



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE
BOX 555010
CAMP PENDLETON, CALIFORNIA 92055-5010

MCIWEST-MCB
CAMPENO 5000.2

ADJ
AUG 14 2013

MCIWEST-MCB CAMPEN ORDER 5000.2 w/Ch 1

From: Commanding General
To: Distribution List

Subj: BASE REGULATIONS

1. Situation. To promulgate the Base Regulations for Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN).

2. Cancellation. BO 5000.2L.

3. Mission. To publish policies, procedures, and information relative to the good order and discipline of Marine Corps Base, Camp Pendleton (MCB CamPen).

4. Execution

a. Commander's Intent. This Order is a complete revision and should be reviewed in its entirety by all personnel aboard MCB CamPen.

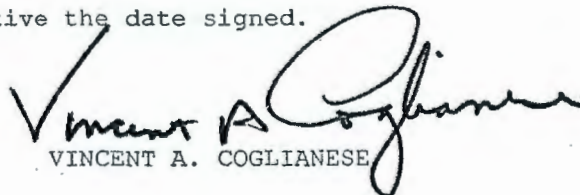
b. Concept of Operations. Base Regulations establish responsibilities and procedures which govern the conduct of all personnel and activities on MCB CamPen. These Base Regulations are a general order and punitive in nature, and the violation of which may result in disciplinary or punitive proceedings.

5. Administration and Logistics. Directives issued by this headquarters are published and distributed electronically. Electronic versions of MCIWEST-MCB CAMPEN directives can be found at <https://www.mciwest.usmc.mil/inst/mciwest/manpower/MCIWMCBADJ/default.aspx>

6. Command and Signal

a. Command. This Order is applicable to all commands, organizations, units, and activities located aboard MCB CamPen.

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


VINCENT A. COGLIANESE

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MCIWEST-MCB CAMPEN ORDER 5000.2 Ch 1

From: Commanding General
To: Distribution List

Subj: BASE REGULATIONS

Encl: (1) New page inserts to MCIWEST-MCB CAMPENO 5000.2

1. Situation. To transmit new page inserts to the basic Order.
2. Mission. This change updates MCIWEST-MCB CAMPENO 5000.2
3. Execution. Remove pages iii, v, chapter 6, and replace with the corresponding page inserts in the enclosure.
4. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.

A handwritten signature in black ink, appearing to read "JWBullard".

JOHN W. BULLARD

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Chapter 1

Organization and Command Relationships

1. Status of the Command. MCIWEST-MCB CAMPEN is a Marine Corps supporting establishment command as defined in MCIWEST-MCB CAMPENO 5000.1 and MCIWEST-MCB CAMPENO 3006.1.

2. Command

a. The Commanding General (CG), MCIWEST-MCB CAMPEN is under the immediate command of the Commander, Marine Corps Installations Command (COMMCICOM).

b. Figure 1-1 reflects CG MCIWEST-MCB CAMPEN command structures. The CG MCIWEST-MCB CAMPEN exercises command over the indicated installations:

- (1) Marine Corps Air Station (MCAS) Miramar
- (2) MCAS Yuma
- (3) MCAS Camp Pendleton
- (4) Marine Corps Logistics Base (MCLB) Barstow
- (5) Headquarters and Support Battalion, Camp Pendleton
- (6) Security Battalion, Camp Pendleton
- (7) Deployment Processing Center/Reserve Support Unit, Camp Pendleton

3. Command Relationships

a. The CG MCIWEST-MCB CAMPEN exercises elements of command over all organizations, Navy and Marine Corps, located aboard all installations subject to the following:

- (1) Coordination only is exercised with operating force commands.
- (2) Management control and operational control of the Naval Dental Clinic is exercised by the Bureau of Medicine and Surgery for those functions normal to this type of activity.

4. Support

- a. MCIWEST-MCB CAMPEN is provided primary support by the COMMCICOM.
- b. Commands and activities at and aboard MCB Campen installations which are not under the immediate command of the CG MCIWEST-MCB CAMPEN are provided primary support from their parent commands. However, elements of material and other support flow from the CG MCIWEST-MCB CAMPEN as directed or agreed.
- c. The NHCP is provided primary support by the BUMED.

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5. Mission and Essential Tasks of the Regional Command

a. Mission: MCIWEST-MCB CAMPEN exercises command and control of assigned Marine Corps Installations in order to support the operating forces, tenant commands, military personnel and families. MCIWEST-MCB CAMPEN operates a training base that promotes the combat readiness of the operating forces and the mission of other tenant commands by providing training venues, facilities, services and support in order to be responsive to the needs of Marines, Sailors and their families.

b. The CG MCIWEST-MCB CAMPEN directs, coordinates, and assumes overall responsibility for the following Regional, Base, Aviation and Logistics Mission Essential Tasks Lists (METLs).

c. Essential Tasks for the Region:

(1) MET 1.7 - Support Maneuver through the Provision of Training Areas

Description: To provide land, air space, and sea training areas necessary to support mission essential tasks (METs) related to maneuver. Bases and Stations should provide training areas and facilities to support operations that may include (but not limited to): ground operations, aviation operations, special operations, Marine Air Ground Task Force (MAGTF) operations, amphibious operations and environmental training.

(2) MET 4.1 - Conduct Supply Operations

Description: The combat supply support element (CSSE) Commander's primary concern is providing the MAGTF Commander with initial supplies when deployed and resupply when supply requirements change. Supplies consist of ten classes of materials and items used in the equipment, support, and maintenance of, and universal to all, U.S. military forces. The ten classes of supplies are: Class I-Subsistence; Class II-Clothing and Individual Equipment; Class III-Petroleum, Oils, Lubricants (POL); Class IV-Construction Materials; Class V-Ammunition; Class VI-Personal Demand Items; Class VII-Major End Items; Class VIII-Medical/Dental Supplies; Class IX-Repair Parts; and Class X-Non-Military Programs. To plan, coordinate, conduct, and monitor the reception, storage, issue, and resupply of materiel for MEF units. This task includes receipt, storage, inventory control, issuance of end items, repairables, consumable materiel, and management of retrograde efforts. This task includes prepositioning operations.

(3) MET 4.3 - Conduct Transportation Operations

Description: To distribute logistic support in the form of material, support services, and personnel to military units and others by employing transportation services. To move materiel or personnel by towing, self-propulsion, or carrier via any means, such as railways, highways, waterways, pipelines, oceans, Logistics Over-The-Shore (LOTS), Joint LOTS (JLOTS), and airways. This task includes technical operations and moving and evacuating cargo, personnel, and equipment. At aerial and sea ports of debarkation, responsibilities of transportation support include off-load, operational control of the ports and beaches, and management of the throughput. This task includes prepositioning operations.

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(4) MET 4.6 - Provide Services (Non-materiel and Support Activities)

Description: To provide services or those activities that is necessary for the effective administration, management, and employment of military organizations. The sub functions of services are essentially administrative or nonmaterial in nature and are implemented with uniform systems and procedures. Services are either a function of command support or combat service support. Services that are command support include activities that are inherent in every command (e.g., personnel administration, billeting). Services that are combat service support include services not normally available in, or organic to, all elements of the Marine air-ground task force (MAGTF), and are provided by the combat service support element (CSSE) (e.g., mortuary affairs, exchange services).

(5) MET 4.6.3 - Provide Airfield Operation Services

Description: To provide airfield operation support functions and services necessary to establish and operate the flight line at a Forward Operating Base (FOB). The five airfield support functions are: 1) weather services; 2) expeditionary airfield (EAF) services; 3) aircraft rescue and fire fighting (ARFF); 4) aviation and ground refueling; and, 5) explosive ordnance disposal (EOD). The MWSS airfield operations division provides the preponderance of airfield support functions and provides the technical expertise, equipment, and personnel necessary to operate the flight line (e.g., emergency response, aircraft arrestment, aviation refueling, EOD response, managing flight line hours, lighting and marking, establishing parking). MAGTF aviation basing considerations include versatility, capability, vulnerability, footprint, and sustainability. Whenever possible, shore-based ACE operations exploit existing facilities in the area of operations and Host-government airfields are used when available and tactically acceptable. This includes planning and coordinating for intermediate support bases, flight ferry operations, forward operating bases, FARPs, expeditionary airfields, setting up and maintaining aviation ammunition storage facilities. Tasks include providing meteorological services of weather observation, collection, analysis, forecasting, determination of tidal and current conditions, predicted surf conditions, storm evasion tracks, and storm sanctuary sites. The Aircraft Rescue and Firefighting Team (ARFF) is responsible for critical crash and fire rescue (CFR), airfield firefighting, and search and rescue operations. ARFF directs its firefighting and rescue teams to put out fires on parked aircraft, hangars, and other airfield structures. This task includes prepositioning operations.

(6) MET 4.6.6 - Provide Marine Corps Community Services (MCCS) and Morale and Recreation (MWR)

Description: To provide personnel with recreational and fitness activities, goods and services. These goods and services are provided by MCCS and MWR services.

(7) MET 4.6.6.1 - MCCS Executive Oversight and Direct Command Support.

Description: Provides the support functions and leadership for all MCCS programs and services offered to Commanders, Marines and family members.

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(8) MET 4.6.6.2 - Personal and Professional Development Programs.

Description: Provides Education, Transition Readiness, Career Resources, Family Member Employment Counseling, Volunteer/Skill Development opportunities, Libraries, Financial Fitness services and processes Tuition Assistance funding.

(9) MET 4.6.6.3 - Semper Fit and Community Support

Description: Provides Quality of Life programs to include: Single Marine Program, Fitness/Gym facilities and programs, Athletics, Youth Sports, Race Series, Recreational Check-out, Auto Skills Center, and Health Promotions.

(10) MET 4.6.6.4 - Family Team Building

Description: Provides Readiness & Deployment Support, Family Readiness programs, CREDO services and Life Skills courses.

(11) MET 4.6.6.5 - Family Care

Description: Manages all Child Development Centers, licensed Family Child Care Providers, School Age Care programs, Youth & Teen Centers and the Exceptional Family Member Program.

(12) MET 4.6.6.6 - Behavioral Health

Description: Provides Consolidated Substance Abuse Counseling along with: Family Advocacy Program, Victim Advocacy Response, Relationship Counseling, New Parent Support, Sexual Assault Response/Prevention Program and Prevention & Education Class in support of Commanders.

(13) MET 4.6.6.7 - Personal and Family Readiness

Description: Provides the Commanders with Family Readiness Officers and Unit, Personal & Family Support funds.

(14) MET 4.9 - Provide Base and Station Facilities and Related Infrastructure

Description: To provide, develop, and manage all real property necessary for the effective administration, management, employment, and training of military organizations. This includes engineering support; coordination of all real estate agreements; construction management; encroachment control; sustainment, restoration, and modernization of all Class I and II property to include family and bachelor housing; and utility services.

(15) MET 6.0 - Provide Anti-Terrorism and Force Protection (AT/FP)

Description: Protecting the force consists of those actions taken to prevent or mitigate hostile actions against personnel, resources, facilities and critical information. These actions conserve the force's fighting potential so that it can be decisively applied, and sufficient equipment must be available to protect not only the uniformed force, but also the essential supporting U.S. and civilian workforce. This task includes those measures the force takes to remain viable and functional by protecting itself from the effects of or recovery from enemy activities, and when located at CONUS installations. This task includes prepositioning operations.

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d. Mission Essential Tasks for Ground Installations: CORE METL is
Regional Command CORE METL without MET 4.6.3.

e. Mission Essential Tasks of Aviation Installations: CORE METL is
Regional Command CORE METL without MET 4.3.

f. Mission Essential Tasks for Logistics Installation: CORE METL is
Regional Command CORE METL without of MET 1.7 and MET 4.6.3.

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Chapter 2

Assistant Chief of Staff, MCCS

1. General

a. The AC/S MCCS is responsible for all matters concerning the operation of the MCCS Business Operations Division, MCCS Marine & Family Programs (M&FP) Division, MCCS Semper Fit Division, and related support Divisions.

b. MCCS is to provide military personnel and their family members with articles and services necessary for their health, comfort, and convenience at reasonable prices. Except for the operation of facilities or the furnishing of services otherwise provided by regulations, MCCS will, by direct operation or contract, provide all services.

c. Authorized Patrons

(1) Patrons as identified in Figure 2-1, Patron Category Key, are authorized to use MCCS facilities and services. Figure 2-2 provides a Patron Eligibility Guide that corresponds with Figure 2-1.

(2) Civilian employees and visitors not otherwise entitled to MCCS privileges may purchase non-alcoholic refreshments, food, and Marine Corps memorabilia at MCCS activities as follows:

(a) At snack bar and restaurant activities.

(b) Food items for on-base consumption are authorized at MCCS Retail Stores. Purchases are limited to snack and food type items. Bulk or case lot purchases are not permitted at any activity under this authority.

d. Directives. The AC/S MCCS is authorized to issue orders, memorandums, and bulletins applicable to all MCCS operations and employees aboard MCB CamPen.

e. Private Organizations. The AC/S MCCS has been delegated authority by the CG to have cognizance over all private organizations operating aboard MCB CamPen. The procedures for the approval and operation of private organizations aboard MCB CamPen are established in Appendix A through D.

f. Civilian/Commercial Publications. Per the current edition of DoD 1325.6, the distribution of publications including pamphlets, newspapers, magazines, handbills, flyers, or other printed or written materials is prohibited unless prior approval is obtained. AC/S MCCS (Operations) has been delegated to approve or disapprove all request.

g. Control Over Activities of Civilian Vendors

(1) Door-to-door soliciting is prohibited.

(2) The selling of insurance falls under the cognizance of the MCB CamPen Insurance Officer and is outlined in the current edition of MCIWEST-MCB CAMPENO 1741.1.

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(3) Commercial correspondence and home study course sales fall under the cognizance of the MCB CamPen Education Officer. Check the MCCS website at www.mccscp.com for the location of the MCB CamPen Education Office.

(4) Except for insurance and education representatives, individuals or firms desiring to conduct business or provide a service for individuals aboard MCB CamPen as private persons (as opposed to the Marine Corps as a governmental agency), will address their request to the AC/S MCCS MCIWEST-MCB CAMPEN, California 92055-5020, setting forth the type of business which they desire to conduct and the manner by which it is proposed to be conducted. When the AC/S MCCS determines the need for the service to be valid, the vendor will be granted authority to provide the service in accordance with the current edition of MCO P1700.27. The vendor will be given a letter either granting or denying permission to do business aboard MCB CamPen within the limitations stated.

h. Advertising and Commercial Sponsorship. For the protection of the CG, active duty military personnel, DoD employees, and vendors/commercial activities that are advertising must follow the Commercial Sponsorship Governing Regulations shown in Appendix E.

i. Mandatory Use of MCCS Contracted Services

(1) Background. The current edition of MCO P1700.27 provides guidance for the use of MCCS contracted services by groups and units aboard Marine Corps Installations. There is a single MCCS Nonappropriated Fund Instrumentality (NAFI) at each installation. That MCCS NAFI is responsible for providing all retail sales, services, food and hospitality, Semper Fit, athletic related activities, and family support programs required or desired by the command. The MCCS NAFI accomplishes this responsibility by providing either direct or contract operations. Revenue from services supports the MCCS program. When other than a MCCS NAFI provider is used, not only does the MCCS program not receive a commission, MCB CamPen does not benefit from the investment back into programs for the active duty and families, and the customer has no recourse for poor performance.

(2) Policy. All units assigned to or operating aboard MCB CamPen must use the MCCS NAFI approved contract, or direct services, unless authorized by MCCS NAFI. This policy also applies to visiting units aboard MCB CamPen for training or awaiting transportation. This policy does not prohibit any member of the command or any member's dependent from making arrangements for any commercial firm to visit the installation in order to perform a specific service the member may desire.

(3) MCCS NAFI. MCCS NAFI contractors enjoy the ability to advertise and solicit business aboard MCB CamPen. Commercial firms not affiliated with MCCS NAFI are not authorized to solicit business anywhere on MCB CamPen.

j. Direct Competition. Other activities or private organizations authorized to operate aboard MCB CamPen will not engage in any activity in direct competition with MCCS.

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k. Fundraising

(1) The AC/S MCCS has cognizance over all fundraising aboard MCB CamPen with the exception of the Combined Federal Campaign, Navy/Marine Corps Relief Society, and Toys for Tots as set forth in the current edition of MCIWEST-MCB CAMPENO 5340.1.

(2) Units requesting fundraising car washes will obtain permission from the appropriate site coordinator, per MCIWEST-MCB CAMPENO 5340.1. The following guidance is provided for the conduct of fundraising car washes:

(a) Fundraising is limited to car wash services only. Food and drink sales are not authorized.

(b) Signs may be posted so as to alert potential customers.

(c) Proper control of participating members must be exercised to include attire. Shirts must be worn by participants at all times.

1. Informal Funds. Small informal funds as set forth in Appendix A are authorized. The resale of food or other merchandise is prohibited.

m. Sale of Tobacco Products

(1) MCCS is the only entity authorized to sell tobacco products aboard MCB CamPen.

(2) Only state tax-free cigarettes will be stocked and sold.

(3) The sale of smokeless tobacco and state tax-free cigarettes is prohibited in the Marine Corps Exchange (MCX) retail outlet at the NHCP.

(4) Per the current edition of SECNAVINST 5100.13, smokeless tobacco and state tax-free cigarettes will only be sold to individuals 18 years of age or older. MCCS employees will verify age through photo identification that includes the date of birth. Any patron buying smokeless tobacco or state tax-free cigarettes, who appears to be 26 years of age or younger, will be required to show proper identification.

(5) Signage will advise MCX patrons of the State of California law with respect to purchase and possession of state tax-free cigarettes.

2. MCCS Business Operations Division. The Director, Business Operations Division is responsible for managing and operating the largest variation of direct run activities and also exercises the administrative control for all indirect food and services offered.

a. Food and Entertainment. Business Operations operates a variety of entertainment and food options. Some of the direct run food, entertainment and contracted food options are:

(1) Direct. Directly operated facilities include the Information Tickets and Travel locations, Stars and Strikes Snack Bar, Devil Dogs Grill, Doc's Diner at the Naval Hospital, the Mulligans Golf Course Grill, and the entertainment center.

