MCBH, and Base access waiver applications.

a. Ensure all approved written applications are forwarded to MCBH Chief of Staff (C/S) for concurrence/non-concurrence. All applications approved by the S-7 Director will be issued a signed Letter of Authorization by the C/S.

b. In cases where an appropriate staff officer or cognizant activity head does not concur, applications will be forwarded to the C/S for final determination. In cases where the C/S approves the application, S-7 will issue a Letter of Authorization. In those cases where the C/S disapproves the application, S-7 will notify the individual concerned of the denial of their request and the reason(s) thereof.

c. Ensure each individual/business issued a MCBH S-7 Form 5532 has been properly notified of the limitations and restrictions placed on the conduct of their particular business, and the rules of conduct as contained in Chapter 8, paragraph 1b are adhered to. Finally, ensure the individual

executes a signed statement to this effect. Retain this signed statement on file for a period of two years.

d. Serve as the DBIDS sponsor for those businesses who have been approved to conduct business aboard MCBH, and whose employees have been identity proofed and vetted.

6. Base Magistrate. The Base Magistrate will review appeal packages for individuals and contractors who further dispute the findings of S-7. The Base Magistrate will review said packages, determining from an empirical standpoint the individual involved, the infraction(s) for which they are denied access, the time lapse between the infraction(s) and application, etc., whether or not the appeal should receive a favorable endorsement. The Base Magistrate will then forward their recommendation to the S-7 Director, via the Installation Staff Judge Advocate (SJA) and Sergeant Major (SgtMaj). If the S-7 Director does not concur with the recommendations, the S-7 must seek the C/S endorsement.

## Chapter 3

### Requirements for Access to MCBH

1. Introduction. Base access and sponsorship privileges are commensurate with the type of DoD identification card issued and qualified benefits as established in DoD Manual 1000.13 Volume 2 and enclosure (4). There are two types of access into MCBH: Unescorted and Escorted.

a. Unescorted Access

(1) Unescorted access requires individuals to establish their identity, be determined fit for access, and establish an acceptable purpose for presence on the Installation. Special events and emergencies have distinct and separate requirements.

(2) Special Events and Emergencies. For more information on special events, see Chapter 8, paragraphs 8 and 9. For more information on emergencies, see Chapter 8, paragraphs 13 and 14.

b. Escorted Access. Individuals unable to meet the identity or fitness requirements for Trusted Traveler or unescorted access may be granted escorted access. Escorted access requires individuals to establish an acceptable purpose for their presence on the Installation and be properly sponsored. Sponsors who escort visitors aboard the Installation are required to remain with their visitors at all times while aboard the Installation.

(1) Trusted Traveler Access. The Trusted Traveler program allows authorized sponsors to present their identification for verification at the gate while simultaneously vouching for their visitors (excluding unofficial Foreign National visitors) that are traveling with the sponsor as vehicle occupants. Personal visitors are visitors that are known and vouched for by the sponsor. By vouching for the occupants, the sponsor is certifying that all occupants meet basic access criteria contained in this Order. One Trusted Traveler per household. Sponsoring service members are authorized to vouch for up to five personnel in the same vehicle. Trusted Traveler procedures may be used during Force Protection Conditions Normal, Alpha, and Bravo but may be suspended during 100% identification checks regardless of the FPCON.

(2) Guest(s) or visitor(s) of a Trusted Travel must have an appropriate form of identification in the event credentialing is required.

2. Identity Proofing and Vetting. Access control standards will include identity proofing, vetting, and establishing proper sponsorship.

a. Federal PIV and DoD issued card holders do not require identity proofing or vetting prior to gaining access to MCBH.

(1) Individuals possessing a DoD issued CAC are vetted to DoD personnel security standards in paragraphs 2a(1)(a) and 2a(1)(b) of attachment 3 of reference (a) and will be considered identity proofed.

(2) Individuals possessing PIV credentials that conform to reference (d) are vetted and adjudicated by government security specialists on National Agency Check with Inquiries or Office of Personnel Management Tier I standards, and will be considered identity proofed. Personnel with a PIV credential must establish a valid purpose for entry.

(3) Determination of fitness and vetting for DoD-issued ID and privilege cards is not required for unescorted access. The Customer Service Center (CSC), building 1095, verifies the individual's direct affiliation with the DoD, or a specific DoD sponsor, and eligibility for DoD benefits and entitlements.

b. Non-Federal government, non-DoD issued card holders, and sponsored FN provided unescorted access require identity proofing and vetting to determine eligibility for access. See enclosure (7), "Sponsorship of Foreign Nationals".

(1) Individuals requesting access will provide justification and/or purpose for access to DoD facilities to the VC.

(2) Individuals requesting access who are not in possession of an approved, government issued card, will provide the documents listed in Chapter 3, paragraphs 4a through 4k. An authorized PMO representative will review the documents presented for the purposes of identity proofing.

(3) The recurring requirement and frequency for additional checks of non-Federal government and non-DoD issued cardholders will be determined based upon the local security posture.

(4) PMO will query the following government authoritative data sources to vet the claimed identity, determine fitness, and deny access (if found to be on the below list) using biographical information including, but not limited to, the person's name, date of birth, and social security number:

- (a) The National Crime Information Center (NCIC) Database.
- (b) The Consolidated Law Enforcement Operations Center.
- (c) State of Hawaii Electronic Bench Warrant database.

3. Access

a. Any person in legal possession of a DoD issued CAC that requests entry onto MCBH and provides a bona fide reason for entry, will be granted access unless other circumstances exist that lead access control sentries to believe further identity proofing or vetting is needed. In those cases, the vehicle, driver, and occupants may be sent to a secondary inspection, the VC, or inspection site for further review.

b. All non-CAC/non-DoD ID visitors (not to include non-regular/non-governmental delivery personnel) will report to the VC to be identity proofed and vetted before the issuance of a DBIDS Credential or DBIDS Temporary Pass.

c. Vehicle inspection site personnel will validate the identity of the driver, bill of lading if appropriate, and Installation access pass (if required) to ensure the vehicle operator and all passengers are identified on the pass if the vehicle operator is not a Trusted Traveler. Non-governmental delivery companies who frequently deliver aboard MCBH will be vetted prior to accessing the Installation and issued a DBIDS Temporary Pass if not enrolled in DBIDS. Individuals in possession of a DBIDS Credential or a DBIDS Temporary Pass will be granted access without further identity proofing or vetting.

d. Federal, state, county, city owned, and utility vehicles will be admitted without unnecessary delay. "Utility" vehicles, in this context, are defined as those responsible for maintaining electricity, water, sewer, and other infrastructure on MCBH. Despite the goal of preventing unnecessary delay, these vehicles are subject to search, vehicle and driver identity proofing and vetting, and other procedures necessary to maintain safety and security aboard the Installation.

e. Food and product delivery companies shall not be granted access unless the driver has been properly identified, proofed, and vetted. Justification for vetted delivery driver's access shall be queried and validated by access control sentries before entry. All delivery vehicles should be inspected prior to entry and are subject to re-inspection while aboard MCBH. Soliciting by any food or product delivery company is strictly prohibited aboard MCBH. Service members standing barracks duty shall not allow these companies to enter the barracks without proper escort. The escort could be the barracks duty or the individual to which the delivery is intended.

f. Public-Private Venture (PPV) housing residents who do not possess an authorized CAC shall be required to sponsor their housing guests in person at the Installation VC or CSC. All guests shall be identity proofed and vetted in accordance with this Order and other applicable directives prior to entry.

g. Authorized caregivers of those members whom are affiliated with MCBH and resides off base, and who may need access to MCBH in order to obtain medication, etc., may request an Agent Privilege Card in accordance with Chapter 8 of this Order and enclosure (8).

h. Grandfather Clause. Any individual who has been issued access credentials based on previous guidance and have no pending charges or conviction since receiving such access credentials, will not be penalized.

