



UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
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MCBHO 5560.1
S-7/PMO
26 Jul 18

MARINE CORPS BASE HAWAII ORDER 5560.1

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

Subj: DISPOSITION OF PRIVATELY OWNED VEHICLES

Ref: (a) BaseO 5560

Encl: (1) Outbound Roster

1. Situation. Due to the increase of abandoned vehicles on Marine Corps Base Hawaii (MCBH), a more rigorous process is needed to be established for outbound service members to ensure responsible disposition of privately owned vehicles (POVs).

2. Mission. To amplify POV disposition guidance established in the reference for outbound service members.

3. Execution

a. Commander's Intent and Concept of Operations. Provide amplifying guidance to paragraph 1005.2, subparagraphs (e) through (h) of the reference, regarding MCBH departing personnel's responsible disposition of POVs. All service members will pass through a more robust accountability process to eliminate abandoned vehicles on the installation.

(1) Unit Oversight of the POV Accountability Process. It is the responsibility of every unit leader to ensure the accountability and appropriate disposition of POVs. In order to enrich the quality of that accountability, the following process will occur:

(a) The Installation Personnel Administration Center (IPAC) will generate an outbound roster (enclosure (1)) that includes every Marine departing the installation within the next 30 days. The enclosure will be generated on the first business day of each month and forwarded to the Provost Marshal.

(b) After receiving the enclosure from the IPAC, the Provost Marshal (Vehicle Registration Office) will notify each tenant command (Commanding Officer and Senior Enlisted Advisor) of individuals who have POVs registered with the Vehicle Registration Office. All service members will appropriately dispose of their vehicle(s) prior to checking out from the Vehicle Registration Office, MCBH located on 3rd Street in building 1095. For the purpose of this Order, "disposition" refers to shipping the vehicle or the lawful transfer of ownership to an individual or organization. Failure to dispose of vehicles in a timely manner will result in delayed receipt of original orders from the IPAC.

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(c) Tenant commands are highly encouraged to be proactive in the oversight of the disposition of POVs with the assistance of the Vehicle Registration Office monthly notifications.

(2) Personal Responsibility for Vehicle Disposition. Individual service members bear responsibility for their vehicle's disposition. The following steps outline the process each service member departing MCBH will take before proceeding to their unit administration center (or IPAC) for the issuance of Permanent Change of Station (PCS) Orders.

(a) Within 5-30 days of departure, all service members will checkout with the Vehicle Registration Office. At that time, the primary owner of any vehicle will complete the Marine Corps Base Hawaii Vehicle Disposition Form (MCBH S-7 Form 5560/1) and take the document to the Vehicle Registration Office. MCBH will not reimburse outbound Marines or family members for the cost of rental vehicles.

(b) If the vehicle in question has been sold to a service member aboard MCBH, that individual will accompany the primary owner (service member checking out) to the Vehicle Registration Office. At that time, the primary owner will de-register the vehicle and the new vehicle's owner will register it. If the new owner is a resident of MCBH and not present, the seller will not be checked out of the Vehicle Registration Office. If the new vehicle's owner does not work or reside aboard MCBH, the State of Hawaii documents indicating transfer will be verified and a note will be made by the Vehicle Registration Office.

(c) If the vehicle in question is shipped or sold/transferred to an organization, then Block 4 of MCBH S-7 Form 5560/1 will be completed and all appropriate transfer paperwork will accompany MCBH S-7 Form 5560/1. The Vehicle Registration Office will contact the gaining organization prior to de-registering the vehicle from the primary owner.

b. Tasks

(1) Director, S-1

(a) On the first business day of each month, update the enclosure and email it to the Operations Chief, Provost Marshal's Office.

(b) When outbound Marines arrive at the Outbound Branch for receipt of their detaching endorsement, IPAC clerks will confirm that the Vehicle Registration Office stamp appears clearly and legibly on the checkout sheet. If questions arise as to the validity of the stamp, the Vehicle Registration Office will be contacted to verify the Marine has properly checked out. Marines who do not properly check out with the Vehicle Registration Office may be subjected to delays during the Outbound process, which includes cancelled flights.

(c) No Marine will be issued a detaching endorsement to their Web Orders without confirmation that he or she has properly checked out with the Vehicle Registration Office. Cancelled flights as a result of a Marine improperly checking out with the Vehicle Registration Office can result in delays at the IPAC in submitting a new port call request to Distribution Management Office and a later flight date, as well as detach date. If this action causes a Marine to exceed his or her no later than date on the issued Web Orders, then the Marines' current command will request for a modification to the existing Web Orders. Also, failure to depart on the scheduled departure date because of an improper check out does not constitute as a valid reason to submit for an extension of temporary lodging allowance for additional days incurred.