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(2) Contracted. There are a wide variety of contracted food operations offered at Camp Pendleton. Some include, Dunkin Donuts, Subway, McDonald's, Panda Express, and Yogurtland.

b. Hospitality. The Hospitality section of Business Operations oversees the quality and exceptional standards of our clubs, event center, and temporary lodging facilities, to include:

- (1) South Mesa Lodge.
- (2) Ward Lodging.
- (3) Del Mar Beach Resort, beach, and campsites.
- (4) San Onofre Beach, cottages, and campsites.
- (5) Pacific Views Event Center and Pub 1795.

(a) The Pacific Views Event Center and Pub 1795 are non-dues paying clubs.

(b) Bringing In Outside Food and Beverage. Patrons or groups are prohibited from bringing outside food or beverages in food and entertainment establishments. The only exception may be wedding cakes or specialty desserts that the activity cannot produce itself. Food from catered events may not be removed from the event location.

c. Retail. The Retail section of Business Operations directly manages and operates all Marine Corps Exchange facilities, military clothing, the Engravers Gallery, and Service Stations. There are several contracted vendors regulated under this section to include General Nutrition Center and Firestone Complete Auto Care.

d. Services. Services include a variety of programs and amenities and the support offered by this section of Business Operations includes direct run facilities as well as contracted services.

(1) Direct. Direct services include optical shops, tailor and uniform services, and vending services.

(2) Contracted. Multiple services are contracted to provide a larger offering of conveniences to patrons which include; car and truck rentals, barber and beauty shops, an assortment of car services including vehicle registration, customization shop and quick lubes. The Paintball Park, United Parcel Services (UPS) store and a variety of other businesses are also incorporated to better serve our patrons.

e. Special Events. Business Operations is dedicated to providing relevant entertainment options with events to include:

- (1) Concerts.
- (2) Celebrity Meet and Greet.
- (3) Comedy Tours.

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3. MCCS Semper Fit Division. The Semper Fit Division is responsible for the establishment, operation, and support of the MCB CamPen recreation program. The Director, Semper Fit Division is responsible for the following programs:

a. Athletics. Athletics includes the varsity and intramural sports programs. Implementation and augmenting rules and regulations for sports programs are published as appropriate.

(1) Varsity Sports. Only one team in each sport will be designated "MCB CamPen Marines", representing the Base in varsity athletic competition.

(2) Youth Sports. Youth Sports will offer a wide range of sports programs for military and family members. The programs may include fall and spring soccer, fall and spring flag football, fall basketball, spring baseball, and cheerleading.

(3) Intramural Athletic Program. This is a comprehensive intramural athletic program, known as the Commanding General's Cup Competition, which will be conducted semi-annually on a calendar year basis. The program provides active duty personnel an opportunity to participate in competitive sports. The program helps promote combat readiness, esprit de corps, leadership, teamwork, and loyalty. The number of teams per battalion is not limited. Maximum participation is encouraged. The top three finishers from each division will be awarded monetary compensation in the form of Commanders' Family Readiness Funds. The Intramural Program/events will be widely advertised throughout MCB CamPen using multiple media distribution methods.

b. Fitness/Wellness Programs

(1) Gym/Fitness Centers. Gymnasiums and fitness centers will be operated throughout MCB CamPen.

(2) Fitness Programs. Fitness programs will be administered and maintained to provide mission specific strength and conditioning programs as well as dynamic fitness activities. Programs will be delivered by the highest qualified and experienced personnel, for all service members and their families, to ensure the highest standard of combat readiness.

(3) Health Promotions Program. A strong Semper Fit Health Promotion Program will be offered to support the health and mission readiness of the Marine, their families, and MCCS employees. Programs include but are not limited to: annual health trainings, nutrition counseling, body composition programs, stress management programs, cholesterol and blood pressure screenings, and fitness screenings.

(4) Single Marine Program (SMP). The SMP will support the overall Quality Of Life (QOL) for single Marines, single parents, and geographical bachelors. The SMP supports the command by identifying QOL concerns and by providing recommendations for improvement. The SMP provides recreational and community service opportunities to single Marines. The SMP operates and maintains recreational facilities and programs for single Marines.

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c. Leisure Services

(1) Swimming Pools. Two swimming pools, located in the 13 and 14 Areas, will be operated. All MCB CampPen lifeguards will be trained and have verified qualifications and certifications. Lifeguards will schedule adult, youth, and infant swimming classes and summer programs.

(2) Outdoor Recreation. Outdoor recreation programs will be planned, implemented, and supervised, to include:

a. Lake O'Neill Recreation Area.

b. Marina.

c. Skeet and Trap Range.

d. Stables/Rodeo Grounds. For Equine Herd Health Program information, see chapter 6, section 7, paragraph 15.

(3) Indoor Recreation. Indoor recreation programs will be planned, implemented and supervised, to include:

a. Automotive Skills Center.

b. Recreation Check-Out.

c. Sports.

d. Theater/Movies.

d. Race Series. A series of races called the Hard Corps Race Series will be offered, to include many different forms of racing such as bike races, triathlons, and endurance races.

4. MCCS Human Resources Division. The Director, Human Resources Division is responsible for providing advice, support, and guidance to MCCS and Unit Commanders on non-appropriated fund (NAF) human resources issues, recruitment and staffing, training, employee relations, and contact information for and Equal Employment Opportunity Services.

5. MCCS Procurement Division. The Director, Procurement is responsible for providing support for all MCCS Divisions in the form of contracting, non-resale procurement, and property control for all MCCS Divisions. The Division also manages and provides recreational equipment support to I MEF Deployment Support Programs.

6. MCCS Logistics Division. The Director, Logistics Division is responsible for providing logistical support for all MCCS Divisions in the form of maintenance, repair, construction, the Long Range Capital Improvements Program, the management of MCCS' vehicle fleet, and safety.

7. MCCS Financial Management Division. The Director, Financial Management Division is responsible for providing financial management of NAF and appropriated funding (APF) support and information technology/electronic point of sale/management information systems and support for all MCCS Divisions in the form of accounting, collections, information systems, Government Purchase Card Program, and budget support.

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8. MCCS Marketing Division. The Director, Marketing Division is responsible for providing support for the operating divisions of MCCS in the form of complete comprehensive marketing and public relations efforts. The Marketing Division is responsible for all sponsorship agreements.

9. MCCS Operations. The Operations Officer is responsible for the MCCS Operations section, the MCCS Coordinators program, the Review & Analysis Branch (R&AB), and the MCIWEST-MCB CAMPEN receptionist. The Operations Officer also functions as the MCIWEST-MCB CAMPEN command center coordinator for MCCS MCB Campen, performs VIP tours/visits involving MCCS and oversees the regional Marine Corps Automated Tasking System program. In the absence of the AC/S or Deputy AC/S, attends all command briefings, meetings and provide direction as necessary to MCCS.

a. MCCS Coordinators. The MCCS Coordinators are responsible for providing technical expertise to Commanders and their Command Team regarding all functions of MCCS. The lead MCCS Coordinator is responsible for the Interactive Customer Evaluation.

b. R&AB. The R&AB is responsible for providing management analysis to all MCCS Divisions in the form of internal controls and continuous process improvement to include the oversight over all fundraising requests, MCCS facility usage requests, MCCS support of the Command Inspection Program, and the MCCS composite insurance program. They provide business analysis and general consulting to all divisions of MCCS, concerning business practices, programs, and processes.

10. MCCS Marine and Family Programs Division (M&FP). The Director, M&FP Division, is responsible for the operation of Behavioral Health - Counseling Services, Behavioral Health Consolidated Substance Abuse Counseling Program, Family Care Program, Family Readiness, Personal & Professional Development Education, and Personal & Professional Development Program - Resources.

a. Behavioral Health - Counseling Services. Counseling Services consists of the Family Advocacy Program, Victim Advocacy Services, Personal and Relationship Counseling Services, Combat Stress Services, Prevention & Education Classes & Briefs, Sexual Assault & Response Program, and New Parent Support Program. Directives to reference these services fall under the Standard Subject Identification Code (SSIC) series 1752.

b. Behavioral Health - Consolidated Substance Abuse Counseling Center. The Consolidated Substance Abuse Counseling Center consists of Drug & Alcohol counseling services for active duty service members, their family members, and retirees. The program also provides centralized urinalysis and drug and alcohol education to commands. Directives to reference these services fall under the SSIC series 5300.

c. Family Care. Family Care consists of the Children, Youth & Teen Programs; the Child Development Centers; the Fisher Children's Center; the School Age Care Program; the Family Child Care Program; Resource and Referral Assistance; the Youth & Teen Centers aboard the Base; and the Exceptional Family Member Program. Directives to reference these services fall under the SSIC series 1710.

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d. Family Readiness. Family Readiness consists of Marine Corps Family Team Building, Readiness and Deployment Support Training; Family Readiness Program Training; Lifestyle, Insights, Networking, Knowledge, and Skills Training; Life Skills Training and Education; Prevention and Relationship Enhancement Program; and the Chaplains' Religious Enrichment Development Operation. Directives to reference these services fall under the SSIC series 1740.

e. Personal & Professional Development - Education. Personal & Professional Development - Education consists of the Education Center and the Libraries. Directives to reference these services fall under the SSIC series 1560.

f. Personal & Professional Development - Resources. Personal & Professional Development - Resources consists of Personal Financial Fitness Services, Relocation Assistance Services, Retired Activities Services, Transition Assistance Program, Career Resource Management Center, Family Member Employment Assistance Program, and the Volunteer & Skills Development Program. Directives to reference these services fall under the SSIC series 1720.

11. Check Handling at Military Activities

a. General. Certain military activities aboard MCB CampPen routinely accept checks in payment for goods or services; additionally, a limited number of MCCS Retail activities cash American Red Cross and Navy Relief checks for the convenience of patrons and members. Regardless of the specific limits or controls imposed, certain basics are common to all activities.

(1) The individual, or the sponsor if family member, who presents the check for payment is responsible for redemption of the check if the check is not honored for payment by the financial institution upon which drawn.

(2) Failure to promptly redeem a dishonored check exposes the responsible individual to curtailment or revocation of credit/checking privileges aboard the installation in accordance with separate directives. Military members are liable for disciplinary action under Articles 123a or 134, Uniform Code of Military Justice. Family members may be subject to civil and criminal penalties under existing statutes and may be referred to the Western Area Counsel Office or the Special Assistant U.S. District Attorney.

b. Mandatory Identification/Verification

(1) Checks will not be accepted for payment cash without positive identification. Positive identification is defined as a valid Armed Forces identification card for active duty personnel, valid military family member identification card, and valid civilian employee identification card.

(2) The primary form of identification used will be the DoD identification number on the Common Access Card, either scanned or entered into the check verification system at the time of acceptance.

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(3) No activity will accept a check for payment until and unless the identity of the person presenting the check has been checked against the current list of individuals whose checking privileges have been curtailed or revoked.

c. Notification of Dishonored Checks

(1) The activity holding a dishonored check will promptly notify the individual who presented that check for payment or cash. Notification of active duty military personnel assigned to organizations aboard MCB CamPen will be via the immediate commander (in writing only).

(2) The Commanding Officers (COs) responsibility is to notify the individual that the reporting activity received a dishonored check, which has been returned, and of their legal responsibilities. The CO is not required or expected to act as an agent for the collection of funds.

d. Civil Penalties. California law provides that anyone who fails to redeem a dishonored check is subject to civil suit for three times the amount of each check but not less than \$100 nor more than \$500 plus the check and the court costs.

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Patron Category Key

- | | |
|------------|---|
| Category A | <ul style="list-style-type: none">1 - Active duty military personnel.2 - Members of the Reserve Components (Ready Reserve and National Guard, Reservists in training or hospitalized) and Delayed Entry Program personnel. Inactive reservists not otherwise authorized may only use the exchange to purchase necessary uniform clothing and equipment in such quantities required immediately when they are called to active duty.3 - Retired military personnel.4 - Foreign active duty military personnel when on duty with the U.S. Armed Forces.5 - Honorably discharged veterans of U.S. Armed Forces with a 100 percent service connected disability.6 - Medal of Honor recipients. |
| Category B | <ul style="list-style-type: none">1 - Legal family members of active duty military personnel.2 - Legal family members of the Reserve Components.3 - Legal family members of retired military personnel.4 - Surviving spouses, their children, and dependent parents of military personnel who died while on active duty.5 - Contract surgeons during the period of contract.6 - Family members of foreign military personnel assigned to the U.S. Armed Forces.7 - Widows/widowers and family members of Medal of Honor recipients.8 - An un-remarried former spouse of a current or former military service-member who on the date of the final decree of divorce, dissolution, or annulment had been married to the current or former military service member for a period of 20 years, during which period the current or former military service-member performed at least 20 years of service that is creditable in determining that current or former military service-member's eligibility for retired, retainer, or equivalent pay; and the family members of such former spouses. |
| Category C | Reserve Officers Training Corps (ROTC) members, under orders, who are conducting summer training or orientation visits aboard MCB CamPen. |
| Category D | Employees of the Red Cross and their family members who are required to reside aboard MCB CamPen. |

Figure 2-1.--Patron Category Key

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Category E	Family members of honorably discharged veterans who have a 100 percent service connected disability.
Category F	Civilian employees, in a temporary duty status, who are residing aboard MCB CamPen.
Category G	Agents or representatives of other government departments, outside DoD, where the CG determines the desired supplies/services cannot be conveniently obtained elsewhere.
Category H	Civilian employees and visitors aboard MCB CamPen (upon approval of the CG or local Commander).
Category I	Active duty personnel of the Armed Forces of a foreign nation visiting MCB CamPen.
Category J	Personnel of authorized welfare service organizations aboard MCB CamPen.
Category K	Members of the National Defense Executive Reserve.
Category L	United States DoD (APF) employees, retired DoD civilians and their family members.
Category M	MCCS NAF employees, their immediate families, and eligible federal employees who are assigned to MCCS division activities, and their immediate family members.

Figure 2-1.--Patron Category Key-Continued

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X = Eligible to use activity/facility (Usage of activities/facilities listed below is based upon availability).

ACTIVITY
Semper Fit Division

PATRON CATEGORIES

		A	B	C	D	E	F	G	H	I	J	K	L	M
a	Marina	X	X	X	X	X	X						X	X
b	Race Series	X	X	X	X	X	X						X	X
c	Auto Skills Center	X	X	X	X	X	X						X	X
d	Auto Skills Center Retail Shop	X	X	X	X	X	X						X	X
e	Swimming Pool	X	X	X	X	X	X						X	X
f	Stables	X	X	X	X	X	X						X	X
g	Recreational Checkout	X	X	X	X	X	X						X	X
h	Camping Sites	X	X	X	X	X	X						X	X
i	RV Sites	X	X	X	X	X	X						X	X
j	Gymnasiums/Fitness Centers	X	X	X	X	X	X						X	X
k	Youth Sports	X	X	X	X	X	X						X	X
l	SMP Recreation Programs*	X												
m	SMP Recreation Centers*	X												
n	Health Promotion Programs	X	X	X	X	X	X						X	X
o	Lake O'Neill	X	X	X	X	X	X						X	X
p	Skeet and Trap Range	X	X	X	X	X	X						X	X

* = Limited to active duty personnel only.

Figure 2-2.--MCIWEST-MCB CAMPEN MCCS Activity Patron Eligibility Guide

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ACTIVITY
Business Operations Division

PATRON CATEGORIES

		A	B	C	D	E	F	G	H	I	J	K	L	M
a	Pacific Views Event Center (PVEC)	X	X	X	X	X	X	X	X	X	X	X	X	X
b	Temporary Lodging Facilities	X	X	X		X	X	X	X	X			X	X
c	Snack Bars	X	X	X	X	X	X	X	X	X	X	X	X	X
d	Catering Trucks	X	X	X	X	X	X	X	X	X	X	X	X	X
e	Marine Corps Exchanges	X	X	X	X	X	X			X				X
f	Other Retail Outlets	X	X	X	X	X	X			X				X
g	Service Stations	X	X	X	X	X	X			X				X
h	Military Clothing Store	X		X		X								
i	Beauty Shop	X	X	X	X	X	X			X			X	X
j	Barber Shop	X	X	X	X	X	X			X			X	X
k	Car Rental	X	X	X	X	X	X			X			X	X
l	Vending Machines	X	X	X	X	X	X	X	X	X	X	X	X	X
m	Pay Phone Center	X	X	X	X	X	X	X	X	X	X	X	X	X
n	Optical Shop	X	X	X	X	X	X			X			X	X
o	Tailor Shop	X	X	X	X	X	X			X			X	X
p	Laundries	X	X	X	X	X	X			X			X	X
q	Car Washes	X	X	X	X	X	X			X			X	X
r	Dental	X	X	X	X	X	X			X			X	X
s	Car Custom	X	X	X	X	X	X			X			X	X
t	Dry Cleaners	X	X	X	X	X	X			X			X	X
u	Income Tax Services	X	X	X	X	X	X			X			X	X
v	Oil Exchange	X	X	X	X	X	X			X			X	X
w	Paintball	X	X	X	X	X	X	X	X	X	X	X	X	X
X	Florist	X	X	X	X	X	X			X			X	X
y	Shuttle Service	X	X	X	X	X	X			X			X	X
z	Budget Truck Rental	X	X	X	X	X	X			X			X	X
aa	UPS	X	X	X	X	X	X			X			X	X
bb	Watch and Jewelry Repair	X	X	X	X	X	X			X			X	X
cc	Game Stop	X	X	X	X	X	X			X			X	X
dd	All Fast Food and Sit Down Restaurants	X	X	X	X	X	X	X	X	X	X	X	X	X
ee	Ticket Outlets (ITT)	X	X	X	X	X	X						X	X
ff	Latitudes Travel	X	X	X	X	X	X						X	X
gg	Bowling Lanes	X	X	X	X	X	X	X	X	X	X	X	X	X
hh	Golf Course	X	X	X	X	X	X	X	X	X	X	X	X	X
ii	Golf Course Retail Shop	X	X	X	X	X	X	X	X	X	X	X	X	X
jj	Scuba	X	X	X	X	X	X						X	X
kk	Del Mar Beach Cottages	X	X	X	X	X	X						X	X
ll	San Onofre Beach Cottages	X	X	X	X	X	X						X	X

Figure 2-2.--MCIWEST-MCB CAMPEN MCCS Activity Patron Eligibility Guide-
Continued

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ACTIVITY
Marine & Family Programs Division

PATRON CATEGORIES

		A	B	C	D	E	F	G	H	I	J	K	L	M
a	Libraries	X	X	X	X	X	X						X	X
b	Youth Activities		X										X	X
c	Childcare Facilities		X										X	X
d	Exceptional Family Member Program (EFMP)	X												
e	Family Readiness	X	X	X		X				X				
f	Education Center/Personal & Professional Development - Education	X	X	X	X	X	X	X	X	X	X	X	X	X
g	Behavioral Health - Counseling Services & Behavioral Health - Consolidated Substance Abuse Counseling Center	X*	X*											
h	Chaplain's Religious Enrichment Development Operation	X	X	X		X				X				
i	Personal & Professional Development - Resources	X	X	X	X	X	X	X	X	X	X	X	X	X

* Counseling Services/Consolidated Substance Abuse Counseling Center
Eligible patrons (see Figure 2-1) include the following:

- A -1: Active Duty military personnel
- A -2: Must be on Active Duty
- B -1: Screening only
- B -2: Screening only, if spouse is Active Duty

Figure 2-2.--MCIWEST-MCB CAMPENO MCCS Activity Patron Eligibility Guide-
Continued

Chapter 3

Assistant Chief of Staff, G-3/5

1. Command Responsibility. The AC/S G-3/5, Operations, Training, and Plans Directorate, is responsible to the CG MCIWEST-MCB CAMPEN via the Chief of Staff (C/S). The G-3/5 is composed of six divisions: Range and Training Area Management Division, Training Support Division, Range Operations Division, Operations Division, Aviation Division and Plans Division.