4. Denial of Access. Installation access will be denied if it is determined personnel requesting access are within one of the following categories:

- a. On a National Terrorist Watch List;
- b. Illegally present in the U.S.;
- c. The subject to an outstanding warrant or criminal summons;
- d. Has knowingly submitted an employment questionnaire with false or fraudulent information;
- e. Has been issued a debarment order and is currently banned from any military installation;
- f. A prisoner on a work-release program or currently on felony probation/parole;
- g. A registered sex offender;
- h. Membership within the previous 10 years in any organization that advocated the overthrow of the U.S. Government or affiliated with any active gang;
- i. Is pending any felony charge for offenses listed in paragraph 4a through 4h above;
- j. Has been convicted of any felony within the last 10 years;
- k. Has ever been convicted of any felony violation, including attempts of the following offenses:
  - (1) Sex crime;
  - (2) Robbery;
  - (3) Arson;
  - (4) Murder;

(5) Drugs; or

(6) Weapons.

l. Has received a Bad Conduct Discharge, Dishonorable Discharge, or dismissal from the U.S. Armed Forces.

m. Has multiple (three or more) misdemeanor criminal convictions within the previous 10 years.

(1) Supervisory Security Assistant must make the determination for denial.

(2) Frequency of offense and nature of misdemeanor will be taken into consideration

n. Any reason the Installation Commander deems reasonable for good order and discipline.

5. Waiver Process for Denial

a. Personnel who have been denied access to MCBH may appeal in writing to Director, S-7, via the Provost Marshal:

Provost Marshal Office  
ATTN: Police Records Section  
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 non-family 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 Office Police Records Section will prepare a waiver package, including supporting documentation for the access denial and the applicants' waiver documents, and forward to the Director, S-7.

d. The Director, S-7 will conduct an objective evaluation of the validity of the individual's appeal and consider mitigating factors such as the nature and severity of the offense, the circumstances surrounding the offense, most recent offense and frequency of the offense, the individual's age and maturity at the time of the offense, the individual's effort toward rehabilitation, and other factors before a decision is made. The applicant will receive a written response via certified mail upon the completion of the waiver process.

e. Further challenges to the Director, S-7 findings may be disputed through the MCBH Magistrate, no later than 20 days following notice of the Director, S-7 findings.

f. Persons who reside or work at another service installation and are denied access to that installation based on a reciprocal debarment from MCBH, may challenge the findings with the other service installation for access to that installation. MCBH still has the right to deny entry onto this installation despite the findings of another Service.

#### 6. Acceptable Credentials

a. All non-DoD affiliated personnel, including contractors and visitors requesting unescorted access to MCBH, must provide two valid, original forms of ID listed in paragraph 7 of this Chapter and have a photograph for the purpose of identity proofing for issuance of DBIDS credential or a DBIDS Temporary Pass. In addition, the second form of identification may include a birth certificate or social security card.

b. Prior to acceptance, personnel processing an applicant will screen documents for evidence of tampering, counterfeiting, or other alteration. Documents that appear questionable (i.e., having damaged laminates) or otherwise altered will not be accepted. Altered documents will be held until appropriate authorities are notified and disposition procedures are conducted.

#### 7. Acceptable Identity Source Documents. All documents must be current.

a. DoD CAC. The CAC simultaneously establishes identity, historic fitness, and purpose.

b. DoD USID. The USID establishes identity and generally establishes purpose. However, applicants are required to furnish their purpose for visiting upon request of VCO or CSCO personnel.

c. DBIDS credential. The DBIDS credential issued by MCBH or another Service installation. These credentials simultaneously establish identity, historic fitness, and purpose.

d. REAL ID-compliant. The Real ID driver's license or non-driver's identification card issued by a State, territory, possession, or the District of Columbia. These credentials establish only identity.

e. Enhanced driver's license. The Enhanced driver's license issued by state, territory, possession, or the District of Columbia. These credentials establish only identity.

f. U.S. Passport or Passport Card. These credentials establish only identity.

g. Foreign passport. Must bear an unexpired immigrant or non-immigrant visa or entry stamp. These credentials establish only identity.

h. Foreign passport. Must have a current arrival-departure record, U.S. Customs and Border Protection Form I-94 bearing the same name as the passport, and containing an endorsement of the alien's non-immigrant status indicating that status authorizes the alien to work for the employer.

i. ID card. An ID card issued by Federal, state, territory, possession, District of Columbia, or local government agencies, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address.

j. Transportation Worker Identification Credential (TWIC).

k. Veteran Health Identification Card (VHIC).

l. Non-federal personal identity verification-interopability (PIV-I).

m. Individuals under the age of 18 who are unable to present a document listed in paragraph 7 must be sponsored by an adult with acceptable credentials.

n. Children under the age of 16 residing aboard MCBH may only sponsor a visitor with the approval of the children's legal guardian. For example, a 12 year old dependent child residing aboard the Installation cannot use their valid dependent DoD ID Card to sponsor their grandparent (with no other military affiliation) aboard the Installation. In this instance, the grandparent would be required to be identity proofed and vetted and obtain a DBIDS Temporary Pass.

## Chapter 4

### Admittance

#### 1. Entrances and Exits

- a. Personnel assigned to PMO will guard active entry control points (ECPs) to MCBH.
- b. Motorists must enter and exit on designated roads unless otherwise authorized by the Installation Commander. Any deviation from authorized entrances and exits must be coordinated with PMO.

#### 2. Admittance of Motor Vehicles (MVs)

- a. Non-registered, off-road, recreational vehicles are defined as those vehicles that cannot be registered for use on paved roads. This definition generally includes vehicles such as three and four wheeled all-terrain vehicles (ATV), dirt or trail bikes, dune buggies, and go-carts. These vehicles are not authorized for use aboard MCBH.
- b. Owners are prohibited from displaying the following on their MVs: flags, signs, posters, bumper stickers, window decals, art, emblems, insignia, or other adornments of an extremist, indecent, sexist, racist, obscene, profane, or defamatory nature; or other messages that are prejudicial to good order and discipline; otherwise violate the standard of decency found in Article 134 (Indecent Language) of the Uniform Code of Military Justice; or display a clear danger to the loyalty, discipline, or morale of military personnel, or presents a potential for disruptive conduct and interference with the mission of the command. The unauthorized display of any such flag, sign, poster, bumper sticker, window decal, art, emblem, insignia, or other adornments may be grounds for suspension or revocation of Installation driving privileges or denial of access to the Installation. The SJA for MCBH will review, on a case- by-case basis, any suspected violations of the above and make recommendations to the Installation Commander.
- c. When in the best interest of the government, the Installation Commander will deny access to any vehicle as deemed appropriate.

#### 3. Hours of Admittance

- a. Installation access will normally be granted 24-hours a day in accordance with individual ECP hours of operation and the current FPCON. MVs operated by contractors or vendors will only be authorized admittance in conjunction with the operator's official business aboard MCBH.
- b. Visitor Center is closed on Thanksgiving and Christmas.

e. When in the best interest of the government, the Installation Commander will deny access to any vehicle as deemed appropriate.

3. Hours of Admittance

a. Installation access will normally be granted 24-hours a day in accordance with individual ECP hours of operation and the current FPCON. MVs operated by contractors or vendors will only be authorized admittance in conjunction with the operator's official business aboard MCBH.

b. Visitor Center is closed on Thanksgiving and Christmas.

Chapter 5

Registration and Passes

1. Vehicle Registration. Refer to MCBHO 5560.2 MCBH MOTOR VEHICLE AND TRAFFIC REGULATIONS, Chapter 1.

## Chapter 6

### Physical Security Access Control Standards

#### 1. Access Control

a. Access control is designed to restrict and/or control access to MCBH to authorized personnel and their conveyances. Access control measures will be employed at the perimeter to enhance security and protection of personnel and assets. Additional security measures may be authorized based upon the security level, category of individuals requiring access, FPCONs, level of access to be granted, and higher headquarters direction.

b. DBIDS is the Marine Corps enterprise physical access control solution (ePACS) and is a force protection capability designed to manage personnel, property, and installation access for the DoD. PMO is the executive agent for deployment of DBIDS aboard MCBH.