(2) Director, S-7

(a) On the first business day of each month, update the enclosure and send an email to each tenant command with pertinent service members. Include vehicle identification information in order to aid the tenant and only the information for the individual in question should be forwarded to their applicable unit (e.g. 1/3 would only be sent information about service members belonging to 1/3).

(b) The Vehicle Registration Office will track de-registration of all vehicles each month using the enclosure. On the last business day of the month, any vehicles not de-registered will be forwarded to the Command Inspector General's Office for follow-on actions.

(c) If a departing service member owns a POV, ensure MCBH S-7 Form 5560/1 is completed and all applicable blocks are filled out. The official verifying MCBH S-7 Form 5560/1 will ensure any gaining private party accompanies the departing service member, and the vehicle registration is transferred at that point. If the service member has transferred the vehicle to an organization, the verifying official will confirm the completion of Blocks 1, 2, and 4 of MCBH S-7 Form 5560/1 and will contact the gaining organization via phone to confirm the transfer. The official will ensure Block 5 is signed appropriately and the checkout sheet will be stamped.

(d) If the departing service member has never registered a vehicle with MCBH, confirmation will be gained and Block 1 of MCBH S-7 Form 5560/1 will be completed. The official will ensure Block 5 is signed appropriately and the checkout sheet will be stamped.

(e) A copy of MCBH S-7 Form 5560/1 will be retained for a period of one year.

(3) Departing Service Members

(a) If selling or transferring a vehicle to a private party, ensure the following is completed:

1. Blocks 1-3 of MCBH S-7 Form 5560/1 are completed.
2. All transfer paperwork accompanies MCBH S-7 Form 5560/1.
3. Ensure the vehicle you are attempting to transfer (upon checkout) has a current state registration and safety inspection. Attempting to checkout while still in possession of a vehicle with expired State safety inspection or State vehicle registration, will prolong the checkout process.

(b) If shipping or selling/transferring a vehicle to an organization, ensure the following steps are performed (please note the verifying official will contact the organization to confirm transfer):

1. Blocks 1, 2, and 4 of MCBH S-7 Form 5560/1 are completed.
2. All transfer paperwork accompanies MCBH S-7 Form 5560/1.

(4) Tenant Commands

(a) Upon receipt of the monthly notification from the Vehicle Registration Office, supervise the responsible disposition of POVs by all departing service members.

(b) All abandoned vehicles will be stored in unit parking areas until ready for disposition by responsible base entities. Operational abandoned vehicles may be transferred to Five-O Motors for resale. Abandoned vehicles not operational may be sold or destroyed in accordance with the reference, Change 2, dated 6 Jun 16.

(5) Director, Marine Corps Community Services (MCCS)

(a) Market all available methods of appropriate disposition of vehicles and include mention of available methods of disposition in the New Arrivals Orientation.

(b) Aid the Provost Marshal in identifying all abandoned vehicles in the vicinity of MCCS activities.

(6) Director, S-4

(a) Discuss appropriate disposition of vehicles with all new arrivals checking in to Military Housing.

(b) Assist the Provost Marshal in identifying all abandoned POVs in the vicinity of on-base housing.

(7) Command Inspector General

(a) Assist the Provost Marshal in identifying abandoned vehicles through routine inspections.

(b) On the last business day of the month, receive a list of all vehicles with identified owner and point of contact information past due for de-registration. Contact parent commands to locate and appropriate disposal of any vehicle on the list in jeopardy of becoming an abandoned vehicle.

4. Administration and Logistics

a. The Provost Marshal will be the primary agency in the administration of abandoned vehicles and the primarily point of contact for this Order at (808) 257-0183.

b. The IPAC will be the last step to ensure departing service members have appropriately checked out of the Vehicle Registration Office. This responsibility does not alleviate tenant commands from ensuring their personnel are properly checked out prior to arriving at the IPAC.

c. MCBH S-7 Form 5560/1 is available from the Provost Marshal Office or can be found on the MCBH Adjutant SharePoint site under "Forms" at:
<https://eis.usmc.mil/sites/mcbhmpa/Adjutant/SitePages/MCBH%20Forms.aspx>.

d. The generation, collection or distribution of personally identifiable information (PII) and management of privacy sensitive information shall be in accordance with SECNAVINST 5211.5E. Any unauthorized review, use, disclosure or distribution is prohibited.

e. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per SECNAV M-5210.2 to ensure proper maintenance, use, and accessibility and preservation, regardless of format or medium.

f. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The 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 5211.5E.

26 Jul 18

5. Command and Signal

a. Command. This Order is applicable to MCBH subordinate and tenant commands and base personnel.

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



R. LIANEZ

DISTRIBUTION: A

Outbound Roster

Rank	Last Name, Init.	EDD	POV (Yes/No)	Make	Model	License Plate #	Parent Command
Cpl	Beltbuckle, I.M.	20181001	Yes	Ford	Festiva	(HI) DVL- DOG	HQBN