2. Mission. The AC/S G-3/5 Operations, Training, and Plans coordinates; develops and implements plans and policy; manages and facilitates programs; and directs operations in support of MCIWEST-MCB CAMPEN Installations, Operating Forces, Formal Schools and Tenant Commands in the areas of Range and Training Area Management, Operations and Mission Assurance, Range Operations, Training Support, Aviation Operations and Deliberate/Long Range Planning in order to promote combat readiness, and provide installation command and control.

3. Division Breakdown (By Function). The functions of the G-3/5 are summarized as following:

a. Range and Training Area Management Division. Develops, programs, implements and manages a comprehensive range complex management plan, providing modernized, capable, and sustained ranges and training areas. Installation ranges and training areas will provide adequate, robust and maintained training infrastructure and systems, supporting the Operating Forces, formal schools, and tenant commands' current and future requirements, pre-deployment training, and programs of instruction. Installation range and training area capabilities are inclusive of ground and air capabilities, and are integrated with DoD maritime capabilities.

b. Training Support Division. Provides full spectrum training support for all units training aboard MCB CamPen to complete Pre-deployment Training Plan, Blocks I through III, through the use of live and virtual training systems to provide Marines with the most realistic training environment while they prepare for combat.

c. Range Operations Division. Supports safe, three dimensional realistic training environments through efficient range and training facility scheduling, timely de-confliction of live-fire training events, effective special use airspace management, and annual rifle and pistol re-qualification.

d. Operations Division. Provides support in the coordination, management and supervision of operational requirements for the MCIWEST-MCB CAMPEN Command Center; Mission Assurance; Force Deployment Planning and Execution; Mobilization of activated Reserves; All Hazards Program (AHP) management; special events and ceremonies; non-federal entities; Base organizations; training programs; operations and field exercises including Nuclear, Biological, Chemical and Formal Schools; and training exercises for selected units. Additionally, OPS Div coordinates:

(1) Combat Camera.

(2) Explosive Ordnance Disposal (EOD).

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(3) History and Museum.

(4) MCIWEST-MCB CAMPEN Command Center (Crisis Action Team, Command Duty Officer).

e. Aviation Operations. Coordinates, develops, and implements regional policies, programs, and operations as the regional aviation advocate in support of aviation installation support, regional airspace coordination with the Federal Aviation Administration, including regional air traffic control, special use airspace management, and radar regionalization and military airlift passenger and cargo aircraft services.

f. Plans Division. Facilitates, develops and transitions plans and orders in matters pertaining to deliberate planning, long range planning, doctrine, command relationships, force structure, and communicating the Commander's guidance, decisions and intent.

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Chapter 4

Office of the Staff Judge Advocate

Section 1

Mission, Organization, and Advice Provided

1. Mission. The Staff Judge Advocate (SJA) is the primary legal advisor to the CG MCIWEST-MCB CAMPEN, a general courts-martial convening authority per designation by the Secretary of the Navy. All legal matters within the command will be referred to the office of the SJA. Legal matters involving contact with counsel external to this command will be coordinated by and through the office of the SJA. The SJA is the designated Standards of Conduct and Ethics Counselor for the command and the designated initial denial authority for Freedom of Information Act (FOIA) and Privacy Act (PA) requests.

2. Organization. The office of the SJA consists of the SJA, Deputy SJA, Legal Services Chief, Administrative Assistant, and the Military Magistrate. Figure 4-1 is the organizational chart for the office of the SJA. In addition to this chapter, information can also be found at the MCIWEST-MCB CAMPEN website, SJA section. The SJA handles the following responsibilities:

a. Administrative Law. Military administrative separation matters and separations in lieu of trial by court-martial as required by MCO P1900.16 (MARCORSEPMAN). This includes legal review of misconduct-based administrative separations and certain separations in the best interest of the government. The office of the SJA prepares endorsements for the separation authority for administrative separations and forwards administrative separation packages to CMC (MMSB).

b. Civil Law. The SJA is responsible for command advice on all administrative and civil law matters and for ensuring compliance with Federal and State laws and regulations. This includes advice on civil liability, FOIA and PA matters, standards of conduct and government ethics, and JAGMAN investigations. Attorneys ensure that staff and command sections are in compliance with administrative and regulatory laws when providing responses to requests for legal opinions, reviewing MCIWEST-MCB CAMPEN Orders, reviewing Memorandums of Understanding (MOU) and Memorandums of Agreement (MOA).

c. Standards of Conduct and Joint Ethics. The SJA is the designated Ethics Counselor for MCIWEST-MCB CAMPEN. The SJA coordinates annual training and ensures completion of confidential financial disclosure reports filed by MCB personnel and public financial disclosure reports by general and flag officers. Attorneys prepare legal opinions for conflict of interest issues such as travel benefits, outside government employment, political activities, and activities with non-federal entities, fundraising, gifts, and use of government resources. In addition, both semi-annual and annual ethics reports are provided to appropriate authorities.

d. Confidential Financial Disclosure Reports. The purpose of the financial disclosure report is to assist federal agencies in identifying potential conflicts of interest between official duties of employees and their private financial interests and affiliations. The Office of Government

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Ethics establishes the rules and regulations for both public and confidential financial disclosure systems for DoD personnel. Per MCO P5800.16, the following responsibilities for the submission and review of financial disclosure reports are established.

(1) All COs, Officers in Charge (OICs), and Directors shall ensure that all military personnel and civilian employees within their organizations, units, or sections are familiar with the provisions and requirements of MCO P5800.16, chapter 11.

(2) The SJA will provide annual ethics training concerning confidential financial disclosure reports and is responsible for the collection and review of all required OGE 450 Confidential Financial Disclosure Reports by MCIWEST-MCB CAMPEN staff and personnel.

3. Western Area Counsel's Office. The Western Area Counsel Office (WACO) was established to provide installation law support on environmental and land use law, civilian personnel management law, and acquisition and procurement law to MCIWEST-MCB CAMPEN and other MCIWEST bases. The SJA and WACO coordinate their efforts to ensure commanders and staff officers receive timely and quality legal advice and assistance. When appropriate, they provide coordinated responses to requests for legal review, exchange copies of attorney work product and written opinions to prevent duplication of effort, and ensure effective communication and legal support to this command and its personnel.

4. Legal Services Support Section - West. The Legal Services Support Section (LSSS) - West provides consolidated legal services to all operating forces, supporting establishment commands, and individual Marines and sailors within the Western Region. The office of the SJA and LSSS-West coordinate their efforts to ensure proper provision of legal advice and legal services in the areas of military justice, complex prosecutions, Special Assistant United States Attorney (SAUSA) issues, legal assistance, and Regional Civil Law. Constant and effective coordination will ensure quality and accurate legal advice is provided by the SJA without unnecessary duplication of effort.

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Staff Judge Advocate, MCIWEST-MCB CAMPEN organizational chart

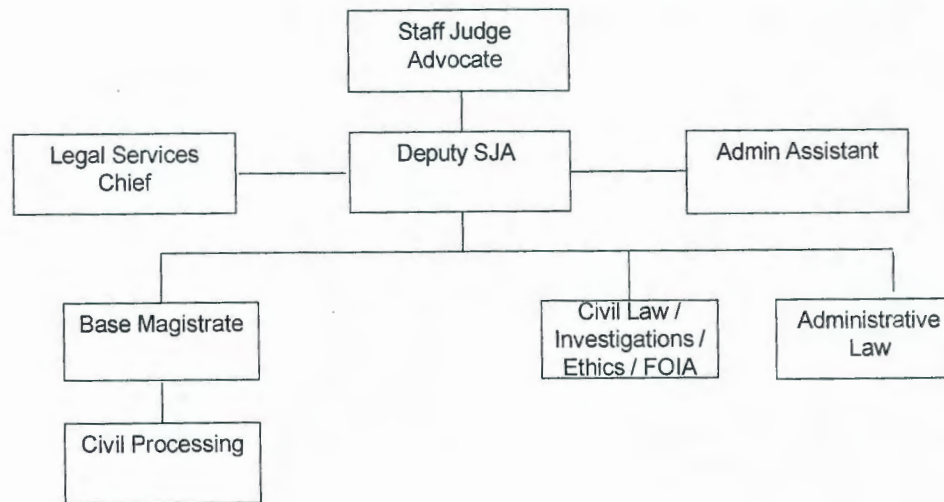


Figure 4-1.--Staff Judge Advocate, MCIWEST-MCB CAMPEN organizational chart

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Section 2

Order and Notice to Vacate Base

1. Authority. The CG MCIWEST-MCB CAMPEN has the authority to exclude from MCB CampPen any person whose presence threatens or tends to threaten the peace and security of the installation. It is also within the CG's authority to remove a person found to have committed a breach of laws or regulations aboard the installation, and to order the person not to reenter the installation. Per SECNAV MEMO to CMC of 7 October 2008, identified sex offenders are also prohibited access to MCB CampPen as permitted by law or not otherwise authorized access by competent authority. The authority to issue an order and notice to vacate Base (Bar Order) is delegated to: the "Acting" MCIWEST-MCB CAMPEN Commander; C/S, SJA, and the SAUSA if a civilian is convicted of an offense or agrees to a deferred prosecution for an offense, in United States District Court. The Review Officer, Legal Services Support Section, in cases in which an active duty service member is placed on voluntary or involuntary appellate leave may also issue a Bar Order. Any subordinate commander may refer cases to the CG MCIWEST-MCB CAMPEN (Attn: SJA) and request that a person be barred from all Marine Corps Installations within MCIWEST-MCB CAMPEN.

2. Information

a. Persons who violate the laws and regulations of a Marine Corps installation have demonstrated an unwillingness or inability to conform to appropriate behavior. The broad discretion accorded Installation commanders to summarily exclude persons from the Base is necessary to allow full execution of the duty to maintain order, security, and discipline necessary to military operations.

b. 18 U.S.C. 1382 provides that whomever enters a federal military installation for an unlawful purpose, or who reenters such an installation after having been ordered not to reenter, may be fined not more than \$500 or imprisoned for not more than six months, or both.

3. Procedure. Whenever it appears appropriate to issue a Bar Order (Figure 4-2 and 4-3) to a civilian, a report shall be made to the CG MCIWEST-MCB CAMPEN (Attn: SJA). The report will include the identity of the violator, a permanent home address, a copy of the Violation Notice (DD Form 1805) issued by a member of the Provost Marshal's Office or other law enforcement agency (if any) and any other documentation which would justify debarment. If a Bar Order may be appropriate and a civilian offender is entitled to an Armed Forces Identification Card, is employed aboard MCB CampPen, or possesses a valid business pass, the civilian will be notified of the right to request a hearing before the Base Magistrate. The notification will advise the civilian of the reason why they may be permanently barred, that they may present evidence at the hearing, and that failure to request a hearing within seven days of receipt of the notification will constitute a waiver of the right to a hearing (see Figure 4-4). If requested, the Base Magistrate will conduct the hearing and recommend to the CG MCIWEST-MCB CAMPEN (Attn: SJA) whether a Bar Order is appropriate. After a review of the report and the Base Magistrate's recommendation, a decision whether to issue a Bar Order will be made.

4. Action

a. Base Provost Marshal. Whenever it appears appropriate to issue a Bar Order, including all cases when a civilian is apprehended for violation of a law or regulation aboard MCB CamPen, report the matter to the CG MCIWEST-MCB CamPen (Attn: SJA). The report will include the identity of the alleged violator, a permanent home address, a copy of the Violation Notice (DD form 1805), issued by a member of the Provost Marshal's Office (PMO), and a brief written description of the circumstances of the apprehension.

b. Staff Judge Advocate

(1) Upon receipt of a violation report, review the report of the alleged wrongdoing to determine whether issuance of a Bar Order is appropriate and whether the alleged wrongdoer has the right to request a hearing. Serve the Bar Order by following the procedures in paragraph 4.e of this section.

(2) Civilians

(a) No Right to Hearing. If a Bar Order is appropriate, and the offender is neither entitled to an Armed Forces Identification Card nor is employed aboard MCB CamPen, any person authorized to issue Bar Orders may issue such an order.

(b) Right to Hearing. If a civilian offender is entitled to an Armed Forces Identification Card (e.g., retired or dependent's card), is employed aboard MCB CamPen, or possesses a valid business pass, and a Bar Order may be appropriate, the SJA will notify the civilian of the right to request a hearing. The notification will advise the individual of why he may be permanently barred and also advise the individual of the right to present evidence, either written or oral. Failure to request a hearing within seven calendar days from receipt of the notification letter will constitute waiver of the right to a hearing and the possibility of the individual being summarily barred from the Base. When the seventh day is a non-working day, the request for hearing must be received by the next working day. The Base Magistrate will conduct the hearing. Nothing in this Order prohibits or restricts a temporary Bar Order from being issued to a person who has a right to a hearing. However, issue temporary Bar Orders to individuals who have a right to a hearing in extreme cases only.

c. Commanders. During the administrative discharge process, and when a punitive discharge is executed, review the service member's conduct to determine whether a Bar Order is appropriate. If appropriate, coordination to effect debarment should be conducted with the SJA MCIWEST-MCB CAMPEN.

d. Base Magistrate. When a hearing is required the Base Magistrate will investigate the circumstances of the alleged wrongdoing and recommend whether a Bar Order is appropriate. The Magistrate may also recommend a modified Bar Order. Such modification in the case of a Marine Corps Base employee, for example, might include restriction from the Marine Corps Base except for the most direct route between the main gate and place of employment. The Base Magistrate will report his findings to the Staff Judge Advocate, who will review the case and forward it to the Commanding General for decision.

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e. Delivery of Order and Notice to Vacate Base. The Bar Order will be served personally or by mail, return receipt requested, by the SJA or his designee. Forward the proof of service, a copy of the Bar Order, and copies of related correspondence to PMO for retention. If the Bar Order forwarded to the individual is returned to the command as undeliverable, the envelope bearing the undeliverable Bar Order and copies of correspondence relating to it will be forwarded to PMO for retention and personal delivery to the individual should the individual attempt to gain access to MCB CampPen. The person delivering the Bar Order shall complete an affidavit reflecting the time and date the service was effected and signs the affidavit. The affidavit shall be retained at PMO.

f. Temporary Bar Order. The C/S, Staff Secretary, command Adjutant, Deputy Adjutant, or another commissioned officer designated by the C/S, are delegated authority to issue a "temporary Bar Order" along with the SJA, Deputy Staff Judge Advocate, and the SAUSA (Figure 4-6). The Command Duty Officer is also delegated the authority to issue a temporary Bar Order after normal working hours, on holidays, and on weekends. Temporary Bar Orders shall be forwarded to the CG MCIWEST-MCB CAMPEN (Attn: SJA) for consideration of a permanent Bar Order. Requests for reconsideration of temporary Bar Orders may be addressed to the CG MCIWEST-MCB CAMPEN (Attn: SJA). The temporary Bar Order will be effective for 10 days from receipt. Officers delegated the authority to issue a temporary Bar Order may require that the civilian be escorted to the Base Headquarters for personal service of the temporary Bar Order. Forward a copy of the temporary Bar Order to the CG MCIWEST-MCB CAMPEN (Attn: SJA) upon resumption of normal workday routine for consideration of a permanent Bar Order.

g. Apprehension of Individuals Issued an Order and Notice to Vacate Base. Persons apprehended aboard MCB CampPen who have previously been issued a Bar Order shall be issued a Violation Notice, DD Form 1805, for violation of 18 U.S.C. Section 1382 (trespassing) by a member of PMO and escorted off-Base.

h. Appeal. Persons issued a Bar Order may appeal the issuance of the Order by submitting a written appeal within 20 days of the issuance of the order. Appeals shall be addressed to the CG MCIWEST-MCB CAMPEN (Attn: Inspector General), Box 555010, Camp Pendleton, California 92055.

5. Criminal Proceedings. The procedures and sanctions provided in this Order are administrative in nature only. SECNAVINST 5822.1 states charges should not be preferred against civilians for trial before U.S. Magistrates unless other means, such as exclusion from MCB CampPen, have been determined to be inadequate or inappropriate. The SJA may initiate criminal proceedings when appropriate.

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Sample Order and Notice to Vacate Base

[SUBJECT'S NAME]
[SUBJECT'S ADDRESS]
[CITY, STATE ZIP]

**ORDER AND NOTICE TO VACATE MARINE CORPS BASE, CAMP PENDLETON, CALIFORNIA
92055 AND ALL MARINE CORPS INSTALLATIONS WEST**

You are ordered not to enter Marine Corps Base, Camp Pendleton; Marine Corps Air Station, Camp Pendleton; Marine Corps Air Station, Miramar; Marine Corps Logistics Base, Barstow; or Marine Corps Air Station, Yuma, Arizona and with the consent of the Commander of the following installations, Marine Corps Recruit Depot, San Diego; Marine Corps Air Ground Combat Center, 29 Palms and Marine Corps Warfare Training Center, Bridgeport, California effective the date of this letter. This order has been issued after a review of the circumstances giving rise to this action, namely: (STATE REASONS FOR ISSUING BAR ORDER.)