#### 2. Minimum Standards for Controlling Physical Access

a. The DoD minimum standards for controlling physical access to an Installation are as follows:

(1) When DBIDS are not available for access control, security personnel at ECFs will conduct a physical and visual inspection of cards authorized in reference (b). This inspection includes:

(a) Visual match of the photograph on the card to the person presenting the ID.

(b) Visual comparison of the card for unique topology and security design requirements.

b. For special events, circumstances, and activities when the minimum access control standards cannot be met, a special event deviation request must be approved by the first general officer in the chain of command.

c. Other considerations for controlling access include, but are not limited to:

(1) Escort qualifications, responsibilities, and authorizations;

(2) Sponsorship qualifications, responsibilities, and authorizations;

(3) Access privileges at each FPCON;

(4) Mission-essential employee designation, if applicable;

- (5) Day and time designation for access;
- (6) Locations authorized for access and escorts;
- (7) Non-affiliated armed personnel conducting currency escorts.

## Chapter 7

### Defense Biometric Identification System (DBIDS) Requirements for Contractor and Foreign Nationals

1. Contractor Access Control Requirements. For the purpose of this Chapter, the term contractor(s) includes contracted company, subcontractors, vendors, service providers, and other business entities that enter MCBH. The term Sponsor for this paragraph refers to a Sponsoring Government Entity such as FEAD, Facilities, MCCA, etc.

a. Contractors must have a DBIDS credential or a DBIDS Visitor's Pass programmed for access to MCBH, or be properly sponsored as a one day visitor. This section does not pertain to U.S. Government Contractors with a CAC.

b. The Sponsor ensures the Company pre-enrolls the employees in DBIDS in accordance with enclosure (6). The Contractor will ensure to submit a roster of employees via a MCBH Base Access Request Form (MCBH S-7 Form 5532) to the Sponsor.

(1) Sponsor will forward the MCBH S-7 Form 5532 to PMO in order to conduct a criminal history background check of all contractors/vendors/service providers.

(2) Sponsor will notify the prime contractor to have eligible contractors report to the Visitors Center, B1637, MCBH, or in CP Smith the Pass and Registration Office, B601, Camp H. M. Smith following favorable criminal history inquiries.

(3) Contractors arrive at the Visitors Center, for DBIDS enrollment and restricted vehicle pass issuance. Contractors must present two forms of identification used to enroll in DBIDS as outlined in Chapter (7). Company and privately owned vehicles will be registered with PMO and receive a restricted access vehicle pass. DBIDS Contractor Credentials are valid for up to one year or the expiration of their contract, whichever occurs first.

(4) Contractors may enter the installation only during the days and times specified in their DBIDS profile for work purposes only and they are not authorized sponsorship privileges.

(5) The Sponsor is responsible to recover the DBIDS Credential and vehicle passes for their sponsored contractor personnel and return the documents to the Visitors Center when access is no longer required.

2. Contractor Required Documents. Contractors must provide the following documents:

a. Appropriate ID Documents. Contractors will provide two valid, original forms of ID for the purpose of identity proofing to receive a DBIDS credential or a DBIDS temporary pass, outlined in Chapter (3).

b. MCBH S-7 Form 5532. The Base sponsor will forward the MCBH Form S-7 5532 to PMO for processing.

c. Appropriate Sponsor's Information. The DBIDS system requires a sponsor to be identified for each credential and Temporary Pass prior to issuance. The sponsor must be active military or government civilian with a CAC. Government contractors are not approved sponsors. The sponsor's Electronic Data Interchange Personal Identifier and e-mail must be supplied to register in the system. The sponsor should be from the government entity awarding the contract of supervising the work.

d. Vehicle Registration. Safety Inspection and Insurance. Contractors driving aboard the Installation must provide an original vehicle registration document. Copies of registration and safety inspections are only accepted for company owned fleet vehicles. Proof of Hawaii No-Fault insurance is also required.

e. Vehicle Inspections. All commercial vehicles may be inspected each time they enter the Installation. Drivers must have an approved access credential prior to being inspected and allowed access. Delivery drivers without an access credential can show a bill of lading in lieu of a government contract, but must provide other required documents identified above at the CSC to receive a DBIDS pass.

3. Contractor Access Termination. Base access can be terminated for reasons outlined in Chapter 3, paragraph 6. Additional consideration for termination include:

a. Establishing a pattern of misconduct aboard this Base.

b. Debarment from another military installation.

c. At the request of their Base sponsor.

d. Transporting un-credentialed personnel aboard the installation to avoid access control protocol.

4. FN Employed Aboard MCBH

a. FN with a valid United States Permanent Resident Alien Card (USCIS Form I-551) are eligible to work on MCBH and have unescorted access for work purposes only when properly sponsored. Permanent Resident Aliens from Iran, Iraq, Syria, Sudan, Somalia, Libya, and Yemen are excluded from this policy. This list of countries may be revised as needed. All other FN without a USCIS Form I-551 are excluded from working on MCBH.

b. The Sponsor will follow the contractor sponsorship and access requirements outlined in Chapter 3, paragraph 4, including DBIDS enrollment, to sponsor FN contractors aboard MCBH.

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c. The Sponsor will include a copy of the Permanent Resident Alien's USCIS Form I-551 and updated proof of an E-Verify check when submitting MCBH S-7 Form 5532.

d. Contractors will report to the VC Building 1637, adjacent the H3 Main gate, or Camp Smith Building 601 to obtain their appropriate access credential and vehicle pass.

## Chapter 8

### General Access Procedures

#### 1. General

a. Introduction. The following chapter outlines the methods by which various entities can request, and subsequently gain access, to MCBH. It is beyond the scope of this Order to specifically list each category of persons or entities desiring to access MCBH. What follows are general access control procedures for certain subsets of entities and individuals.

#### b. Rules of Conduct

(1) Peddling is prohibited on this Installation.

(2) Personal soliciting, which includes house-to-house, individual- to-individual, and organization-to-organization soliciting, anywhere on MCBH, is prohibited. Commercial agents, including those of loan, finance, insurance, and investment companies are not permitted to address or attend meetings, classes or mass formations, or any other assembly of Navy or Marine Corps personnel. It is immaterial that such assembly is for other purposes and that the agent's appearance is incidental.

(3) The customary and authorized method of solicitation for individuals and forms will be through the United States mail service. If an individual replies to such a communication, the matter then becomes a private business transaction. It shall be the responsibility of the salesperson to provide adequate proof that they have been invited to call on an individual on a particular date at a particular time.

(4) Persons authorized to conduct business on this Installation, will not:

(a) Enter or visit family housing except by request, appointment, or prearrangement.

(b) Enter any storeroom, squad room, and BEQ except in an area designated as a place of meeting, and then only after first securing permission from the appropriate area commander. Each time a person authorized to conduct business aboard MCBH desires to transact business in a particular area, they will first obtain clearance from the area commander concerned.

(c) Transact business when it interferes with military duty. Normally, the hours of military duty are 0800 to 1630, Monday through Friday. During these hours, appointments will not be made unless the area commander has approved the appointment in their area.

(d) Conduct any type of commercial business with basic trainees, students under instruction, or personnel in separation processing, without the prior approval of the appropriate area commander.

2. Veterans or Eligible Surviving Spouses Seeking Access IAW NDAA FY 19 (Sect. 621, 626)

a. Veterans awarded the Purple Heart, Medal of Honor recipients, veterans with service-connected disabilities, former prisoners of war, or caregivers of any of the aforementioned classes have been granted benefits in accordance with reference (m).

b. Veterans seeking access to MCBH under this provision will register at the Visitor Center located at the Main Gate or Camp Smith PMO.

c. Pursuant to reference (m), surviving spouses of members who died while on active duty may obtain access to the installation in order to receive benefits to which the eligible surviving spouse may be entitled by law or policy. Spouses wishing to obtain access to the installation will present marriage certificate and proof of the military member's status upon time of death. Surviving spouses without a REAL-ID compliant driver's license will be issued a DBIDS credential

d. In the case of individuals listed in paragraphs (a) and (b), seeking access must bring the following:

(1) Veterans with service-connected disability must have in their possession a Veterans' Health Identification Card (VHIC) or a VA Health Eligibility Center Form H623A and a REAL ID compliant driver's license or identification card.