You are given notice that any reentry or attempt to reenter any of the above installations without the written permission of the Commanding General or Commanding Officer of that installation will constitute a violation of Section 1382 of Title 18, United States Code, which provides:

"Whoever, within the jurisdiction of the United States, goes upon any military, naval or Coast Guard reservation, post, fort, arsenal, yard, station, or installation, for any purpose prohibited by law or lawful regulation; or

Whoever reenters or is found within any such reservation, post, fort, arsenal, yard, station, or installation, after having been removed therefrom or ordered not to reenter by any officer or person in command or charge thereof shall be fined not more than \$5000.00 or imprisoned not more than six months, or both."

You will be prosecuted by the United States Government in U.S. District Court if you violate this order.

Should you desire to appeal this Order, you must submit a written appeal addressed to the Commanding General, Marine Corps Installations West-Marine Corps Base, Camp Pendleton, Attention: Command Inspector, Box 555010, Camp Pendleton, CA 92055-5010, postmarked within 5 calendar days of the date of this Order.

[COMMANDING GENERAL'S NAME]
[COMMANDING GENERAL'S GRADE]
U.S. Marine Corps

Copy to:

MilMag	Base Access Control Branch, SES
PMO (PolRec)	AC/S MCCA
SAUSA	Dir, Base Housing

Figure 4-2.--Sample Order and Notice to Vacate Base

Sample Record of Service of Order and Notice to Vacate Base

RECORD OF SERVICE OF ORDER AND NOTICE TO VACATE MARINE CORPS BASE, CAMP
PENDLETON, CALIFORNIA 92055 AND ALL MARINE CORPS INSTALLATIONS WEST

[SUBJECT'S NAME]
[SUBJECT'S ADDRESS]
[CITY, STATE ZIP]

- I certify that on _____, I personally:
- () delivered this Order and Notice to Vacate to _____, but
he/she refused to sign it; or
 - () sent the original of this Order and Notice to Vacate by
registered/certified mail (Registered/Certified Receipt # -
_____) to the last known address listed above.
 - () delivered this Debarment Order to _____; or
 - () sent the original of this Debarment Order by registered/certified mail
(Registered/Certified Receipt # _____) to the last
known address listed above.

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Sample of Notice of Hearing Letter to Vacate Base

[SUBJECT'S NAME]
[SUBJECT'S ADDRESS]
[CITY, STATE, ZIP]

NOTIFICATION OF HEARING TO VACATE MARINE CORPS BASE, CAMP PENDLETON,
CALIFORNIA 92055 AND ALL MARINE CORPS INSTALLATIONS WEST

1. You are hereby notified that the Commanding General, Marine Corps Installations West-Marine Corps Base, Camp Pendleton may exclude you from Marine Corps Base, Camp Pendleton and all Marine Corps Installations West by reason of (SPECIFIC REASON FOR BAR LETTER).
2. Before being excluded from Marine Corps Base, Camp Pendleton and all Marine Corps Installations West, you have the right to an administrative hearing before the Base Magistrate for Camp Pendleton, California. At this hearing you have the right to appear and to present evidence, either orally or in writing, as to why you should not be excluded from Marine Corps Base, Camp Pendleton and all Marine Corps Installations West.
3. You have seven calendar days from receipt of this letter to request a hearing. A failure to request a hearing within seven calendar days will constitute waiver of your right to a hearing and you may be summarily barred from Marine Corps Base, Camp Pendleton and all Marine Corps Installations West. The Base Magistrate can be reached at (760) 725-5074.
4. The findings and recommendations of the Base Magistrate will be forwarded to the Staff Judge Advocate for review, prior to final determination by the Commanding General.

//signed//

I certify that on _____, I have received and:
() read this Order and Notice to Vacate, and understand the contents thereof;

//signed//

Figure 4-4.--Sample Notice of Hearing Letter to Vacate Base

Sample Temporary Order and Notice to Vacate Base

To: _____

You are hereby ordered to leave Marine Corps Base, Camp Pendleton, California for the following reasons:

() Your presence on board Marine Corps Installations West-Marine Corps Base, Camp Pendleton threatens or tends to threaten the peace and security of the Base because: _____

() Violation of law or lawful regulation, to wit: _____

() Your presence on board Marine Corps Installations West-Marine Corps Base, Camp Pendleton threatens or tends to threaten the morale and discipline of Armed Forces personnel aboard this Base because: _____

You are hereby given notice that any reentry or attempt to reenter Camp Pendleton, California without the written permission of the Commanding General, Marine Corps Installations West-Marine Corps Base, Camp Pendleton will constitute a violation of Section 1382, Title 18 United States Code, which provides:

Whoever, within the jurisdiction of the United States, goes upon any military, naval, or Coast Guard reservation, post, fort, arsenal, yard, station, or installation, for any purpose prohibited by law or lawful regulations; or

Whoever reenters or is found within any such reservation, post, fort, arsenal, yard, station, or installation, after having been removed therefrom or ordered not to reenter by any officer or person in command or charge thereof-

Shall be fined not more than \$500.00 or imprisoned not more than six months, or both.

These offenses are triable by the U.S. District Court. This Order is effective for ten days from receipt.

By Authority of the
Commanding General

Sample Record of Service of Temporary Order and Notice to Vacate Base

- () I hereby acknowledge that I have read the foregoing TEMPORARY ORDER AND NOTICE TO VACATE BASE. I understand the contents thereof and that I am subject to prosecution in the U.S. District Court if I violate the provisions of 18 U.S. Code Section 1382.
- () Subject has been read the foregoing TEMPORARY ORDER AND NOTICE TO VACATE BASE and has indicated understanding of its content, but refuses to sign it.
- () I certify that the original of this letter was sent to the last known address of subject by registered/certified mail (Registered/Certified Receipt # _____) on _____.
(Date)

Accused's Signature

Date

Witness Signature

Print Name

Print Name

Status (Dep, Ret, Civ)

SSN

Address

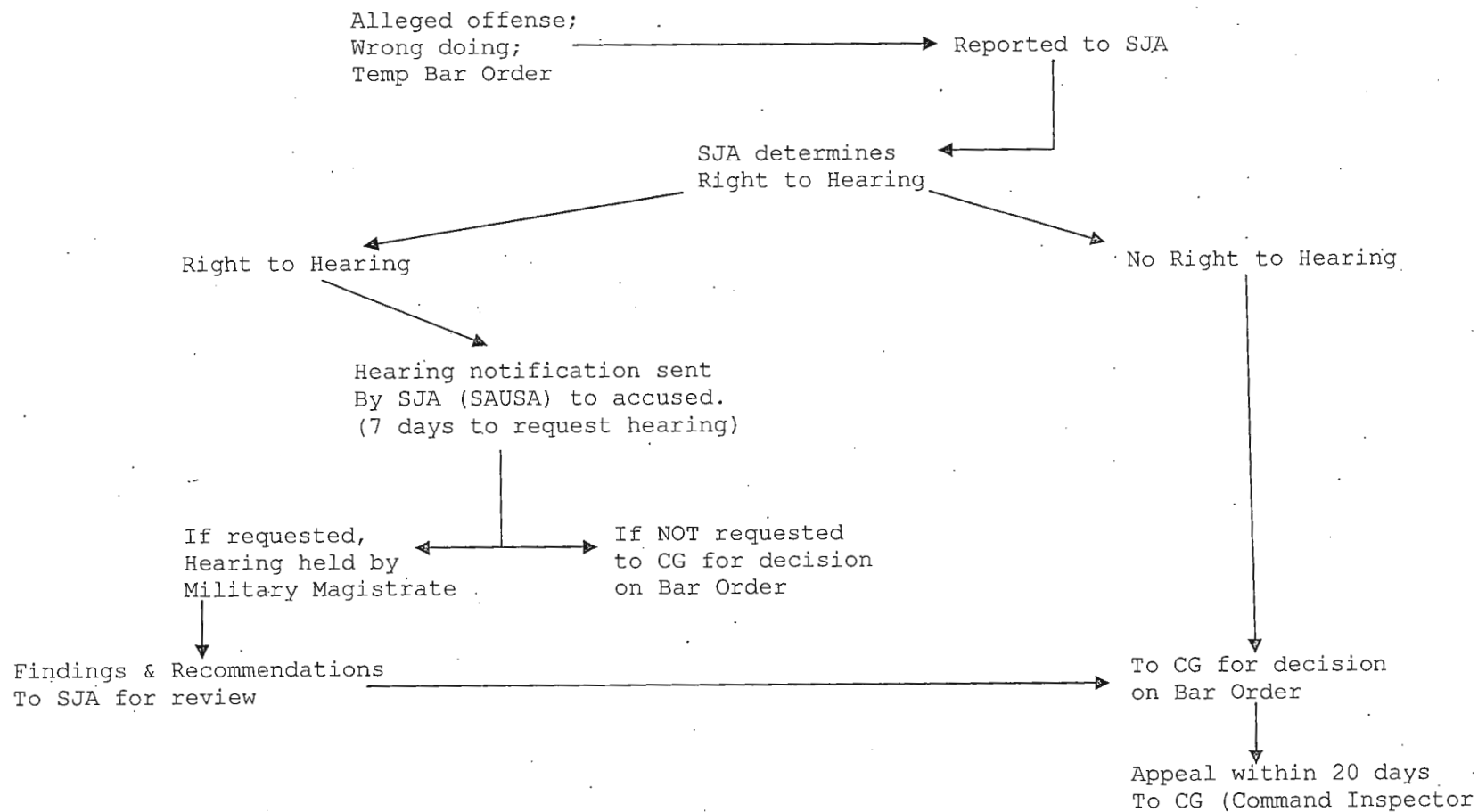
City, State, Zip

Phone #

Figure 4-6.--Sample Record of Service of Temporary Order and Notice to Vacate Base

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Flow Chart for Order and Notice to Vacate Base



General)

Figure 4-7.--Flow Chart for Order and Notice to Vacate Base

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Section 3

Base Magistrate

1. General. The Office of the Base Magistrate operates under the supervision and direction of the office of the Staff Judge Advocate. The Office of the Base Magistrate is responsible for six primary functional areas, specifically:

a. To serve as the Traffic Hearing Officer in the adjudication of all traffic violations which occur aboard MCB CamPen.

b. To serve as the Hearing Officer in the adjudication of incidents of misconduct which occur aboard MCB CamPen involving residents and bona-fide guests within Public Private Venture (PPV) and Government housing, incidents involving theft of monies and merchandise from the MCCS facilities, incidents of juvenile misconduct, pet revocation hearings, and other acts of misconduct occurring aboard the Base.

c. To identify, train, and supervise qualified Field Grade Officers to serve as the Initial Review Officer (IRO) in order to review the probable cause determination and necessity for continued pre-trial confinement for personnel held in a pre-trial confinement status within the MCB CamPen Brig Facility.

d. To serve as the primary liaison between the personnel who are stationed, work, and reside aboard MCB CamPen and authorized civilian personnel and agencies who are permitted to conduct service of process aboard MCB CamPen.

e. To serve as the primary liaison between the commands aboard MCB CamPen and the civilian law enforcement agencies concerning Military Protective Orders.

f. To serve as the Base Insurance Officer.

2. Traffic Court

a. General. This section of the Base Regulations is derived and governed by MCO 5110.1, which establishes the policy, responsibilities, and procedures for motor vehicle traffic supervision on military installations in the continental United States. Information not specifically addressed within this Order can be found within the governing reference.

b. Information. Driving a government-owned vehicle, or privately-owned vehicle (POV) aboard MCB CamPen is a privilege, not a right. Persons who accept the privilege will:

(1) Comply with all Federal and applicable California motor vehicle laws and regulations while operating a motor vehicle aboard MCB CamPen;

(2) Comply with installation vehicle registration requirements outlined in MCO 5110.1 and

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(3) While operating a motor vehicle, produce, on demand, to law enforcement personnel the following documents:

(a) Proof of vehicle ownership or state registration.

(b) Proof of automobile insurance.

(c) A valid state driver's license or OF346 (U.S. Government Motor Vehicle Operator's Identification Card), and an Armed Forces Identification Card, or other appropriate identification for non-DoD civilians.

c. Implied consent. Persons who accept Base driving privileges implicitly give their consent to evidentiary tests. The tests are used to determine the alcohol or drug content of their blood, breath, or urine for the purpose of determining the apparent influence of alcohol or drugs when lawfully stopped, apprehended while driving, or in physical control of a motor vehicle aboard MCB CampPen.

d. California Penal Code. By virtue of the Assimilative Crimes Act, 18 U.S.C. Section 13 the provisions of the California Vehicle Code (C.V.C.), California Penal Code (C.P.C.) and other applicable state laws are made a part of Federal law applicable aboard MCB CampPen.

e. Applicability. This Order applies to all military and civilian personnel who operate a motor vehicle aboard MCB CampPen and Naval Weapons Station, Fallbrook. Violations of any provision of this Order or applicable Federal or State laws and regulations may provide a basis for both administrative action and criminal prosecution. Administrative action may include the assessment of points, temporary suspension, or revocation of an operator's Base driving privileges for both privately-owned vehicles and government-owned vehicles. Administrative action does not preclude criminal action taken by the U.S. Government in Federal Court to prosecute military members or civilians, nor does it preclude action by a military member's command to prefer charges under the Uniform Code of Military Justice (UCMJ). Likewise, civil service personnel may be administratively disciplined under the respective laws and regulations governing their specific Labor Agreement.

f. Issuance and Processing of Traffic Citations

(1) General. Military Police will cite/issue alleged violators with an Armed Forces Traffic Ticket (DD Form 1408) or a Violation Notice (DD Form 1805) depending upon the status of the alleged violator.

(2) Armed Forces Traffic Ticket (DD Form 1408)

(a) The Military Police shall generally issue the DD Form 1408 to Active Duty, Reserve personnel (while in a duty status), Retired Military personnel, DoD Civilian personnel, and military family members.

(b) Upon the issuance of a DD Form 1408, the Military Police Officer shall indicate the place, time, and date that the alleged violator is required to appear before the Base Magistrate on the DD Form 1408.

(c) In addition, if the alleged violator fails to appear or to request a continuance that action may constitute a waiver of the right to

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appear before the Base Magistrate, and that the Base Magistrate may resolve the matter in the alleged violator's absence.

(3) United States District Court Violation Notice (DD Form 1805)

(a) The Military Police shall generally issue the DD Form 1805 to "non-DoD connected" civilian personnel; i.e., vendors, contractors, visitors, and military personnel who will be separating from Active Duty within 30 days from the date of the citation.

(b) Upon the issuance of a DD Form 1805, the Military Police officer shall explain the process involved in having this matter adjudicated by the United States District Court.

g. Adjudication Procedures

(1) The CG MCIWEST-MCB CAMPEN delegates the authority to take administrative action in traffic violation matters to the Base Magistrate. The Base Magistrate may appoint and supervise Alternate Traffic Hearing Officers as needed to ensure timely due process of traffic violation cases.

(2) Security Battalion, PMO, Police Records prepare all relevant documentation of traffic violations for submission and adjudication by the Base Magistrate.

h. Administrative Due Process

(1) A person issued a traffic citation which may result in point assessment, temporary suspension, or revocation of driving privileges, has the right to appear before the Base Magistrate for a hearing on the matter. Failure to appear at the time designated shall constitute a waiver of the right to a hearing and the Base Magistrate may resolve the matter on the basis of the available evidence. The citation issued by the Military Police Officer, with a notice of the violation and of the time and place to appear, shall constitute proper notice.

(2) In those cases which do not require a mandatory appearance before the Base Magistrate, the violator may waive their right to appear in person and enter a plea of guilty, by contacting Police Records, Building 1523, (760) 725-0819.

(3) Individuals shall have the following rights during the Hearing before the Base Magistrate:

(a) To make a statement or remain silent;

(b) To enter a plea of "not guilty," "nolo contendere," "guilty," or "guilty with an explanation." A plea of nolo contendere (no contest) is considered the equivalent of a plea of guilty;

(c) To present all reasonably available witnesses or documents;

(d) To require the Military Police Officer's presence;

(e) To representation by civilian counsel at the individual's expense, assuming it will not create a delay in the hearing;

(f) To request a private hearing, based upon good cause;

(g) To appeal to the CIG, the decision of the Base Magistrate.

i. On-Base Drinking Under the Influence (DUI) Offenses

(1) Per MCO 5110.1, personnel, to include active duty, reserve personnel (while in a duty status), retired members, DoD civilian personnel, and military family members cited for an on-base DUI driving offense will be cited and issued a DD Form 1408 and a Preliminary Letter of Suspension which shall remain in effect pending the final adjudication by the Base Magistrate.

(2) Per MCO 5110.1, non-DoD connected personnel and active duty personnel separating from service within 30 days of the citation date for an on-base DUI driving offense will be cited and issued a DD Form 1805 and will be required to appear before the United States District Court for adjudication of the offense. In addition, these individuals will be issued the appropriate Bar Letter.

j. Off-Base DUI Offenses. Per MCO 5110.1, active duty, reserve personnel (while in a duty status), and DoD Civilian personnel, cited for an off-base DUI will be issued a Preliminary Letter of Suspension via their chain of command by the PMO (Police Records). Additionally, upon notification of the incident by the appropriate civilian law enforcement agency active duty family members, who reside aboard MCB CamPen; will also be issued a Preliminary Letter of Suspension via certified mail. All DUI citations, whether on or off-base require a mandatory appearance before the Base Magistrate.

k. Use of Illegal Drugs

(1) Per MCO 5110.1, active duty, reserve personnel (while in a duty status), DoD civilian personnel, and military family members cited for the wrongful possession of drugs or drug paraphernalia aboard MCB CamPen will be immediately issued a DD Form 1408 and a Preliminary Letter of Suspension which shall remain in effect pending the final adjudication by the Base Magistrate.