(2) Veterans seeking access to MCBH as a result of being awarded the Purple Heart, or Medal of Honor, will bring documentation verifying issuance of those awards.

(3) Caregivers wishing to obtain access to MCBH will present an official caregiver letter issued by the Department of Veterans Affairs at the time of registration. Caregivers without a REAL-ID compliant driver's license will be issued a DBIDS credential.

3. Authorized Sponsors. Active duty, retired, and reserve members of the U.S. Uniformed Services and their and qualified family members; National Guardsmen and their qualified family members; civilian Appropriated Fund (APF) and Nonappropriated Fund (NAF) DoD employees are authorized to sponsor visitors aboard MCBH in accordance with enclosure (5). Active duty service member dependents 16 years of age and older who reside on MCBH have sponsorship privileges. All other military dependents residing outside of the installation must be 18 years old or older to sponsor. Sponsored Guests 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. APF and NAF dependents do not have sponsorship privileges.

#### 4. Sponsorship

a. Sponsorship is defined as a privilege extended by the Installation Commander to authorized personnel requesting approval for limited access of persons for business or social purpose.

b. The privilege of sponsorship is granted to personnel identified in enclosure (5).

c. Sponsors expecting more than ten civilian guests are required to submit a MCBH S-7 Form 5532 and ensure all guest have pre-enrolled in DBIDS.

d. Guest of sponsors can be granted unescorted or escorted access.

#### e. Unescorted Access for Guest

(1) Authorized sponsors may request unescorted Base access for non-military affiliated personal visitors by following the DBIDS Sponsorship and Pre-Enrollment procedures outlined in enclosure (6).

(2) Sponsors do not have to remain with their guests at beaches.

f. Escorted Access for Guest. Authorized sponsors must ensure guests are enrolled into DBIDS and remain with their guests at all times.

(1) Sponsors must meet their guests or visitors at the VC.

(2) Unofficial FN guests must be escorted at all times.

(3) Sponsors expecting more than ten guests are required to sponsor their guests in person at the VC.

g. Duration of access to sponsored guest will not exceed 14 days. Exception to policy are considered on a case by case basis.

5. Ridesharing. For-hire drivers, including, but not limited to, taxicab drivers, Uber drivers, limousine drivers, etc., should be granted access. All local for-hire companies/drivers are required to enroll in DBIDS. Only those for-hire drivers that have been vetted and credentialed in accordance with the references will be granted access. Vetted for-hire drivers are still subject to random inspections upon entry and while aboard MCBH. All vetted for-hire drivers requesting entry that do not have a valid fare with vetted access, will require justification for

access and be queried and validated by access control sentries before entry. Non-local for-hire drivers, not enrolled in DBIDS, will be sponsored by the individual being transported, provided that individual has an appropriate Trusted Traveler identification. Refer to reference (m).

a. All taxi cab/ridesharing desiring approval to operate aboard MCBH, must make a written application to the C/S, MCBH, via S-7 PMO. Pending approval from the CSC, Letters of Authorization will be issued by the S-7 to the vendor. A MCBH S7 Form 5532 will be issued when a petitioning business has met criteria established in this Order and has presented a sworn statement containing the required information.

b. PMO will allow taxi cabs on Base in response to calls, but taxi cab drivers may not “cruise” or otherwise solicit fares.

#### 6. Food Delivery Policy

a. All companies/vendors seeking approval to deliver aboard MCBH that frequent the base must enroll in DBIDS. Make a written application to the C/S, MCBH, via S-7 PMO. Pending approval from the C/S, Letters of Authorization will be issued by the S-7 to the vendor. A MCBH S-7 Form 5532 will be issued when a petitioning business has met criteria established in this Order and has presented a sworn statement containing the required information in enclosure (2).

b. Companies who have received signed Letters of Authorization will bring their letters to the CSC to begin the vetting/issuance of passes process. Each employee must enroll in DBIDS and have a MCBH S-7 Form 5532 submitted for processing.

c. S-7 Director will serve as the base sponsor for food delivery companies.

#### 7. Non-Food Delivery Policy

a. All vendors that frequently visit MCBH must seek approval to deliver aboard MCBH must make a written application to the C/S, MCBH, via Director S-7. Pending approval from the CSC, Letters of Authorization will be issued by S-7 to the vendor. Infrequent visitors will be credentialed as outlined in Chapter 3.

b. MCBH S-7 Form 5532 will be issued when a petitioning business has met criteria established in this Order and has presented a sworn statement containing the required information in enclosure (3).

c. Vendors who have received signed Letters of Authorization will bring their letters to the CSC to begin the vetting/issuance of passes process. Each employee should also have on their person the authorized personnel roster.

d. MCBH S-7 will serve as the base sponsor for non-food delivery companies.

8. Special Events. Certain special events may be designated as open to the public. When the requirements of this Order or the references cannot be met, compensatory measures will be developed as necessary and appropriate according to the Special Event Vulnerability Assessment (SEVA) for the particular event.

a. Visitor vehicles are authorized aboard MCBH during certain special events but must depart immediately upon completion of the event, and must only travel to and from the event on designated routes. Visitors discovered in an unauthorized area may be cited for trespassing on a Federal Installation and be adjudicated on a case by case basis.

b. All non-DoD visitors not being escorted by a Trusted Traveler will be identity proofed and vetted in accordance with the references. When identity proofing and vetting is not conducted in accordance with reference (a), a special event deviation request must be approved by the Installation Commander. Spectators discovered in an unauthorized area may be cited for trespassing on a Federal Installation and be adjudicated on a case by case basis.

c. Individuals who are unable to submit their information for pre-vetting within the required time listed above are at risk of not having their pre-vetting completed in time for the event, thus being relegated to the Event Day Method of entry.

d. Unit-level special events require sponsorship from an official representative of the unit, department, and/or organization.

#### 9. Special Events by Tenant

a. Hawaii State Department OF Education Information. Mokapu Elementary School Official must coordinate through MCBH School Liaison Officer and MCBH S-3 prior to hosting an event.

#### b. Unit Level Events

(1) Unit level events include, but are not limited to, family days, deployment homecomings, field meets, Military Occupational Specialty school graduations, and all other events which could potentially necessitate non-DoD affiliated individuals desiring access to the Installation.

(2) Deployment homecomings require special attention, compared to other Unit Level Events. Due to the nature and scale of this evolution, detailed coordination between Deployment Readiness Coordinators (DRC) and the VC is key to ensure a successful homecoming. Due to the nature of flight manifests and operational security of units returning from deployment, it is unreasonable to require spectators for said evolutions to know the exact day of the unit returning

home. Therefore, provided the individual(s) in question are able to be identity proofed and vetted, the VC will issue two week DBIDS Temporary Passes to those unaffiliated family members and friends for units returning from deployment, in order to build in inherent flexibility in the process.

(3) A representative or representatives from the unit will serve as the base sponsor for unit level events.

(4) Notification must be provided prior to a unit level event with one to 25 people. When expecting particularly large amounts of people, early prior coordination between DRCs and the VC is crucial to ensuring all non-affiliated personnel are able to gain access.

(5) All individuals will submit their information in accordance with enclosure (6) to [mcbkbaz.pmoservices@usmc.mil](mailto:mcbkbaz.pmoservices@usmc.mil), via a unit representative such as a DRC. VC will notify the unit representative of individuals who do not meet requirements for access. If individuals will be arriving in a rental car, they will put "RENTAL" in the appropriate section of MCBH S-7 Form 5532.

10. Public Partners Program (PPP). The purpose of the PPP is to authorize non-DoD affiliated personnel to access the base in order to use various Marine Corps Community Services (MCCS) activities. Reference MCCS Partner Program Base Policy for more information.

11. Distinguished Guests. Coordination for Distinguished Guests will occur with the Base Command Deck, Protocol Office.

12. Requested Services

a. Moving Trucks

(1) In this context, "moving trucks" are those companies who are contracted to support household good moves during PCS.

(2) DMO or the service member (or dependent over the age of 18) will serve as the base sponsor.

b. Personal Services Providers. This category includes any personnel (public or private) employed by residents aboard MCBH to provide a personal service aboard the installation. This includes, but is not limited to services such as birth coaches, childcare providers, therapists, or other personnel serving in the medical profession. Any personnel seeking access under this paragraph must be credentialed in accordance with Hawaii state law. The DoD affiliated individual requesting the home service will serve as the base sponsor, responsible for enrollment of Service Provider. Enclosure (4) provides procedures to sponsor a personal Services Provider.

c. Personal Towing

(1) Personal towing are those tows requested by individuals in cases of mechanical issues, transportation, etc., and not those tows requested by Military Police in order to enforce certain traffic violations or vehicle accident.

(2) The DoD affiliated individual requesting the tow will serve as the base sponsor.

d. 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 for themselves. Enclosure (8) provides procedures to designate and sponsor an Agent.

13. First Responder

a. First responder refers to any law enforcement (LE) and/or security personnel, firefighter, emergency medical technician, and explosive ordnance disposal personnel who provide the initial, immediate response to an all-hazard incident.

b. LE. This includes Federal, state and local LE personnel. On-duty, non-DoD Officers, (LEO's) except Federal, not in a requested response to an active incident, shall be granted access and directed to the designated agency for LE investigations and/or warrant issues, or to a designated meeting place for event coordination.

(1) No non-DoD LEOs are authorized access for the purpose of investigations without prior coordination. If approved, the non-DoD LEO shall be escorted by a DoD LE official. Non-DoD LEO's will be authorized to carry their official issued firearms in the performance of their official duties aboard MCBH.

(2) Non-DoD first responders responding to a mutual aid request shall be granted access after verification has been made. SES shall ensure they expedite the verification process ensuring no delay in mutual aid assistance.

14. Essential Personnel

a. Essential personnel are those individuals needed to ensure the Installation's mission continues and/or those needed to preserve life, and prevent destruction or serious damage to property. Essential personnel do not have to necessarily only be a part of the DoD. For example, local government workers hired to repair traffic lights or restoring electricity to the Installation could be considered essential, depending on the circumstances. In these cases, Public Works will liaise with the S-3 to determine the criticality of a needed repair.

b. Essential personnel shall be granted access to include:

(1) Ensuring policies are established to identify essential personnel in the event of an emergency.

(2) During emergencies essential personnel shall present their CAC or other authorized access control credential to gain access to an Installation.

(3) During emergencies essential personnel that do not possess an authorized access control credential will be granted access via the following process.

1. Once the Public Works Division (PWD) has requested Public Works during an emergency, Public Works will provide VC, with the full name of the technician, vehicle make, vehicle model, license plate number.

2. After hours, the PWD Liaison will call the Base CDO and provide the full name of the technician, vehicle make, vehicle model, license plate number, as well as the gate at which the technician will be arriving.

3. Those personnel requesting access during an emergency that are not essential personnel shall require authorization by the EOC or PMO prior to entry.

15. Registered Houseguest Pass Procedures. Houseguests are non-military affiliated civilian personnel who reside off the Island of Oahu and visit service members or their family members. The Houseguest Privilege Pass permits unescorted Base access; unescorted access to MCBH beaches and fishing privileges in accordance with ref (n); unescorted access to KBay Lanes, Klipper Golf Course, pool, library, theatre, Semper Fit Gym, Clubs (O'Club, E-Club and SNCO Clubs), and MCCA food outlets (Lava Java, Daily Grind, Flying Leatherneck Inn, Sam Adams Sports Grill, Sunset Lanai). Houseguest privileges may be reduced or eliminated during heightened Force Protection or Health Protection Conditions. The following procedures apply:

a. Active duty Service Members, their dependents, and retirees from any service are authorized to sponsor houseguests only when the houseguest is staying in a military family housing residence on MCBH, including Manana Family Housing, or in a MCBH temporary lodging facility. Registered Houseguest Passes will not be issued to visitors staying off MCBH. Non-military affiliated civilian personnel staying in military family housing for reasons other than a visitor will not receive a Houseguest Pass.

b. Sponsors will instruct their houseguests to pre-enroll in DBIDS and the sponsor will submit MCBH S-7 Form 5532/1, Base Access Request Form, to PMO in person at the PMO Customer Service Center B1095, or the Visitors Center, B1637, MCB Hawaii; the Pass and Registration Office, B601, Camp Smith; or email to mcbkbaz.pmoservices@usmc.mil from a .mil account.

c. 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 Chapter 3, paragraph 4.

d. Following completion of favorable criminal history inquiries, sponsors who have guest(s) staying less than 30 days in Ohana Military Communities (OMC) housing on MCBH, will register their guests with OMC by submitting the Base Access Request Form endorsed by the PMO to their respective OMC Office. No further approvals are required for guests staying in an on-base lodging facility.

e. Sponsor and guest(s) will go to the PMO Customer Service Center, B1095, the Visitors Center, B1637, or the Camp H. M. Smith Pass and Registration Office, B601, to complete DBIDS enrollment and be issued a DBIDS Visitor's Pass. Houseguests staying in OMC housing must present the Base Access Request Form endorsed by PMO and the OMC Notification of Guests Form. Houseguests staying in a MCBH temporary lodging facility must provide lodging confirmation. All houseguests must present the two original forms of identification used to pre-enroll in DBIDS and an itinerary showing arrival and departure dates.

f. Houseguest passes will not exceed 30 days. If an extension over 30 days is requested, the sponsor must obtain command endorsement and submit an Exception to Policy request to the Director of Family Housing. Commanders in the paygrade of O-5 and above and Flag Officers/General Officers, may submit requests directly to CO MCBH.

g. PMO shall notify the Director, Military Family Housing, of all houseguests staying in OMC Housing 30 days or more.

16. Role Player Threat Screening Process. The Marine Corps employs Role Players (RPs) aboard MCBH to provide the most up to date, realistic, and relevant pre-deployment training in support of scenario based and integrated training exercises. RPs are trained to follow a dynamic acting program wherein behaviors, combat patterns, and tactics replicate the potential adversaries and scenarios faced by Marine Forces. RPs are considered Civilian Contractors and threat screening and base access procedures for RPs are as follows:

a. 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.

b. The Role Player Contracting Company will:

(1) Screen potential RPs in accordance with the established RP contract, this Order, 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 (COTR) or COR immediately for resolution.

(2) 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 RPTS Program Coordinator (PC) a copy of the E-Verify and I-9 Form.

(3) The RP contractor will provide each employee an approved high visibility common Identification (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 Chapter 3, paragraphs 6 and 7.

c. Master Roster and Role Player Identification Cards

(1) The contracted company employing RPs for training aboard the Installation will submit a candidate list of RPs to the 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.

(2) Each RP will be assigned an identification number on the Master Security Roster that can also be printed on the RPs identification card to expedite in-processing.

d. Name-Based Check Phase

(1) Upon receiving RP names in support of scheduled training events, the PC will ensure criminal history inquiries on each RP are conducted 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 outlined in Chapter 3, paragraph 4.

(2) The PC will forward the RP list to Headquarters marine Corps (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.

(3) 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.

e. Biometric Enrollments

(1) RPs will be assembled at Gate 10, Marine Corps Training Area Bellows (MCTAB) Bag and prop searches will be conducted by Provost Marshall Office (PMO) or a training unit sponsor in accordance with 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.

(2) 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.

(3) 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.

(4) 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.

f. RP Candidate List. The RP Candidate list will 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 training unit sponsor of the dates and times RPs will be transiting through Gate 10 in order to facilitate screening.

g. PC Coordination of the Training Day

(1) 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.

(2) 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 PMO or training unit personnel. All cameras and electronic devices are strictly prohibited and will be collected if discovered during the initial physical inspection.

(3) After being searched, RPs will then be lined-up for identity verification by PMO or training unit sponsor personnel.

(4) Upon completion of all role player searches and identification verification, RPs will be organized by the contracted company awaiting PMO or training unit sponsor approval for entry. Military working dogs may be used for bulk entry on to base.