(2) Per MCO 5110.1, non-DOD connected personnel cited for the wrongful possession of drugs or drug paraphernalia aboard MCB CamPen will be immediately cited and issued a DD Form 1805 and will be required to appear before the United States District Court for adjudication of the offense. This provision also applies to Active Duty personnel that are separating from service within 30 days from the date of the citation. In addition, these individuals will be issued the appropriate Bar Letter.

(3) When a commander possesses credible evidence of the use, possession, or distribution of illegal drugs which pose a threat to safety, good order and discipline, the commander may request that the CG MCIWEST-MCB CAMPEN (Attn: Base Magistrate) suspend/revoke the driving privileges of the offender for a period not to exceed 12 months (see Figure 4-8).

l. Base Traffic Court Violations Sentencing Matrix

(1) The Base Traffic Court Violations Sentencing Matrix establishes a uniform administrative system to adjudicate traffic violations which occur

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aboard MCB Campen. The system is based upon the assessment of "points" for minor violations and increases in severity of penalty, which may include Suspension or Revocation of driving privileges for more serious offenses (see Figure 4-11).

(2) In addition to the assessment of points, suspension, or revocation of driving privileges, an individual may be subject to the following remedial measures:

(a) Required attendance and completion of Remedial Driver Course.

(b) Required attendance and completion of the Motorcycle Safety Training Course.

(c) Referral to an appropriate level Alcohol and Drug Program.

(3) Military and/or civilian personnel licensed to operate government-owned vehicles (both tactical and commercial), and who have had their state driving privileges suspended or revoked for any reason, are prohibited from operating government owned vehicles until their state driving privileges have been reinstated.

(4) Military and/or civilian personnel licensed to operate government-owned vehicles (both tactical and commercial), and who have had their on-base driving privileges suspended or revoked for any reason, are prohibited from operating government-owned vehicles during the stipulated period of suspension or revocation, unless specifically authorized, in writing, by their Battalion/Squadron Commanding Officer.

m. Appeal Procedures

(1) Individuals may appeal the decision of the Base Magistrate; however, the grounds for the appeal must be based upon fact that the sanction was unjust or that the sanction was disproportionate for the offense. An individual's personal belief that they are not guilty of the violation is not a basis for an appeal.

(2) Appeals must be submitted in writing within 10 working days from the date of the hearing, and must be directed to the Office of the Command Inspector via the Base Magistrate. Appeals submitted after the 10 working day submission requirement will not be heard.

(3) Point assessments, suspensions, and revocations shall remain in effect pending the final resolution of the appeal.

n. Request for Limited Driving

(1) Individuals whose driving privileges have been suspended or revoked may request "Limited Driving Privileges."

(2) All requests shall be submitted in writing using the format in Figure 4-10.

3. Misconduct Hearings

a. General. This section of the Base Regulations establishes the policy, responsibilities, and procedures for adjudicating incidents of misconduct, to include family member misconduct within the designated PPV Housing, PPV Housing termination appeal hearings, pet revocation appeal hearings, and other similar type matters. Information not specifically addressed within this Order can be found within BO P11101.31, (Base Housing Regulations).

b. Information. The Base Magistrate is delegated the authority by the CG to convene misconduct hearings, PPV Housing termination appeal hearings, pet revocation appeal hearings, and other similar type matters upon presentation of official investigative complaints, reports, or by direction of the CG or his designee. Upon the conclusion of the hearing and based upon the facts, evidence, and testimony as provided, the Base Magistrate shall take action as follows:

(1) For matters involving PPV Housing, the Base Magistrate shall provide a disposition recommendation to the Director, Central Housing via the AC/S G-F, for final decision.

(2) For all other matters, the Base Magistrate shall have the final decision authority.

c. Notification. The Base Magistrate is responsible for notifying the respondent and the appropriate staff agency of the date, time, and location of the hearing. In addition, prior to the hearing, this Office will provide the respondent with all reports and documents that will be presented at the hearing in order to allow the respondent sufficient opportunity to familiarize themselves with all matters to be presented at the hearing.

d. Rights. Respondents appearing at a hearing before the Base Magistrate will be afforded the following rights:

(1) To receive written notification of the requirement to appear before the Base Magistrate;

(2) To appear in person before the Base Magistrate;

(3) To request, confront, and cross-examine adversarial witnesses;

(4) To present witnesses and evidence on their behalf;

(5) To receive written notification of the final adjudication of the alleged incident of misconduct; and

(6) To appeal the decision of the Base Magistrate to the Command Inspector General (the exceptions are PPV Housing and pet removal hearings where the Base Magistrate is the appeal authority).

e. Recommendation. Upon the conclusion of the hearing, and prior to dismissing all parties, the Base Magistrate will announce his recommendation(s) for the adjudication of the matter. Recommendations may include, but are not limited to:

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- (1) A letter of warning;
- (2) Referral to an appropriate counseling program;
- (3) Restitution to indemnify any loss suffered by a party or parties;
- (4) Strict curfew on weekdays and weekends (juveniles);
- (5) Community service;
- (6) Suspension of the sponsor's and/or family member's MCCA privileges;
- (7) Probation or termination of entitlement to PPV Housing;
- (8) Issuance of a temporary or permanent Bar Order; and/or,
- (9) Referral to the Special Assistant U.S. Attorney for prosecution in Federal Court.

f. Post Hearing

(1) The Base Magistrate shall prepare a summarization of the testimony of all parties and exhibits, with the recommended adjudication action, and forward the report to the appropriate Staff Agency via the SJA for review and final decision.

(2) Once the final decision has been rendered, the Base Magistrate will prepare a "Final Disposition Letter" which will contain the final decision and the procedures for appeal and this information will be mailed via certified mail to the respondent.

g. Appeal Procedures. Except for PPV housing termination and pet removal hearings, individuals may appeal the final decision to the CIG. However, the grounds for appeal must be based upon fact that the sanction was unjust or that the sanction was disproportionate for the offense. An individual's personal belief that he/she is not guilty of the violation is not a basis for an appeal.

4. Initial Review Officer (IRO)

a. General. This section of the Base Regulations establishes the policy, responsibilities, and procedures for the conduct of the IRO hearings. Information not specifically addressed within this Order can be found within the Manual for Courts-Martial, specifically Rule 305, and I MEF/MCB MOA of 9 October 2009.

b. Information. The Base Magistrate is delegated the authority by the CG to identify, train, assign, and supervise qualified Field Grade Officers to serve as IROs. The primary responsibilities are to review the probable cause determination and necessity for continued pre-trial confinement for personnel held in a pre-trial confinement status within the MCB CampPen, Brig Facility.

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(1) Identification of IROs. Per the I MEF/MCB MOA of 9 October 2009, the Base Magistrate shall identify a sufficient number of qualified Field Grade Officers from within I MEF commands and MCIWEST-MCB CAMPEN to fulfill the IRO requirement.

(2) Training of the IROs. Prior to assignment as an IRO, each officer will be required to complete the required training as directed by the Base Magistrate and to observe an IRO Hearing.

(3) Assignment of the IROs. Officers assigned as IROs will generally serve this duty for 6 months, unless otherwise coordinated. The Base Magistrate is responsible for publishing the monthly IRO Duty Schedule.

5. Civil Processing

a. General. This section of the Base Regulations establishes the policy, responsibilities, and procedures for the conduct of all civil processing matters, to include delivery of civil documents and subpoenas, the surrender (turn-over) of military and civilian personnel to civilian law enforcement agencies, coordination of vehicle repossessions, the processing of Military Protection Orders (MPO), and other such related actions. Information not specifically addressed within this Order can be found within the JAGINST 5800. All civil processing matters aboard MCB Campen will be coordinated by the Base Magistrate. For questions regarding civil processing matters, call (760)725-5561. The Base Magistrate shall be immediately notified in the event that the command receives notification of a pending felony arrest warrant on a member of their command.

(b) Felony Arrest Warrants. The Base Magistrate (Civil Processing Section) is responsible for coordinating the turn-over of personnel when requested by civilian law enforcement agencies and upon the presentation of a felony arrest warrant. Upon receipt of a felony arrest warrant, the Base Magistrate (Civil Processing Section) will notify the military member's command, civilian supervisor, or active duty sponsor as appropriate when military members, civilian personnel, or family members are named in the warrant. All turnovers will only be conducted at the Base Magistrate, Building 22161.

(1) Military personnel directed to report to the Base Magistrate in connection with a felony arrest warrant will arrive in civilian attire (no military uniforms or gear), and military personnel will be escorted by a senior person from within his/her command. In addition, both the individual named within the warrant and the law enforcement agent taking custody of the individual will sign a Delivery Agreement as required by paragraph 0602 of the JAGINST and copy of this document will be provided to the command representative.

(2) Civilian personnel directed to report to the Base Magistrate in connection with a felony arrest warrant will arrive in civilian attire and the individual will be escorted by a supervisor from within their organization.

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(3) Family members directed to report to the Base Magistrate in connection with a felony arrest warrant will arrive in civilian attire and the individual will be escorted by their active duty sponsor. The individual named in the warrant will be informed of the charges as stated within the warrant and will be given instructions on the turn-over process prior to the turn-over.

(c) Subpoenas and Civil Process. The Civil Processing Section shall coordinate the service and delivery of all subpoenas and civil process served aboard MCB CampPen, as such, organizations or units receiving a subpoena or similar type documents should contact the Civil Processing Section for guidance at (760)725-5561. Attempts to serve individuals at their unit or other locations are not authorized and should be redirected immediately to the Civil Processing Section. Service of civil process may be executed only by officers of the court, i.e., Law Enforcement personnel or California licensed or credentialed Process Servers. The process service of legal documents will not be executed under any circumstances by military personnel, to include, Commanding Officers, Legal Officers, Officers-in-Charge, or civilian supervisors.

(d) Repossession of Property. In order to protect the legal rights of both the debtor and creditor and maintain peace and security aboard MCB CampPen, involuntary repossessions of personal property located aboard MCB CampPen will be coordinated through the Civil Processing Section. The Civil Processing Section shall be responsible for notifying the military member of the "request for repossession." In addition, the Civil Processing Section will recommend that the military member contact the Joint Legal Assistance Office (Building 22161) for guidance prior to taking any action in regard to the "request for repossession."

(1) Voluntary Vehicle Repossessions. Voluntary repossessions are accomplished with the consent of the property owner. Upon receipt and verification of a "request for repossession," the Base Magistrate will contact the military member and inform him/her of the request for repossession of their vehicle. In addition, the Base Magistrate will normally offer the member an opportunity to resolve the matter with their finance company (normally five days). If the member is unable to resolve the matter, they will be directed to deliver the vehicle to the Base Magistrate (Building 22161) for repossession. If the vehicle is inoperable, the military member will inform the Base Magistrate of the location of the vehicle and the civil processing clerk will escort the Repossession Agent to the vehicle location in order to repossess the vehicle. Prior to releasing any vehicle to the Repossession Agent, an "Authorization for Voluntary Vehicle Repossession" form will be completed by the Repossession Agent and the civil processing clerk and the DoD Base Decal will be removed from the vehicle. Only California licensed or credentialed Repossession Agents are permitted to repossess vehicles aboard MCB CampPen.

(2) Involuntary Vehicle Repossessions. Involuntary repossessions require a Court Order, a Repossession Order, a copy of the title, contract, and the statement of default authorizing the repossession of the vehicle. Once the Base Magistrate receives and verifies the above documents, the individual will be directed to bring the vehicle to the Base Magistrate (Building 22161) for repossession. Only California licensed or credentialed Repossession Agents are permitted to repossess vehicles aboard MCB CampPen.

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(e) MPOs. The Installation Military Commander (Base Magistrate) is mandated to notify the Military Police or appropriate civilian law enforcement agencies upon the issuance, subsequent change, or termination of a MPO. All military commanders located on MCB CamPen will forward a copy of all MPOs to the Base Magistrate (Civil Processing Section) within 24 hours of the issuance, change, or termination of the Order. This information may be provided via fax transmittal (760)725-5920.

6. Base Insurance Officer

a. This section of the Base Regulations is derived and governed by SECNAVINST 1740.2 and MCIWEST-MCB CAMPENO 1741.1 and establishes the policies, responsibilities, and procedures for testing, certifying, and issuing licenses to securities and life insurance sales agents to conduct business aboard MCB CamPen.

b. The Base Magistrate serves as the Base Insurance Officer for matters in connection with testing, certifying, and issuing licenses to securities and life insurance sales agents to conduct business aboard MCB CamPen.

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UNITED STATES MARINE CORPS
(LETTERHEAD)

SSIC
Code
Date

From: Commanding Officer, (BATTALION/SQUADRON)
To: Commanding General, MCIWEST-MCB CAMPEN
(Attn: Military Magistrate)

Subj: REQUEST REVOCATION OF BASE DRIVING PRIVILEGES

Ref: (a) MCO 5110.1D

Encl: (1) Notification Letter to Member and Endorsement

1. Per the reference, request that the Base driving privileges of (MARINE/SAILOR) be revoked for (number of months) for the use, possession, or distribution of illegal drugs.
2. (Statement by the Commanding Officer as to why the revocation of driving privileges is warranted in this situation. Include all relevant information, i.e., page 11's, pro/cons, and previous violations of the UCMJ).
3. I believe that in this situation the continued operation of a motor vehicle by (MARINE/SAILOR) poses a threat to the safety, good order and discipline aboard Marine Corps Base, Camp Pendleton.

(COMMANDER)

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UNITED STATES MARINE CORPS
(LETTERHEAD)

SSIC
Code
Date

From: Commanding Officer, (BATTALION/SQUADRON)
To: (MARINE/SAILOR)

Subj: NOTIFICATION OF INTENT TO REVOKE DRIVING PRIVILEGES

Ref: (a) MCO 5110.1D

1. Per the reference, you are notified of the command's request that the Commanding General (CG), Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) revoke your Base driving privileges for (number of months) based on your recent use, possession, or distribution of illegal drugs as evidenced by your (Court-martial/office hours/PMO report/positive urinalysis) on (date).
2. You may request a hearing before the Military Magistrate prior to a final decision being rendered in your case. At the hearing, you may examine the evidence against you and present any evidence or other matters you desire to be considered.
3. You have five working days from the date of this letter to complete the endorsement and advise the command if you desire a hearing in this matter. While this request is being processed, you are ordered not to drive your vehicle or any other aboard Marine Corps Base, Camp Pendleton.

COMMANDER



UNITED STATES MARINE CORPS
(Unit Letterhead)

(SAMPLE)

(Date)

From: Major I. M. Marine XXX XX 9876/MOS USMC
To: Commanding General, Marine Corps Installations West-Marine Corps Base,
Camp Pendleton (Attn: Military Magistrate)
Via: (1) Commanding Officer, (Company)
(2) Commanding Officer, (Battalion)

Subj: REQUEST FOR LIMITED DRIVING PRIVILEGES

Ref: (a) MCO 5110.1C; Motor Vehicle Traffic Supervision Violations

Encl: (1) List Required Documents

1. Per the reference, my driving privileges to operate a motor vehicle aboard Marine Corps Base, Camp Pendleton and all other military installations under the jurisdiction of the Armed Forces of the United States of America were (suspended/revoked on (date)) for (time period) due to (specific traffic violation(s)).

2. It is requested that I be authorized Limited Driving Privileges due to the following reason: (Rationale must be clear and demonstrate either extreme personal hardship or an extreme impact upon your ability to accomplish your assigned military duties).

I. M. MARINE

Military Magistrate Disposition:

Approve/Disapprove

Date: _____

Signature _____

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Base Traffic Court Sentencing Matrix

The Base Traffic Court Sentencing Matrix establishes the Traffic Suspension/Revocation of Driving Privileges/Point Assessment System, which shall serve as a uniform administrative device to impartially adjudicate traffic violations which occur aboard MCB CamPen. The current edition of MCO 5110.1 establishes the policy, regulations, and procedures for motor vehicle traffic supervision and related matters on military installations in the continental United States (CONUS) and overseas.

Prior to the final adjudication by the Base Magistrate, the violator has the following rights:

- To appear in person before the Base Magistrate.
- To be represented at the Hearing by a civilian attorney (at no expense to the United States government).
- To present witnesses on their behalf.
- To review all citations, reports, and other documents relative to their case.
- To present evidence in support of their case.
- To request the presence of the law enforcement personnel who issued the citation.
- To request a Private Hearing with the Base Magistrate.
- To appeal the decision of the Base Magistrate.

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Class A Violations

APPEARANCE IS	OFFENSE	MCO 5110.1C	BASE MAGISTRATE
MANDATORY	Failure to Appear (FTA) in Traffic Court	N/A	Penalty/Points automatically assessed based on offense.
MANDATORY	Driving on Base While on Suspension/ Revocation	Mandatory Revocation for 24 months	Mandatory Revocation for 24 months
MANDATORY	Driving on Base While on Suspension/ Revocation-second offense within 5 years	6 months or less revoked/ not to exceed 12 months	6 months or less revoked/ not to exceed 12 months
MANDATORY	Refusal to submit to or failure to complete chemical tests (Implied Consent)	Mandatory Revocation for 12 months	Mandatory Revocation for 12 months
MANDATORY	Manslaughter (or negligent homicide by vehicle	Mandatory Revocation for 12 months	Mandatory Revocation for 12 months
MANDATORY	DUI (Alcohol) .08 or greater (On-base)	Mandatory Revocation for 12 months	Mandatory Revocation for 12 months/Remedial/CSACC
MANDATORY	DUI (Alcohol) .05-.07 (On-base)	6 Points	Discretionary Revocation for 12 months/Remedial Driving/CSACC
MANDATORY	DUI (Alcohol) .01 or greater (On-base-under 21 years)	N/A	Mandatory Revocation for 12 months/Remedial Driving/CSACC
MANDATORY	DUI (Alcohol) .08 or greater (Off-base)	Mandatory Revocation for 12 months	Mandatory Revocation for 12 months/Remedial Driving/CSACC
MANDATORY	DUI (Alcohol) .01-.07 (Off-base)	N/A	Discretionary Revocation for 12 months/Remedial/CSACC
MANDATORY	DUI (Drugs)	Mandatory Revocation for 12 months	Mandatory Revocation for 12 months/Remedial Driving/CSACC
MANDATORY	Possession/Storage of Open Alcoholic Beverage container in vehicle	N/A	Mandatory Revocation for 1 month/Remedial Driving/CSACC
MANDATORY	Use of motor vehicle in commission of a felony	Mandatory Revocation for 12 months	Mandatory Revocation for 12 months
MANDATORY	Fleeing the scene of an accident involving death or serious injury	Mandatory Revocation for 12 months	Mandatory Revocation for 12 months
MANDATORY	Perjury or false statements to a Police Officer regarding operation or ownership of a Vehicle	Mandatory Revocation for 12 months	Mandatory Revocation for 12 months

Figure 4-11.--Base Traffic Court Sentencing Matrix-Continued

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APPEARANCE IS	OFFENSE	MCO 5110.1C	BASE MAGISTRATE
MANDATORY	Unauthorized use of motor vehicle belonging to another, when act does not constitute a felony	Mandatory Revocation for 12 months	Mandatory Revocation for 12 months
MANDATORY	Mental or physical impairment—unable to operate vehicle	Mandatory Revocation for 6 months	Mandatory Revocation for 6 months
MANDATORY	Commission of an offense in another State, if committed aboard MCIWEST-MCB would constitute suspension	Mandatory Revocation for 6 months	Mandatory Revocation for 6 months
MANDATORY	Fleeing/Eluding Military Police	Mandatory Revocation for 6 months	Mandatory Revocation for 6 months
MANDATORY	Racing upon Highway	Mandatory Revocation for 6 months	Mandatory Revocation for 6 months
MANDATORY	Habitual Violation of Traffic Laws or Regulations (accumulation of 12 points in 12 months, or 18 points in 24 months)	N/A	Mandatory Revocation for 12 months/Remedial Driving
MANDATORY	Accumulation of five (5) or more Non-Moving Violations within a 12 month period	N/A	Discretionary Revocation for a period not to exceed 12 months/Remedial Driving
MANDATORY	Accumulation of three (3) or more Violations of the Same Type (e.g., speeding, failure to register, no insurance) within a six month period	N/A	Discretionary revocation for a period not to exceed 12 months/Remedial Driving
MANDATORY	Reckless Driving (wanton/willful disregard for safety of persons or property)	6 Points	6 Points
MANDATORY	Owner knowingly and/or willfully permitting a physically impaired person to operate their vehicle	6 Points	6 Points

Figure 4-11.--Base Traffic Court Sentencing Matrix-Continued

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APPEARANCE IS	OFFENSE	MCO 5110.1C	BASE MAGISTRATE
MANDATORY	Fleeing the scene (hit and run)-Property damage only	6 Points	6 Points
MANDATORY	Unlawful or Fraudulent use of Driver's License or permitting such use	N/A	Discretionary suspension for a period of up to 6 months
MANDATORY	Unauthorized alteration of State license plates, or registration	N/A	Suspension for 1 month
MANDATORY	Unauthorized alteration of Base decals or passes	N/A	Suspension for 1 month
MANDATORY	Carrying a concealed weapon or possession of an unregistered/illegal weapon	N/A	Mandatory Revocation for 6 months
MANDATORY	Parking in disabled person space without displaying appropriate license plate or placard	N/A	6 Points <u>or</u> Suspension for 1 month
MANDATORY	Failure to wear required personal protective equipment (PPE) or clothing while driving or riding on motorcycle.	3 Points	3 points <u>or</u> Suspension for 1 month/Remedial Driving/Motorcycle Safety Course
MANDATORY	Operating a <u>motorcycle</u> on Base without meeting minimum safety standards and/or satisfactorily completing the appropriate course	N/A	Suspension until compliant/Motorcycle Safety Course
MANDATORY	Operating a <u>motor vehicle</u> on Base without meeting minimum safety standards and/or satisfactorily completing the appropriate course	N/A	Suspension until compliant/Remedial Driving
MANDATORY	Failure to maintain current state registration	N/A	Suspension until compliant

Figure 4-11.--Base Traffic Court Sentencing Matrix-Continued

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APPEARANCE IS	OFFENSE	MCO 5110.1C	BASE MAGISTRATE
MANDATORY	Failure to maintain current/required insurance requirements	N/A	Suspension until compliant
MANDATORY	Failure to register vehicle aboard the Base	N/A	Suspension until compliant
MANDATORY	Failure to possess valid Driver's license	N/A	Suspension until compliant
MANDATORY	Violation of Driver's license restrictions	N/A	Suspension until Compliant/Remedial
MANDATORY	Operating with an expired Driver's license	N/A	Suspension until compliant
MANDATORY	Speeding 16-20 mph over posted speed limit	6 Points	6 Points or Suspension for 1 month/ Remedial Driving
MANDATORY	Speeding 21 – 30 mph over posted speed limit	6 Points	6 Points or Suspension for 1 month/ Remedial Driving
MANDATORY	Speeding 31mph and greater over posted speed limit	6 Points	6 Points or Suspension for 2 months/ Remedial Driving
MANDATORY	Speeding 70 mph or greater	6 Points	6 Points or Suspension for 3 months/ Remedial Driving
MANDATORY	Speed Contest	6 Points	6 Points or Suspension for 3 months/ Remedial Driving
MANDATORY	Speeding within Construction, Housing, Recreational, School areas	N/A	Points "doubled" based upon speed/ Remedial Driving
MANDATORY	Use of non-hands free cellular phone while driving motor vehicle	N/A	6 Points/Remedial Driving
MANDATORY	Improper Child Restraints	N/A	Suspension for 1 month/ Remedial Driving
MANDATORY	Failure to wear Seatbelt	N/A	Suspension for 1 month/ Remedial Driving
OPTIONAL	Speeding 11-15 mph over posted speed limit	4 Points	4 Points
OPTIONAL	Speeding 1-10 mph over posted speed limit	3 Points	3 Points
OPTIONAL	Speed too fast for conditions	2 Points	2 Points
OPTIONAL	Speed too slow for conditions	2 Points	2 Points
OPTIONAL	Following too close	4 Points	4 Points

Figure 4-11.--Base Traffic Court Sentencing Matrix-Continued

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APPEARANCE IS	OFFENSE	MCO 5110.1C	BASE MAGISTRATE
OPTIONAL	Failure to yield to right-of-way to emergency vehicles See eve 21806	4 Points	4 Points
OPTIONAL	Passing a School Bus displaying flashing red lights (embarking/discharging passengers))	4 Points	4 Points or Suspension for 1 month/Remedial Driving
OPTIONAL	Failure to obey Traffic signs, signals, or instructions from a Traffic Officer or Road Guard	4 Points	4 Points
OPTIONAL	Improper Passing	4 Points	4 Points
OPTIONAL	Improper Overtaking	3 Points	3 Points
OPTIONAL	Lane Splitting (Motorcycles)	4 Points	4 Points
OPTIONAL	Improper Turning Movement (no sign involved)	3 Points	3 Points
OPTIONAL	Failure to signal or giving improper signal	N/A	3 Points
OPTIONAL	Crossing double or solid lines	N/A	3 Points
OPTIONAL	Inattention to driving	N/A	3 Points
OPTIONAL	Failure to properly utilize headlights as required (fog, rain, etc.)	N/A	3 Points
OPTIONAL	Improper use of high beams	N/A	3 points
OPTIONAL	Throwing litter from a vehicle	N/A	3 Points or Suspension for 1 month/Remedial Driving
OPTIONAL	Knowingly operate a defective or unsafe vehicle	2 Points	2 Points/Remedial Driving
OPTIONAL	Carrying an excessive or unlawful number of passengers or carrying passengers in a prohibited place	N/A	3 Points/Remedial Driving
OPTIONAL	Illegal Off-Roadng	N/A	3 Points/Remedial Driving

Figure 4-11.--Base Traffic Court Sentencing Matrix-Continued

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APPEARANCE IS	OFFENSE	MCO 5110.1C	BASE MAGISTRATE
OPTIONAL	Driver involved in accident if deemed responsible (used only as additive to points assessed for specific offenses)	1 Point	1 Point
OPTIONAL	Other moving violations involving driver behavior only	3 points	3 points
AS DIRECTED BY THE BASE MAGISTRATE	Violations not otherwise listed	N/A	Assessment of appropriate Points/Remedial Driving <u>or</u> Suspension/Remedial Driving <u>for not more than 6 months</u>

Administrative Information

- For general information regarding Traffic Court, include, access to reports, rescheduling court date(s), adjudication of tickets, Traffic Court hours and location, and the Point System, contact the Office of the Provost Marshal (Police Records) at (760) 725-0819.
- The Traffic Court Docket is published by the Office of the Provost Marshal (Support Services Division) for all personnel who are cited and issued an Armed Forces Ticket (1408) and required to appear at Traffic Court. This information is available to all personnel with access to the "Pendleton Restricted Blotter." For access to the "Pendleton Restricted Blotter," contact the PMO (Support Services Division) at (760) 763-1221.
- The Results of Traffic Court are published by the Office of the Provost Marshal (Support Services Division) upon the conclusion of Traffic Court for all personnel who were cited and issued an Armed Forces Ticket (1408) and required to appear at Traffic Court. This information is available to all personnel with access to the "Pendleton Restricted Blotter."
- For access to the "Pendleton Restricted Blotter," contact the PMO (Support Services Division) at (760) 763-1221.

Figure 4-11.--Base Traffic Court Sentencing Matrix-Continued

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Section 4

Logistical Support to Non-federal Entities

1. General. MCIWEST-MCB CAMPEN receives requests from both military and non-federal entities and individuals to support myriad activities from recreation to training. It is the CG MCIWEST-MCB CAMPEN's responsibility to regulate access to MCB CamPen and to ensure support provided to non-federal entities by the Base is provided in a consistent manner and does not interfere with readiness and the overall installation mission.
2. Non-federal Entity. A non-federal entity is generally a self-sustaining, non-federal person or organization, established, operated, and controlled by any individual(s) acting outside the scope of any official capacity as officers, employees, or agents of the Federal Government. Non-federal entities may include elements of state, interstate, tribal and local government, as well as private organizations. A non-federal entity may operate on DoD installations if approved by the installation commander or higher authority under applicable regulations.
3. MCIWEST-MCB CAMPEN's Policy. It is MCIWEST-MCB CAMPEN policy that support for non-federal entities shall be in accordance with the Joint Ethics Regulation and applicable service regulations, and to avoid preferential treatment support. Therefore logistical support should be as uniform as possible recognizing that non-federal entity support of service members and their families can be important to their welfare and may enhance the overall installation mission.
4. Staff Support
 - a. AC/S G-3/5
 - (1) Serve as the central point of contact for all non-federal entities desiring logistical support aboard MCB CamPen, except for recreation or fundraising requests.
 - (2) Serve as the approving authority for all non-federal entity support requests for training involving the use of training facilities, ranges, training areas, and airspace aboard MCB CamPen.
 - (3) Submit all other requests to the C/S through the SJA for review and approval. Include with all requests; requesting organization, type of support, availability of support, impact of support on military operations, recommendation on supportability.
 - b. AC/S MCCA
 - (1) Serve as the central point of contact for all non-federal entities desiring MCB CamPen support for all recreational and fundraising purposes under the cognizance of MCCA and/or using MCCA regulated facilities.
 - (2) Serve as approving authority for all non-federal entity fundraising and recreational support requests involving MCCA regulated facilities.

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(3) Submit all other requests to the C/S through the SJA for review and approval. Include with all requests; requesting organization, type of support, availability of support, impact of support on military operations, recommendation on supportability.

c. Public Affairs Office

(1) Serve as the central point of contact for all non-federal entities desiring MCB CamPen support for all activities external to MCIWEST-MCB CAMPEN, i.e., color guards, static displays, speakers, band.

(2) Submit all other requests to the C/S through the SJA for review and approval. Include with all requests; requesting organization, type of support, availability of support, impact of support on military operations, recommendation on supportability.

d. AC/S G-F

(1) Serve as the approving authority for real estate licenses granted for the use of MCB CamPen.

(2) Provide billeting, on a space available basis, for non-federal entities training aboard MCB CamPen, upon request and approval from the AC/S G-3/5.

e. AC/S G-4

(1) Develop MOAs/MOUs with all non-federal entities granted waivers of usage fees.

(2) Provide logistical support, within capabilities, upon request from the AC/S G-3/5; AC/S MCCA; or the PAO.

f. Environmental Security. Serve as the coordinating agency for the use of MCB CamPen, by non-federal entities in conjunction with the Natural Resources Management Plan, i.e., grazing of fields, hunting, fishing, etc.

g. Comptroller

(1) Advise cognizant staff sections which forms will facilitate the collection of expected reimbursements for goods and services provided and usage fees.

(2) Implement procedures whereby payment of reimbursable fees are confirmed and reported to the cognizant Base staff sections.

h. MCB CamPen and Tenant Commanding Officers

(1) Direct all requests by non-federal entities for use of MCIWEST-MCB CAMPEN, training facilities, ranges, training areas and airspace to G-3/5.

(2) Direct all requests by non-federal entities for logistical support for recreational events or fundraising events involving MCCA facilities to the AC/S MCCA.

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(3) Direct all requests by non-federal entities for logistical support for activities located outside of MCB CamPen, to Director, PAO.

i. Area Commanders

(1) Direct all requests by non-federal entities for use of MCB CamPen, training facilities, ranges, training areas and airspace to G-3/5.

(2) Direct all requests by non-federal entities for logistical support for recreational events or fundraising events involving MCCS facilities to the AC/S MCCS.

(3) Direct all requests by non-federal entities for logistical support for activities located outside of MCB CamPen, to Director, PAO.

5. SJA. The SJA is the Command Ethics Counselor and is responsible for providing ethics advice to the CG MCIWEST-MCB CAMPEN, his staff, and subordinate commands and directorates. Forward any questions regarding MCB CamPen logistical support to non-federal entities to the SJA. The SJA's advice generally precludes disciplinary or administrative action for violation of ethical rules against a Federal employee who follows the SJA's advice.

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Chapter 5

Legal Services Support Section-West

Section 1

Mission, Support & Services Provided, Organization

1. Mission. The Legal Services Support Section-West (LSSS-W) provides continuous and effective consolidated legal services in garrison to all operating forces, supporting establishment commands, and individual Marines and Sailors within the Western Region, in order to facilitate mission accomplishment, unit readiness, maintenance of good order and discipline, and to protect the rights of the accused and the interests of victims.

2. Support

a. The LSSS-W provides, via Legal Services Support Teams (LSSTs) where appropriate, the full range of legal services beyond the organic capability of a command's cognizant SJA, in the following functional areas: military justice, administrative law, civil law, ethics, claims, and legal assistance. The LSSS-W recognizes that the organic capability of individual SJA offices varies and the LSSS-W is responsible for all legal services beyond that organic capability.

b. At the LSSS-W regional level, the following services are provided:

(1) Regional Trial Counsel (RTC)/Complex Trial Team (CTT) services to supervise, mentor, train, and support the trial services within the subordinate LSSTs for courts-martial litigation.

(2) Regional Defense Counsel (RDC) services to supervise, mentor, train, and support the defense services within the subordinate LSSTs for courts-martial litigation.

(3) Regional post-trial review.

(4) Regional civil law services and ethics support.

(5) Regional Legal Assistance to train, supervise, mentor, train, and support the legal assistance provided within the subordinate LSSTs.

c. At the local LSST level, the following services are provided:

(1) Trial services.

(2) Defense services.

(3) Legal Assistance.

(4) Administrative Law.

d. The LSSS-W also provides personnel, as required, to fill augmentation requirements for deploying MAGTFs.

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3. Organization

a. LSSS-W consists of a regional office located at MCB CamPen, and three (3) subordinate, decentralized LSSTs located at Camp Pendleton (co-located with the LSSS-W), MCAS Miramar, and Marine Corps Air-Ground Combat Center 29 Palms (Figure 5-1). The LSSS-W regional office consists of an Administrative Support Office, a Regional Trial Counsel Office (RTCO), a Regional Post-Trial Review Office, a Regional Civil Law Office, and a Regional Defense Counsel Office (RDCO). Administrative support functions are consolidated within the headquarters of the LSSS-W. The Administrative Support Office separates the business of running the day-to-day administrative functions of the LSSS-W from the provision of substantive legal services support.

b. Each LSST consists of an Administrative Support Office, Trial Services Office (TSO), Defense Services Office, Administrative Law Office, Legal Assistance Office, and Court Reporter Office.

c. The LSSS-W and all subordinate LSSTs provide general support to all operating forces and supporting establishment commands and their subordinate units/detachments within the Western Region.