(5) 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.

h. 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.

i. 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 in accordance with SECNAV M-5210.1 and SECNAV Notice 5210.

APPENDIX A  
DEFINITIONS

Applicant. An individual requesting physical access to a facility and/or Installation.

Biographic Information. Facts of or relating to a person that asserts and/or supports the establishment of their identity. The identity of citizens is asserted by their social security number and given name. Other biographic information may include, but is not limited to identifying marks such as tattoos, birthmarks, etc.

Installation Commander. Installation Commander for the purposes of this Order refers to the Commanding Officer MCBH.

Commercial Vehicle. Commercial motor vehicle means any self-propelled or towed motor vehicle used on a highway in interstate commerce to transport passengers or property when the vehicle:

- a. Has a gross vehicle weight rating or gross combination weight rating, or gross vehicle weight or gross combination weight, of 4,536 kg (10,001 pounds) or more, whichever is greater; or
- b. Is designed or used to transport more than eight passengers (including the driver) for compensation; or
- c. Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation; or
- d. Is used in transporting material found by the Secretary of Transportation to be hazardous under 49 U.S.C. 5103 and transported in a quantity requiring placarding under regulations prescribed by the Secretary under 49 CFR, subtitle B, Chapter I, subChapter C. Additionally, commercial vehicles may be fleet vehicles, company cars, or other vehicles used for business and which has a company logo affixed to the side of the vehicle.

Defense Biometric Identification System. The current Electronic Physical Access Control System.

DoD Issued Card. Cards (other than the DoD CAC) authorized by reference (b).

Escorted Individuals. Individuals who require access, without determination of fitness, or who must be accompanied by a sponsor with authorization to escort that individual. The escort requirement is mandated for the duration of the individual's visit.

Federal PIV. A physical artifact issued by the Federal government to an individual that contains a photograph, cryptographic keys, and a digitized fingerprint representation so that the claimed identity of the cardholder can be verified by another person (human readable and verifiable) or a computer system.

Fitness. Level of character and conduct determined necessary for the basis of access control decisions and identity proofing. This includes the process of providing or reviewing Federally authorized and acceptable documentation (USCIS Form I-9) for authenticity.

Identity Proofing. The process of providing or reviewing Federally authorized acceptable documentation for authenticity.

Outstanding Warrant. An order for arrest that has not been served. A warrant may be outstanding if the person named is intentionally evading law enforcement, is unaware that an order for arrest has been issued for them, or the agency responsible for execution of the order for arrest has a backlog of warrants to serve, or a combination of these factors.

Physical Access Control. The process of physically controlling personnel and vehicular entry to Installations, facilities, and resources.

Physical Security. That part of security concerned with active and passive measures designed to prevent unauthorized access to personnel, equipment, Installations, and information, and to safeguard them against espionage, sabotage, terrorism, damage, and criminal activity. It is designed for prevention and provides the means to counter threats when preventive measures are ignored or bypassed.

PMO. The law enforcement branch of SES Company.

Reciprocal Physical Access. Mutual recognition of physical access privileges granted by the Installation Commander.

Restricted Area. An area where measures are employed to prevent or minimize incursions and/or interference, and where special security measures are employed to prevent unauthorized entry and/or movement.

SES Company. The Company in which PMO resides.

Screening. The physical process of reviewing a person's presented biographic and other ID, as appropriate, to determine their authenticity, authorization, and credential verification against a government data source.

Trusted Traveler. A procedure that allows for uniformed service members and spouses, DoD employees, and retired uniformed service members and spouses to sponsor occupants in their immediate vehicle provided the Trusted Traveler vehicle operator possesses a valid government issued ID card and has a clear NCIC check. Trusted Travelers are entirely responsible for the actions of all occupants in their vehicle and for meeting all local security requirements for escort as established by the requirements of this Order.

Unescorted Individuals. Personnel who have been identity proofed and favorably vetted in accordance with reference (a), are eligible for access aboard an Installation but are subject to any controlled or restricted area limitations.

Vetting. An evaluation of an applicant or cardholder's character and conduct for approval, acceptance, or denial for the issuance of an access control credential or physical access.

Sample Affidavit for Food Delivery

STATE OF HAWAII)

COUNTY OF (                    )

I, Samuel M. Zoom, being duly sworn, depose and state:

- (1) That I am an officer of the XYZ Products, Inc., to wit, Vice President.
- (2) That this affidavit is made for the purpose of complying with the Base regulations for conducting business/delivering subsistence to the area known as Marine Corps Base, Hawaii, HI.
- (3) That the following is an Authorized Representative:  
  
    Mr. Aidan E. Jones  
    14 Circle Drive  
    Honolulu, HI
- (4) That XYZ Products, Inc. agrees to assume responsibility with respect to business transactions performed by Mr. Aidan E. Jones in connection with and arising directly out of the state of XYZ merchandise to customers residing on Marine Corps Base Hawaii.
- (5) That XYZ Products, Inc. will guarantee that, where merchandise is ordered by a customer holding a written receipt issued by an Authorized Representative, the merchandise so ordered shall be delivered to the customer.
- (6) That if, for any reason whatsoever, an XYZ product is not found satisfactory, it will be cheerfully exchanged or the full purchase price refunded upon its return to us or our Authorized Representative.
- (7) That XYZ Products, Inc. is duly licensed in the State of Hawaii.
- (8) That the establishment in which the subsistence is prepared has maintained a green color coded food inspection safety placard from the State of Hawaii Department of Health since the last inspection.
- (9) That only subsistence prepared at the above establishment shall be delivered aboard Base.
- (10) That vendors will only deliver to individual customers who have preplaced an order for the subsistence.

(11) That all subsistence is obtained from approved sources and handled in a manner so as to be clean, wholesome, and free of adulteration.

(12) That all potentially hazardous food items, (i.e., pizza, chicken, dairy products, etc.) are maintained in accordance with the State of Hawaii Administrative Rules, Title 11, Chapter 50, Food Safety Code.

(13) That employees shall be clean as to their person and food handling procedures.

(14) That the delivery vehicle shall be kept clean and in a sanitary condition, free of insect and rodent pests.

(15) That all delivery vehicles shall be clearly marked with signs readable at a distance of 20 feet with the name of the delivering establishment.

(16) That XYZ Products, has obtained all necessary permits and licenses to operate a food establishment and has a General Excise Tax License.

(17) That XYZ Products will submit a MCBH S-7 Form 5532 to the Pass and Registration Section, Provost Marshal Office, MCBH, listing all employees delivering food products to MCBH, that all XYZ Product employees shall obtain a Defense Biometric Identification System credential through the Provost Marshal Office. XYZ Products will return the DBIDS credential to the Provost Marshal Office within five business days when the employee no longer requires access to MCBH on behalf of XYZ Products.

\_\_\_\_\_  
Mr. Aidan E. Jones  
Vice President

(Must be Notarized)

Acknowledgment by Individual

State of Hawaii County of

I, \_\_\_\_\_, Notary Public, do hereby certify that (name of individual(s) whose acknowledgment is being taken) personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(Official Seal) Official Signature of Notary Notary's printed or typed name Notary Public  
My commission expires:\_\_\_\_\_.

Sample Affidavit for Non-Food Delivery

STATE OF Hawaii

COUNTY OF (        )

I, Joseph E. Doe, being duly sworn, depose state:

(1) That I am an officer of the XYZ Products, Inc., to wit, Vice President.

(2) That I reside at 123 Circle lane, Kailua, HI.

(3) That this affidavit is made for the purpose of complying with the Base regulation for soliciting on the area known as Marine Corps Base Hawaii.

(4) That this affidavit is for the business located at the below address:

XYZ Products, Inc.  
1116 Western Boulevard  
Kailua, HI

(5) That the following is an Authorized Representative:

Mr. Dow H. Jones  
14 Lake Drive  
Honolulu, HI (808) 555-5555

(6) That the following is a general list and description of items that XYZ Products, Inc. intends to sell:

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(7) That XYZ Products, Inc., agrees to assume responsibility with respect to business transactions performed by Mr. Dow H. Jones in connection with and arising directly out of the sale of XYZ merchandise to customers residing on Marine Corp Base, Hawaii, HI.