LSSS-W Organization Structure

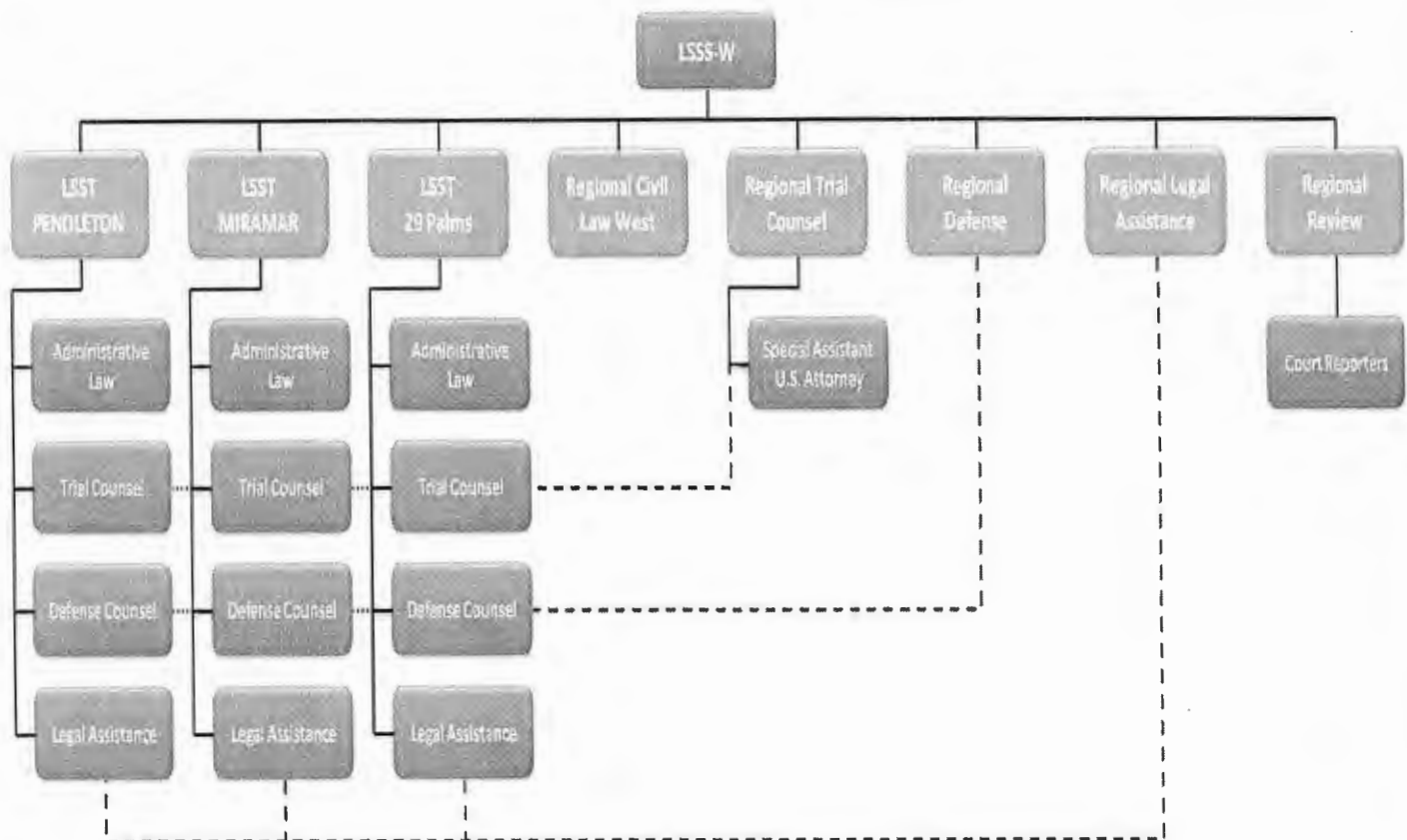


Figure 5-1.--LSSS-W Organization Structure

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Section 2

Command Relationships, Leadership Roles & Responsibilities

1. Command Relationships. LSSS-W is a subordinate organization of MCI-WEST-MCB CAMPEN.

2. Leadership Roles & Responsibilities

a. The LSSS-W is headed by an OIC, in the grade of O-6, who reports to the CG MCIWEST-MCB CAMPEN. The OIC, LSSS-W is responsible to the CG MCIWEST-MCB CAMPEN for the provision of general support legal services to all operating forces and supporting establishment commands within the Western Region. The OIC, LSSS-W is also a special staff officer on the CG's staff and has exclusive staff cognizance over the legal services support mission. The OIC, LSSS-W is responsible for ensuring the LSSS-W, and its subordinate LSSTs, are trained, manned, and equipped to accomplish their assigned legal services support mission. The OIC, LSSS-W will designate an individual to assume these responsibilities during periods of absence. The MCIWEST-MCB CAMPEN SJA retains exclusive staff cognizance over the command legal advice function.

b. The chain of command runs from the LSST OIC up through the LSSS-W OIC to the CG MCIWEST-MCB CAMPEN. The chain of command is separate from and independent of the MCIWEST-MCB CAMPEN SJA, or any other judge advocate serving in a position responsible for providing command legal advice. The OICs of the LSSS-W and LSSTs exercise direction and control ("OPCON") over their respective sections and teams, exercising authority derivative of, and delegated down from the CG's service command authority. This provision does not apply to defense counsel, in so far as separate relationships are established for fitness reporting and detailing authority according to MCO P5800.16.

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Section 3

Tasks

1. Military Justice

a. LSSS-W RTC/CTT

(1) As delegated by OIC, LSSS-W, detail or supervise the detailing of all Trial Counsel (TC) within the region.

(2) Establish, implement, and supervise standard detailing criteria and practices across the region.

(3) Supervise all RTC/CTT personnel and subordinate LSST TC.

(4) Establish, implement, and supervise standard policies, practices, and procedures for the operation of the RTCO and the subordinate Trial Services Offices (TSO). All trial services policies, practices, and procedures will be consistent with the LSSS-W Standing Operating Procedure (SOP) and service-level doctrine and regulation, and will be synchronized, at least annually, with adjacent LSSS-W RTCOs, to ensure implementation of best practices and uniformity in the provision of legal support across the Marine Corps.

(5) Provide and/or supervise internal formal training, at least quarterly, of judge advocates, paralegals and legal services specialists assigned to TSOs within the subordinate LSSTs.

(6) Mentor judge advocates assigned to TSOs within the subordinate LSSTs.

(7) Ensure TC compliance with Victim Witness Assistance Program (VWAP) requirements throughout the region.

(8) Ensure all TC and Trial Support personnel are trained to comply with the ethics standards and procedures prescribed by the Rules for Professional Conduct for Prosecutors.

(9) Maintain close working relationships with military Law Enforcement Agencies, including Naval Criminal Investigative Services (NCIS), Criminal Investigative Division (CID), PMO, and DoD crime laboratories. This working relationship will include regular meetings with NCIS, CID, and PMO leadership, close coordination during the course of criminal investigations into serious misconduct, and combined training between Law Enforcement Agencies and LSSS-W (i.e., RTC, CTT, and TSO) personnel. Maintain liaison with local civilian Law Enforcement Agencies throughout the LSSS-W region.

(10) Detail CTT assets, as needed, to cases in the LSSS-West.

(11) Upon request, provide trial, investigative, paralegal, and administrative support to TSOs throughout the LSSS-W and, when available, as requested by adjacent LSSSs.

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(12) Propose table of organization & equipment change requests (TOECR), as necessary, to cross-level trial assets to ensure the effective and efficient provision of trial services across the LSSS-W. Requests for changes to the Table of Organization and Equipment must be based on year over year trial services demand signals, Memorandum of Agreements (MOAs), Memorandum of Policies (MOPs), and other verifiable metrics tied to clearly articulated legal support requirements.

(13) In conjunction with the OIC, LSSS-W, in cases in which it is contemplated detailing non-local TC, prepare a cost estimate and coordinate with the responsible convening authority and SJA.

(14) Conduct weekly status meetings (telephone/VTC) with Senior Trial Counsels within the LSSTs to ensure timely and effective delivery of trial services.

(15) Regularly review Case Management System (CMS) to ensure timely processing of cases throughout the LSSS-W.

(16) Regularly review RTC investigator reports and case status updates to determine possible reassignment of cases to the CTT or General Court Martial (GCM) qualified counsels.

(17) Regularly collect feedback from Military Judges on TC performance.

(18) Regularly observe litigation by each TC within the LSSS-W.

(19) Create and execute a quarterly courtroom observation plan.

(20) Conduct site visits to each LSST within the LSSS-W at appropriate intervals to supervise the provision of trial services.

(21) Conduct semiannual VWAP training for all TCs within the LSSS-W.

(22) Conduct regular meetings with RTC investigators to review their case load and the quantity and quality of investigative assistance provided.

(23) Receive regular reports from RTC investigators on the status of on-going military or civilian criminal investigations that involve allegations of serious GCM level misconduct or the potential for high visibility throughout the LSSS-W.

(24) Supervise the assignment of TC as SAUSA. Ensure SAUSA's duties remain within the scope of any governing inter-governmental agreements (e.g., DoDD 5525.7 "Implementation of the MOU between the DoJ and DoD Relating to the Investigations and Prosecution of Certain Crimes"). Coordinate with the applicable U.S. Attorney's offices to ensure the prosecution of civilian misconduct on installations supported by the LSSS-W.

b. Special Assistant U.S. Attorney

(1) The Special Assistant U.S. Attorney (SAUSA) is an LSSS-W billet nominated by the OIC of the LSSS-W, and appointed by the U.S. Attorney for the Southern District of California.

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(2) The SAUSA prosecutes or assists the U.S. Attorney in prosecuting civilians in the U.S. District Court for crimes committed aboard installations within the LSSS-W region in accordance with SECNAVINST 5822.1.

(3) The SAUSA provides liaison with the U.S. Attorney, Department of Justice, and other civilian agencies on all civilian criminal matters.

c. LSST TSO

(1) Prosecute courts-martial from supported commands on behalf of the U.S. Government and the cognizant convening authority.

(2) When delegated detailing authority, detail TC, in accordance with Marine Corps policy, to courts-martial.

(3) Supervise, mentor, and train TC and legal service specialists assigned to trial services billets within the LSST.

(4) Coordinate with law enforcement, investigatory agencies, and crime laboratories, to include quarterly meetings with local CID and NCIS offices.

(5) Ensure TC compliance with VWAP requirements.

(6) Ensure charges are properly drafted, preferred, and referred.

(7) Maintain original convening orders for all supported courts-martial Convening Authorities (CAs).

(8) Ensure proper collection, maintenance, and custody of evidence for use in courts-martial. Maintain evidence custody locker, as required and in accordance with local handling procedures.

(9) Brief CAs and cognizant SJAs as to prosecutorial merit, viability, and support requirements for each case.

(10) Maintain the courtrooms within the area of responsibility of the LSST.

(11) Ensure adequate courtroom security, in compliance with circuit rules.

(12) Review case chronologies with detailed counsel for all active cases on at least a monthly basis.

(13) Maintain TC case files, as required.

(14) Conduct weekly docket call.

(15) Ensure that TCs receive annual Continuing Legal Education and provide notification of compliance to RTC.

(16) Conduct monthly TC training, in accordance with training plan.

(17) Comply with LSSS-W trial notification requirements.

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- (18) Ensure CMS is accurate and up-to-date for all supported cases.
- (19) Supervise post trial actions of TC (e.g. results of trial are properly created, distributed, and retained, records of trial are properly examined, authenticated, and forwarded, etc).
- (20) Ensure submission of monthly case dispositions to RTC and Trial Counsel Assistance Program.
- (21) If delegated the authority, detail government counsel for Boards of Inquiry and Administrative Separation Boards, as required.
- (22) Provide training to local commanders and unit staff on military justice matters.
- (23) Provide counsel for IRO hearings, as required.
- (24) Provide a trial counsel to serve as a SAUSA, as required.
- (25) Provide a trial counsel to serve as recorder on Boards of Inquiry, as required.

d. Regional Defense Counsel Office

- (1) Monitor defense counsel performance through personal observation, reading Records of Trial (ROT), and continuing liaison with CAs, commanders, military judges, SJAs, law center directors, and the OIC, LSSS-W.
- (2) Provide professional advice, guidance, and assistance to the Senior Defense Counsel (SDCs) and defense counsel.
- (3) Communicate with SDCs and defense counsel concerning matters within the purview of the RDC supervisory responsibilities.
- (4) Provide SDCs and defense counsel training in military law and procedures, trial tactics, professional responsibility, and other aspects of the defense function.
- (5) Inspect the professional training and continuing legal education accorded defense counsel through command sources, and make recommendations for appropriate changes.
- (6) Inspect the adequacy of legal facilities provided defense counsel, including private office spaces, office equipment, access to law libraries and reference materials, logistical, administrative and clerical support, and make recommendations for appropriate changes.
- (7) Monitor the relative experience levels of judge advocates assigned defense counsel duties and the requirements imposed on defense counsel to perform duties in addition to defense counsel functions.
- (8) Report to the Chief Defense Counsel of the Marine Corps, at least quarterly, on the state of defense counsel services within their respective regions, to include the status of personnel, facilities, administrative and logistical support.

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(9) Maintain a caseload of defense cases commensurate with the training and supervision responsibilities over defense counsel in their area.

e. LSST Defense Services Office The Defense Services Organization's LSST Branch Office shall operate in accordance with Chapter 2 of the Legal Administrative Manual 2011 and CDC policy memoranda.

f. Regional Review Office

(1) Ensure timely, efficient, and accurate post-trial review of all cases, including summary courts-martial, conducted in the region, according to applicable directives and case law.

(2) Supervise the preparation of ROT, service of records on counsel or accused, deferment of sentence requests, clemency requests, Staff Judge Advocate Recommendations (SJAR), Addendums to the SJAR, and Convening Authority's Actions (CAA).

(3) Provide SJAs with draft SJARs and draft CAAs.

(4) Review records of courts-martial vacation hearings.

(5) Supervise the promulgation of actions and ROTs.

(6) Supervise proper archiving and destruction of ROTs.

(7) Conduct, or coordinate with applicable LSST OICs to ensure conduct of the judge advocate review of all summary courts-martial and special courts-martial occurring in the region, as required under Article 64(a), Uniform Code of Military Justice (UCMJ), and Rule for Courts-Martial (R.C.M.) 1112, Manual for Courts-Martial (MCM).

(8) Accurately maintain the regional review portion, Judge Advocate Division CMS.

(9) Respond to post-trial inquiries from the Navy and Marine Corps Appellate Review Activity, the Office of the Judge Advocate General of the Navy (OJAG), the Navy-Marine Corps Appellate Leave Activity, and the Naval Clemency and Parole Board (NC&PB) for cases from the region.

(10) Process, track, and report on all appellate leave packages.

(11) Supervise all Court Reporters in the region.

(12) Provide adequate pre-trial, trial, and post-trial court-reporter services to all supported commands.

(13) Provide appropriate training for commanders, legal officers, legal clerks, and judge advocates regarding court reporting, post-trial review, the post-trial process, and pre-trial, trial, and post-trial processing of summary courts-martial.

(14) Maintain contact with CA and SJAs in order to ensure timely post trial processing of cases.

(15) Process all appellate leave requests for supported commands.

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2. LSST Administrative Law Office

a. Provide legal services to process enlisted involuntary administrative separations boards within the region, in accordance with the MARCORSEPMAN and the MILPERSMAN.

b. Provide technical assistance to CAs, reviewing authorities, and their cognizant SJA on administrative investigations convened pursuant to or in conjunction with references the JAGMAN and the MCM.

c. Provide technical advice or assistance to CAs, separation authorities, and their cognizant SJA on enlisted involuntary administrative separations processed pursuant to Notification Procedures.

d. Review all enlisted involuntary administrative separation packages processed within the region pursuant to Board Procedures for technical compliance with the applicable references.

e. Provide, upon request and subject to availability, a commissioned, warrant, or staff noncommissioned officer to perform the duties of a non-voting recorder in accordance with the MARCORPSEPSMAN.

f. Coordinate, on behalf of or in conjunction with the non-voting recorder and president of the board, the time, date, and location for the conduct of the board.

g. Prepare a record of proceedings of the board for signature by the non-voting recorder and the president of the board as required by the MARCORPSEPSMAN.

h. Prepare proposed endorsements for the CA, endorsing commanders, and separation authority in those cases where an administrative separation board was conducted.

i. Provide pre-investigation technical investigative assistance to appointed investigating officers.

j. Provide technical review of completed investigations endorsed and forwarded by the CA.

k. Provide proposed endorsements and actions to the Command Staff Judge Advocate on administrative investigations submitted to the general courts-martial CA.

l. Provide other administrative or clerical actions directed or authorized by the OIC, LSST to ensure timely and efficient processing of enlisted administrative separations consistent with the established processing time goals contained in the MARCORSEPMAN and MILPERSMAN.

3. Regional Civil Law

a. Supervise the Regional Civil Law Office (RCLO).

b. Manage all requests for service submitted to the RCLO.

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c. Coordinate with civil law, via the WACO, on any requests that involve Civil Law areas of practice (e.g. acquisition, fiscal, business and commercial law, real and personal property law, and civilian personnel and labor law).

d. Conduct research and provide draft legal opinions to Installation SJAs, as required, with regards to the delivery of personnel, per Chapter IV of reference JAGINST 5800.7.

e. Conduct research and provide draft legal opinions to SJAs, as required, with regards to the financial disclosures by applicable individuals.

f. Conduct research and provide draft legal opinions to SJAs, as required, with regards to the standards of conduct for employees of the executive branch, in accordance with 5 C.F.R. part 2635 and DoD 5500.7-R, Joint Ethics Regulation.

g. Conduct research and provide draft legal opinions to SJAs, as required, with regards to civil litigation and the release of official information, the FOIA, PA, and Health Insurance Portability and Accountability Act.

h. Create and maintain up-to-date draft information papers/legal opinions on civil law topics, such as gifts, ethics, financial disclosure, release of information, civil litigation, claims, and domestic operational law.

i. Review, for legal sufficiency, and formally endorse offers of gifts to the Marine Corps that require routing to a higher acceptance authority, in accordance with SECNAVINST 4001.2.

j. Provide support for the processing of matters involving civil litigation in the region.

k. Liaise with cognizant SJA to provide appropriate civil law support to contingency and domestic operations.

l. Perform other tasks as required by the OIC, LSSS-W.

4. Regional Legal Assistance

a. Provide guidance and subject matter expertise to all legal assistance attorneys within LSSS-W.

b. Provide training and education on conflicts of interest between clients to attorneys providing legal assistance in the region.

c. Coordinate legal assistance policy matters with HQMC Judge Advocate Division, Legal Assistance (JAL).

d. Provide institutional continuity and expertise on and serve as a repository/reach-back capability for local and state law within the region that impacts the delivery of legal assistance services (e.g., California marital separation law).

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e. Train legal assistance attorneys in the region on substantive and procedural legal requirements (statutes, appellate cases, court process and forms, etc) applicable to relevant civil practice areas, including: family law, estate planning, taxation, consumer protection, landlord/tenant, and other common subject matter areas.

f. To the extent they are able, ensure standardization of forms and legal assistance work products within the region and across the Marine Corps legal assistance community.

g. Supervise and act as Reporting Senior for the Regional EFMP Counsel, as required.

h. Track all instances of personnel performing legal assistance services in billets other than full time legal assistance billets (e.g. DSJA, Defense Counsel, etc) and ensure entry into Legal Assistance CMS.