(8) That XYZ Products, Inc., will guarantee that, where merchandise is ordered by a customer holding written receipt issued by an Authorized Representative, the merchandise so ordered shall be delivered to the customer.

(9) If for any reason whatsoever, an XYZ product is not found satisfactory, it will be willingly exchanged or the full purchase price refunded upon its return to our Authorized Representative or us.

(10) That XYZ Products Inc., is in compliance with all applicable Federal, State (Hawaii), the State of incorporation, and local laws to be able to conduct its business in the City of Kailua, Hawaii.

(11) That XYZ Products, Inc., will not contest jurisdiction of North Carolina Courts on any claim arising out of a contract resulting from the company's commercial activities aboard Marine Corps Base, Hawaii, Hawaii.

\_\_\_\_\_  
JOSEPH E. DOE  
Vice President

(Must be Notarized)

Acknowledgment by Individual

State of Hawaii County of \_\_\_\_\_

I, \_\_\_\_\_, Notary Public, do hereby certify that (name of individual(s) whose acknowledgment is being taken) personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal this      day of      , 20      .

\_\_\_\_\_ (Official Seal) Official Signature of Notary Notary's printed or typed name Notary Public My commission expires: \_\_\_\_\_.

Personal Services Provider Procedures

1. This is a restricted access pass to sponsor a non-military affiliated visitor for unescorted access on scheduled times and days of the week to provide reoccurring personal services to Base residents for specific reasons such as health care, childcare, lessons, etc. Apply for a Personal Services Pass at the PMO Customer Service Center, B1095, the Visitors Center, B1637, the Camp Smith Pass and Registration Office, B601, or from the PMO website at <https://www.mcbhawaii.marines.mil/Offices-Staff/Provost-Marshals-Office/DBIDS/>. The following procedures apply:

- a. Base residents who hire Household Employees for domestic help, (nannies, health aides, private nurses, cooks, maids, etc) must meet the requirements of Base Order 1710.55A before a Personal Services Pass is issued.
- b. Sponsors will instruct their visitor to pre-enroll in DBIDS and the sponsor will submit the Base Access Request Form to PMO at least ten business days before the first visit. Sponsor will include a letter clearly stating the reasons for the request, the days of the week, and the inclusive times access is requested. Personal Services Passes are not authorized for persons under the age of 18.
- c. Personnel who sponsor any commercial entity for reoccurring services will provide a letter or other documentation (contract, work order, etc) from the commercial activity that certifies the commercial relationship with the sponsor and the number of hours per week Base access is needed. The Sponsor will provide a copy of the professional license or certificate if the service requires a license or certification, such as health care professionals, special education instructors, therapists, etc, when requested, if the care is not subsidized by TRICARE or other government entity. Sponsors who request the services of a private individual may be required to provide supporting documentation as requested by the Pass and Registration Office, depending on the type and frequency of the provided service.
- d. PMO will complete criminal history inquiries on the applicant and sponsors will be notified of visitors who do not meet the background requirements in accordance with Chapter 1, paragraph 4.
- e. Applicant arrives at the Visitors Center, B1637, or the Camp H. M. Smith Pass and Registration Office, B601, to complete DBIDS enrollment and be issued a DBIDS credential and vehicle pass. Personal Services Passes are valid for up to six months and may be renewable upon reapplication. The pass is valid only for the dates, time, destination, and other restrictions listed on the pass. Personal Services passes will be revoked if the cardholder accesses the installation outside the restrictions on the pass and the sponsor may lose sponsorship privileges.
- f. Personal Services Pass requests for on-call or as needed services such as babysitting, pet care, housecleaning, etc, without scheduled appointments will be denied, as will requests for 24/7 unescorted access. Exceptions for medical care or similar circumstances may be granted. The Exceptional Family Member Program (EFMP) Manager may verify the necessity of Personal Service Passes for registered EFMP personnel.

Access Card and Sponsorship Privilege Matrix

Category	Card Type	Access	Sponsorship
Any Branch of the Armed Forces, U.S. Coast Guard, Commissioned Officers with NOAA, Commissioned Officers with the U.S. Public Health Services	<b>Armed Forces Geneva Conventions ID Card (CAC)</b>	<b>Unescorted</b>	Yes
Foreign Military Serving with DoD			No
Dependents of Active Duty, Retired, and Reserve Personnel.	<b>U.S. Uniformed Services Identification and Privilege Card DD Form 1173 &amp; DD Form 1173-1 DD Form 2 (Retired) DD Form 2 (Reserve Retired) DD Form 2 (Reserve)</b>	<b>Unescorted</b>	Yes
Dependents of Foreign Military Serving with DoD			No
	GS and NAF Employees.	<b>Unescorted</b> <i>(Work Purposes; Use MCCS Facilities)</i>	Yes
	U.S. Government Contractors	<b>Unescorted</b> <i>(Must be assigned to work at MCBH; Work Purposes Only)</i>	No
	Retired from any DoD component <b>DoD Civilian Retiree Card</b>	<b>Unescorted</b> <i>(Access to use MCCS Facilities only; must be registered in DBIDS)</i>	No
	Authorized Dependents of NAF <b>Armed Forces Exchange Services ID and Privilege Card DD Form 2574</b>	<b>Unescorted</b> <i>(Access to use Exchange and MCCS Facilities)</i>	No
	<b>Uniformed Services Identification and Privilege Card DD Form 2765</b> Medal of Honor recipients, 100% Disabled American Veterans	<b>Unescorted</b> <i>(Access to use Exchange, Commissary and MCCS Facilities)</i>	Yes
Transitional Health Care Members			No
	<b>DBIDS Credential</b> Agent Privilege Card Public Partner Program Civilian Contractor Personal Services Fishing Pass Joint Education Center Visitor All Other DBIDS Categories NAF Authorized Dependents	<b>Unescorted</b> <i>(Restricted to Days and Times in DBIDS Profile Access to use Exchange and MCCS Facilities, if authorized)</i>	No

Category	Card Type	Access	Sponsorship
	Issued by TSA  <b>Transportation Workers Identification Card (TWIC)</b>	<b>Unescorted</b> <i>(Delivery and Pickup only with a work order or bill of lading)</i>	No
	<b>Veteran Health Identification Card (VHIC)</b>  Issued by Department of Veterans Affairs	<b>Unescorted</b> <i>(Access to use Exchange, Commissary and MCCA Facilities)</i>	Yes
	<b>Official Veteran Caregiver Letter</b>  Issued by Department of Veterans Affairs	<b>Unescorted</b> <i>(Access to use Exchange, Commissary and MCCA Facilities)</i>	No
	<b>Federal Personal Identity Verification (PIV) and Non-Federal Personal Identify Verification Interoperability (PIV-I)</b>	<b>Unescorted</b> <i>(Work Purposes Only)</i>	No

DBIDS Sponsorship and Pre-Enrollment Procedures

1. All contractors, vendors, service providers, unescorted visitors, and other non-military affiliated civilian personnel sponsored for unescorted access to MCBH, will pre-enroll in DBIDS. Sponsors are responsible for the proper vetting of their visitors and may be held responsible for their conduct while aboard MCBH. The following procedures apply:

a. Sponsor obtains a Base Access Request Form (MCBH S-7 Form 5532) from the PMO Customer Service Center, B1095, the Visitors Center, B1637; the Pass and Registration Office, B601, Camp H. M. Smith; or the PMO website at <https://www.mcbhawaii.marines.mil/Offices-Staff/Provost-Marshals-Office/DBIDS/>.

b. Sponsors will instruct their contractor/visitor to pre-enroll in DBIDS at <https://dbids-global.dmdc.mil/enroll#!/> no more than 30 days and no less than five ten business days before the visit if they have not previously enrolled in DBIDS at any military installation.

c. Personnel pre-enrolling in DBIDS must enter one form of identification from the primary and secondary list below. The documents must not be expired and documents that appear questionable or otherwise altered will not be accepted.

(1) U.S. Citizen

Primary list

Certificate of Naturalization  
Taxpayer Identification Number  
Social Security Card

Secondary List

State Identification Card  
Driver's License  
Passport

Veterans Health Identification Card

(2) Non-U.S. Citizen

Primary List

Foreign Identification (U.S. Issued)  
USCIS (A) Number  
Taxpayer Identification Number  
National Identification Card (Foreign Country Issued)  
Passport  
Social Security Card

Secondary List

Certificate of Naturalization  
Foreign Identification (U.S. Issued)  
USCIS (A) Number  
National Identification Card (Foreign Country Issued)

Passport  
Social Security Card  
Taxpayer ID Number

#### DBIDS Sponsorship and Pre-Enrollment Procedures

- d. An alpha-numeric pre-enrollment confirmation code and a Quick Response (QR) barcode is provided at the completion of pre-enrollment. The sponsor must include the alpha-numeric pre-enrollment code on the Base Access Request Form and submit to PMO.
- e. The preferred method to send the Base Access Request form to PMO is through a government email account where the sponsor can digitally sign the form with a CAC. The government email address must match the digital signature. This process verifies sponsor's identity and authority to sponsor. The email address to the PMO Customer Service Center is: [mcbkbaz.pmoservices@usmc.mil](mailto:mcbkbaz.pmoservices@usmc.mil). All MCCS Base access requests are submitted to: [mcbkbaz.mccspmoservices@usmc.mil](mailto:mcbkbaz.mccspmoservices@usmc.mil).
- f. Sponsors who cannot digitally sign the Base Access Request form must deliver the form to the PMO Customer Service Center, B1095, MCBH, or the Pass and Registration Office, B601, Camp H. M. Smith, where the sponsor's identity and authority to sponsor will be verified.
- g. All unescorted one day personal contractor/visitors will be vetted through the National Crime Information Center Interstate Identification Index (NCIC III), the Consolidated Law Enforcement Operations Center (CLEOC), and the State of Hawaii Electronic Bench Warrant System.
- h. Contractor/visitor must present themselves to the Visitors Center, B1637 or the Camp Smith Pass and Registration Office, B601, and present the two original forms of identification they used to pre-enroll in DBIDS along with the QR code or alpha-numeric pre-enrollment code to complete the DBIDS enrollment. When the SSN is used as a form of identification, the person must present an original government issued document with their name and social security imprinted (social security card, tax documents, W-2, etc).
- i. Enrollment includes providing full name, date of birth, social security number, citizenship, and other biographical information, as well as capturing the applicant's electronic fingerprints and photograph. Personnel who decline to provide this information will be denied access to MCBH.
- j. Contractor/visitor who are sponsored for unescorted access 60 days or more will receive a DBIDS identification card and those sponsored for less than 60 days will receive a DBIDS Visitor's Pass.
- k. Contractor/visitor driving a personally owned or commercial vehicle are required to present their driver's license, proof of insurance, valid safety inspection certificate and valid state vehicle registration in accordance with Base Order 5560 w/CH5.

SPONSORSHIP PROCEDURES FOR FOREIGN NATIONALS

1. Sponsorship of Unofficial FN Visitors. Refer all official requests for entrance from representatives of a foreign government, foreign military service, or foreign private interest to the Base Security Manager. Unofficial FN visitors are residents of another country who are visiting the U.S. as a tourist, student, worker, or other reasons not as an official representative of a foreign government. FN government and military personnel not sponsored through the DoD FN Visitor System or on invitation orders are considered unofficial visitors. The following procedures apply for sponsorship of unofficial FN visitors:

a. Permissions Required. Sponsors expecting unofficial FN visitors must provide at least 14 business days' notice to the Provost Marshal Office Customer Service Center, B1095, on a Base Access Request Form (MCBH S-7 Form 5532), and require the visitor to pre-enroll in DBIDS regardless of the length of stay. A copy of the visitor's passport and visa will be submitted with the Base Access Request Form. Entry of FN visitors is contingent upon an invitation from an authorized sponsor, satisfactory vetting, and identity proofing. Sponsorship of FN visitors aboard MCBH is a privilege and the Commanding Officer may revoke or suspend this privilege.

b. Escort Required. Unofficial FN visitors are not authorized unescorted access and the sponsor must accompany the FN visitor at all times while on base. Sponsors who have FN immediate family members (husband, wife, mother, father, sister, brother, child, or members in loco parentis) as Registered Houseguests, are exempt from the escort requirement. Personnel with authorized installation access credentials are prohibited from using their access credentials to transport unofficial FN visitors aboard the installation to circumvent this policy.

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

(1) Active duty foreign military personnel and personnel traveling on a diplomatic passport from the following countries are exempt from biometric enrollment: Canada, Australia, New Zealand, Great Britain, and Japan.

(2) Active duty foreign military personnel attending U.S. and partner nation military training or on official visits are exempt from biometric enrollment.

(3) Sponsors will ensure that their Unofficial FN Visitor(s) are enrolled in the biometric system at the Visitors Center. Failure to do so will result in suspension of sponsorship privileges and the immediate removal of the FN from Base.

2. Foreign National Personnel Serving with the DoD and their Accompanying Dependents

(a) Foreign National personnel with a blue stripe CAC and their accompanying dependents with a U.S. Uniformed Services Identification (USID) Card and assigned to MCBH or a tenant command, have explicit access to MCBH. These personnel will have their U.S. Government issued Invitational Travel Order, VISA, applicable international agreement, or other official documentation in their possession that establishes their purpose on Base. Foreign National military dependents with a USID Card will have their sponsor's official documentation depicting authorized dependent information in their possession at all times while on Base.

(b) Foreign National personnel with a blue stripe CAC and not assigned to MCBH or a tenant command must stop at the Visitors Center, B1637, and provide a signed letter from their commander identifying the official purpose for their access to MCBH.

(c) Foreign National personnel with a blue stripe CAC and their accompanying dependents with a USID Card who request access to MCBH for unofficial/leisure purposes, must stop at the Visitors Center, B1637, and provide a signed approval letter from their commander.

(d) Foreign National personnel and their accompanying dependents do not have sponsorship privileges.

3. Approved Foreign Visit Requests. Sponsors who host official FN Visitors must obtain pre-approval prior to their arrival. Sponsors will provide a copy of the Foreign Visit Request, orders, or other documentation to the Visitors Center, B1637, in order to issue a temporary visitors pass, not to exceed the length of the exercise, event, or command function.

a. Permanent Resident Card, Alien Registration Receipt Card, or Green Card (Form I-551).

b. Foreign passport with a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.

c. Foreign passport with a current arrival-departure record, U.S. Customs and Border Protection Form I-94 bearing the same name as the passport, and containing an endorsement of the alien's non-immigrant status indicating that status authorizes the alien to work for the employer.

d. Employment authorization document that contains a photograph U.S. Citizenship and Immigration Services (USCIS) Form I-766.

e. In the case of a non-immigrant alien authorized to work for a specific employer, a foreign passport with a Form I-94 or Form I-94A, bearing the same name as the passport, and containing an endorsement of the alien's non-immigrant 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.

f. Driver's license or ID card issued by state, possession, territory, or District of Columbia, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address.

Agent Privilege Card

1. 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 for 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 director. 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).

a. 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.

(1) 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.

(2) An authorized patron is unable to shop due to disability, sickness, or other incapacitation.

b. Required Documentation

(1) 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.

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

(3) 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.

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

(5) 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.

c. Provost Marshal, MCBH:

- (1) By U.S. Postal Service:  
Provost Marshal Office  
ATTN: Police Records Section  
Marine Corps Base Hawaii PO Box 63062  
Kaneohe Bay, HI 96863-3062

(2) 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.

- (3) Email complete package to MCBKBAZ.PMOSERVICES.FMB.

d. Process

(1) 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.

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

(3) 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 Chapter 1, paragraph 4 and the application process is closed. Sponsor must resubmit an application letter identifying another proposed agent.

(4) 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.

(5) 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.

(6) Approved Agent Privilege Cardholders obtain their DBIDS credential 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.

e. 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.