5. LSST Legal Assistance Office

a. Develop, maintain, and update LSST legal assistance standing operating procedures in accordance with the law, regulations, and applicable policies.

b. Supervise legal assistance personnel, including the review of work product of subordinate legal assistance attorneys, civilian paralegals, and legal service specialists.

c. Ensure mandatory post-Informal Physical Evaluation Board (IPEB) consultation is conducted.

d. Facilitate, to the extent possible, discretionary pre-IPEB consultation.

e. Ensure required legal assistance services are provided to victims of crime.

f. Provide required support to EFMP.

g. Ensure use, by subordinate legal assistance attorneys, paralegals, and legal service support specialists of all available legal assistance practice tools, such as those found on the secure JAL (Judge Advocate Division Legal Assistance Branch) Sharepoint site and JAGINST 5801.3 (Practice Guide Checklists).

h. Ensure all legal assistance attorneys and supporting personnel have access to the CMS-LA.

i. Ensure all legal assistance attorneys are proficient in Drafting Library wills.

j. BPT support local installation tax programs.

k. Provide legal assistance reports, as required.

l. Supervise attorney assistance to legal assistance clients filing claims under the Personnel Claims Act.

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m. Identify eligibility criteria and prioritize legal assistance services to supported commands, installations, and prospective legal assistance clients.

n. Identify potential client conflicts and ensure proper procedures are in place to prevent conflicts of interest from developing in a legal assistance office.

o. Provide legal assistance services to eligible clients, including: providing legal advice, drafting legal documents, and performing estate planning execution services.

p. Prepare and review legal documents drafted by office personnel, including: wills, powers of attorney, family law documents, contracts, court forms, and immigration forms.

q. Provide legal assistance briefs and preventative law classes to supported commands and other eligible personnel, as needed.

r. Provide notary services, as required by office demand.

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Chapter 6

Marine Corps Police Department

1. Definitions. The terms "Commanding General" and "Provost Marshal" as used in this chapter mean "Commanding General, Marine Corps Installations West-Marine Corps Base, Camp Pendleton (CG MCIWEST-MCB CAMPEN)" and "Provost Marshal, (MCIWEST-MCB CAMPEN)" respectively.

2. Authority and Jurisdiction

a. General. The Provost Marshal has authority and jurisdiction as the CG's representative over all personnel within the limits of MCB CampPen in matters of law enforcement. Military and civilian police are authorized, when required in performance of their duties, to enter any building or area within the geographical limits of MCB CampPen except as limited by special security areas. The Provost Marshal shall provide police services for all Marine Corps Base, operating force and tenant organizations to include criminal investigations, traffic collision investigations, physical security surveys, and assistance or advice on crime prevention. All military or civilian police personnel performing law enforcement duties within MCB CampPen will be under the operational control of the Provost Marshal, except personnel assigned to the Naval Criminal Investigative Service (NCIS).

b. Orders and Directives. The Provost Marshal will issue orders and directives governing the conduct and operational procedures of the personnel under his control as may be required to accomplish the mission of the Marine Corps Police Department (MCPD).

c. Security. Internal security of MCB CampPen and matters related to espionage, sabotage, and subversion are under the cognizance of the Provost Marshal.

d. Authority Over Civilians Not Subject to the UCMJ. Persons not in the military service and not subject to the Uniform Code of Military Justice who commits offenses within the limits of the military installation are subject to trial in the United States District Court for the district in which the station or activity is located. Offenses committed by civilians, not subject to the Uniform Code of Military Justice, in violation of either Federal or State law within the boundaries of MCB CampPen, will be reported to the Provost Marshal for action and investigation as appropriate. Normally, this action consists of investigating the complaint and detaining the offender.

(1) A civilian not subject to the Uniform Code of Military Justice who commits an offense within the boundaries of MCB CampPen may be detained by a commissioned officer, staff noncommissioned officer, a military or civilian police officer, a sentry assigned guard duties, service member or private person, in the following circumstances only:

(a) For violations of any State or Federal Criminal Statute, punishable by a fine or imprisonment, when committed in the person's presence.

(b) For the commission of a felony where the crime in fact has been committed and the detaining party has reasonable cause for believing the person detained has committed the crime.

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(2) Persons not in the military service and not subject to the Uniform Code of Military Justice who willfully commit an act within the boundaries of MCB CampPen that violates the security of this Base shall be guilty of a misdemeanor in violation of Section 31 of the Internal Security Act of 1950 and upon conviction shall be liable to a fine not to exceed \$5,000 or imprisonment for not more than one year, or both. All such violations shall be reported to the MCPD immediately and the offender detained until a MCB CampPen police officer arrives.

(3) Civilians detained for continued minor violations of current directives are considered to be "persona non grata" aboard MCB CampPen. Such individuals will be issued an "Order and Notice to Vacate Base" by the CG MCIWEST-MCB CAMPEN, to leave the confines of MCB CampPen, and not attempt to reenter without the CG MCIWEST-MCB CAMPEN's written permission. The Order and Notice to Vacate Base is issued by the Special Assistant to the United States Attorney under the cognizance of the Office of the SJA.

(4) When it is necessary to remove civilians from the Base, the Provost Marshal will ensure they are placed outside the jurisdiction of MCB CampPen in a safe condition or held in custody until this can be accomplished.

3. Offenses, Apprehensions, and Incidents

a. Reporting Responsibilities. All crimes committed within MCB CampPen, except those exclusively military in nature such as unauthorized absence, disobedience of orders, etc., will be reported to the Provost Marshal immediately. These include, but are not limited to: murder, any homicide, rape, aggravated assault, robbery, burglary, buying, receiving or selling stolen property, violations of Federal weapons statutes, prostitution, pandering or procuring, indecent exposure, neglect, manufacture of burglar's tools, trespassing, gambling in any form with the exception of bingo under controlled conditions, and all attempts to commit any of the foregoing. Designated reported offenses or crimes will be referred by the MCPD to the Naval Criminal Investigative Service.

(1) Persons discovering actual or suspected illegal entry into the installation, buildings, or storage areas will report the occurrence to the Provost Marshal immediately.

(2) Emergencies such as fires, demonstrations, accidents, bomb threats or explosions, and natural disasters which may involve loss of life, serious injuries (including all gunshot wounds), or severe property damage are under the direct cognizance of and will be reported to the Provost Marshal by the most expeditious means available.

(3) Any unusual off-shore/coast occurrence in this vicinity will be reported immediately to the Provost Marshal who will promptly notify the AC/S G-3/5, or after working hours, the Base Command Duty Officer. If necessary, the Base Command Duty Officer may contact the following:

- (a) Operations Officer, Eleventh Coast Guard District, San Diego.
- (b) Duty Officer, Commander, Naval Base, San Diego.

(4) Examples of unusual occurrences are:

- (a) Submarine sightings.
- (b) Flare sightings.
- (c) Floating mine sightings, including unidentified ordnance that has washed onto the beach areas.
- (d) Vessels in distress.
- (e) Aircraft crashing at sea.

b. Release of Apprehended Persons. Persons apprehended or held in custody by the Provost Marshal will be reported and released to their parent organizations following processing. Organization representatives are required to pick up apprehended persons at the MCPD (Bldg 1523) for transportation back to their unit within 2 hours of the notification by the Provost Marshal. After normal working hours and on weekend/holidays, apprehended persons will be released to the respective area officer of the day or representative. Transfer of custody will normally take place at the MCPD, and will be recorded on a Custody Receipt. A copy will be given to the organization/area representative at the time to release.

c. Incident Complaint Reports. The Provost Marshal will provide a copy of all completed Incident Complaint Reports to the responsible Battalion/Squadron Commander or above, or to an authorized command representative upon written request.

4. Investigations

a. Responsibilities. The Provost Marshal shall be responsible for initiating investigations, or will refer appropriate incidents to NCIS, in the following situations:

- (1) Serious offenses.
- (2) Motor vehicle collisions occurring on MCB CamPen, including those involving potential claims for or against the United States.
- (3) At the request of local law enforcement agencies, MCB CamPen Police will respond to and assist in the investigation of motor vehicle collisions, which take place off-base and involve government vehicles.
- (4) Unusual incidents of a criminal or disciplinary nature, including those which may not be identified in this paragraph.

b. Investigative Liaison. The Provost Marshal shall represent the CG when establishing liaison with other law enforcement agencies in the local area within jurisdictional limits.

c. Civil Arrests. When investigations reveal that military personnel have been arrested and are in the custody of civil authorities, the Provost Marshal will notify the cognizant organizational commander.

5. Searches and Seizures

a. Authority to Search. The Provost Marshal and his/her authorized representatives may execute authorities to search (and to seize) as issued by the CG MCIWEST-MCB CAMPEN, COs and OICs in accordance with the current edition of BO P5821.1K, SOP for Legal Matters, the Manual for Courts-Martial, and the current edition of the Legal Administration Manual.

(1) In those circumstances in which probable cause is required, authority to conduct a search must be obtained from the CG MCIWEST-MCB CAMPEN, COs, or the OIC of the area to be searched, or from an officer upon which command of such area has been delegated. In the absence of the Area Commander of the area to be searched, the person seeking search authorization should contact the duty officer or a judge advocate for guidance.

(2) COs or OICs may authorize searches of property under their command and in an area under their control provided the requisite probable cause exists.

b. Searches of Specified Areas. Searches of government vehicles, including vehicles owned by non-appropriated fund activities, may be conducted at any time, regardless of location.

c. Authorization to enter spaces and grounds of the Naval Hospital is vested in the CO, Naval Hospital.

d. Authorization to enter the U.S. Army Reserve Center and Assault Craft Unit 5 is vested with the CG MCIWEST-MCB CAMPEN and requires no prior arrangement.

6. Instructions

a. General. COs can conduct searches under certain circumstances. Prior to conducting a search, it is recommended that the CO consult the Manual for Courts-Martial, the Military Rules of Evidence or an SJA. If there is suspicion that a criminal offense occurred, contact the Provost Marshal.

b. Vehicle Inspections. Inspection of vehicles and persons shall be conducted at various entrance and exit points of MCB CamPen and other selected places aboard the MCB CamPen. The Provost Marshal will assign trained personnel (e.g., military or civilian police, canine narcotic or explosive detection teams) to conduct and/or assist in conducting inspections. The times, places, and methods are decided by the CG MCIWEST-MCB CAMPEN.

Section 1

Internal Security

1. Dependents

a. Children. Children 6 years old or younger will be accompanied by an adult or responsible child over the age of 10 when outside of a housing area.

(1) Supervision. All children, 6 years old or younger, must be directly supervised by a responsible person when playing outdoors. Children 10 years or older may walk to and from functions, schools, bus stops, etc., within the housing area with written consent from their parent or legal guardian. Townhouses or upstairs residents with small children should consider a safety gate at the top of the stairs, and/or window locks. Window security devices, such as thumb-screw locks, are available from self-help, and can be attached to upstairs windows to prevent children from opening them too wide.

(2) Home Alone. Children under the age of 12 may not be left alone in any house. Children over 12 may be left alone in the house or may care for younger children provided they are able to assume responsibility. This does not relieve parents of basic childcare responsibility. No child under the age of 18 may be left overnight, and discretion should be used, in any case, regarding the level of maturity and trustworthiness.

b. Curfew. Curfew hours are 2200 to 0600 Sunday through Thursday and 2300 to 0600 Friday and Saturday. It is a violation for any minor under 18 to be or remain in or upon the streets, or other public places in the Base housing areas during these hours unless accompanied by a parent, guardian, or other person having legal care and custody of the minor with the following exceptions:

(1) On an emergency errand.

(2) While at or traveling to and from night classes, library study, dances, or other school sponsored activities.

(3) While at or traveling to or from any church or religious function.

(4) While at or traveling to or from a theater or similar recreation or entertainment.

(5) Performing a necessary errand or engaged in necessary business.

(6) Unavoidably detained away from their Base quarters until after curfew.

(7) While at or traveling to or from MCCA sponsored events/activities.

c. Curfew Violation. Minors who are found in violation of curfew by the MCPD will be delivered to the residence of their parent(s) or appropriate sponsor. If the family or sponsor lives off-base, the family or sponsor will be contacted to pick up the dependent at the MCPD or designated Access Control

Point (ACP). Parents and sponsors will be held responsible for violations of this Order by their dependents or sponsored guests.

d. Misconduct aboard School Buses. If there is misconduct aboard a school bus, and the school bus driver is unable to contain the situation, the below listed action will be taken:

(1) The driver will contact the District Dispatcher, if possible, and inform the dispatcher of the situation.

(2) The driver will use the most direct route to the closest bus stop or vehicle turnout area where they will wait for MCPD assistance. The offending passenger(s) will then be released to the MCPD to be transported to building 1523.

(3) The driver will make a written report of the incident and will deliver it to the District Dispatcher (with a copy delivered to the MCPD) by the start of the next work day.

(4) the MCPD will contact the offending passenger's parent(s) or guardian(s). Until contact is made, the offending passenger will be temporarily detained at the MCPD.

(5) Upon completion of the case and upon written request, the MCPD will provide a copy of the completed Incident Complaint Report to the CO of the sponsor of the juvenile involved.

2. Access Control Points (ACP)

a. Authorized Points. All personnel will enter and leave MCB CamPen via the following ACP's consistent with Access Control "entrant" categories (see section 2, Access Control).

(1) San Luis Rey Gate - DoD affiliates, business/vendors, visitors.

(2) Main Gate - DoD affiliates, business/vendors (RAPIDGate only), visitors.

(3) Del Mar Gate - DoD affiliates, business/vendors (RAPIDGate only), visitors.

(4) Las Pulgas Gate - DoD affiliates, business/vendors, visitors.

(5) San Onofre Gate - DoD affiliates, business/vendors, visitors.

(6) Cristianitos Gate - DoD affiliates, business/vendors (RAPIDGate only), visitors.

(7) Naval Weapons Station Fallbrook Gate - DoD affiliates, business/vendors (RAPIDGate only).

b. Locked Perimeter Gates. The Provost Marshal is responsible for keys to locked perimeter gates and may issue keys to tenant activities and, in some instances, off-base agencies who need access to easements or leased

property, emergency access for major incident or wildland fire, and access for law enforcement purposes. In either instance (tenant or off-base agency), the access requirement must be validated by the Provost Marshal. In an effort to promote security, all personnel that are issued keys shall report unusual circumstances to the Provost Marshal.

3. Naval Weapons Station Fallbrook (NWSFB). The Director, NWS Seal Beach, Detachment Fallbrook has responsibility for control of the NWSFB gate and authorizes passage between the two reservations for the following: DoD affiliates, business/vendors (RAPIDGate only). Unusual access requirements must be coordinated in advance through Security & Emergency Services Battalion.

4. Physical Security

a. Responsibility and Authority

(1) The Provost Marshal has authority to conduct periodic physical security inspections and/or security drills. These activities may involve command armories, weapons/ammunition depositories, disbursing offices, MCCS facilities, and other buildings or sites. These inspections and drills may be announced or unannounced.

(2) Security of Arms, Ammunition and Explosives (AA&E) and other military equipment is an Area Commander responsibility.

b. Physical Security Surveys. Commands or other organizational activities who request physical security surveys may do so by contacting the Provost Marshal.

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Section 2

Access Control Policy

1. General. This access control policy is intended to vet and credential anyone living or working aboard, or visiting MCB CamPen while complying with relevant Marine Corps, Department of Defense, and other U.S. Government policies. This MCB CamPen policy forms a portion of overall ATRP posture and is intended to complement other existing safety and security policies. The goal of MCB CamPen's access control policy is to effectively and efficiently vet all entrants to the installation in a manner that does not hamper or significantly impede those legitimately eligible to enter. Equally important is the early detection and prevention of unauthorized access. This section delineates who is eligible to come aboard MCB CamPen and the associated vetting and credentialing criteria and procedure.

2. References Used

a. Homeland Security Presidential Directive/HSPD-12, Policy for a Common Identification Standard for Federal Employees and Contractors.

b. Department of Defense Directive/DoDD 2000.12, DoD Antiterrorism Program.

c. Department of Defense/DoD O-2000.12H, DoD Antiterrorism Handbook (FOUO).

d. Department of Defense Instruction/DoD 2000.16, DoD Antiterrorism Standards.

e. Department of Defense Directive-Type Memorandum (DTM) 09-012, Interim Policy Guidance for DoD Physical Access Control

f. MCO P5512.11, Identification Cards for Members of the Uniformed Services, their Eligible Family, and Other Eligible Personnel.

g. MCO P5530.14, Marine Corps Physical Security Program.

3. Access Eligibility

a. Eligible entrants are divided into three main categories and three MCCS sub-categories: DoD affiliates, business/vendor, visitor, and MCCS volunteers, shoppers, and frequent patrons. Each entrant must display an acceptable form of credentialing to enter the Base through an Access Control Point. Acceptable credentials range from Common Access Cards, Uniformed Services Identification Cards, MCB CamPen Business Pass, and a CamPen enabled RAPIDGate Pass. In addition, those visitors who have been sponsored for Base access may use a valid driver's license or identification card issued by a state or outlying possession of the United States.

b. Eligibility for access does not automatically mean an individual will be granted access. An otherwise eligible individual may be denied access at any time for a number of reasons. Examples include: Force Protection Condition (FPCON), Base debarment, or a reasonable suspicion that a commission of crime or violation of a Base regulation has occurred.

c. Anyone within the premises of the Base must be able to present a valid form of credentialing upon request by competent authority. Competent authority includes anyone senior in military grade, military or DoD civilian police, military personnel in a command duty officer capacity, and DoD civilian access control personnel.

d. No one without appropriate authority will have in their possession any pass, permit, DoD vehicle decal, USID, CAC, MCB CamPen Business Pass, RAPIDGate Pass, or leave papers belonging to another individual.

e. Entrant Categories

(1) DoD Affiliate

(a) Definition. A DoD affiliate is an individual in possession of or eligible to possess a Common Access Card or variation of the Uniformed Services Identification Card.

(b) Examples

1. Active duty military.
2. Reservist.
3. Military dependent.
4. Military retiree.
5. DoD civilian employee.
6. DoD contractor requiring physical and logical access to a government computer system.
7. Permanent MCCS or Non-appropriated Funds Instrumentality employee.

(c) ACP Access. With valid CAC or USID, and DoD vehicle decal, all MCB CamPen ACPs and Naval Weapons Station Fallbrook.

(d) Sponsorship. Most DoD affiliates can sponsor an individual or individuals from the business/vendor or visitor categories. A DoD contractor requiring physical and logical access to a government computer system cannot. See paragraph 3.e.(2) (business/vendor) or 3.e.(3) (visitor).

(e) For obtaining a CAC or USID card, refer to paragraph 4 of this section.

(f) DoD affiliates who work aboard, reside or are affiliated with MCB CamPen must register those personally owned vehicles they desire to drive aboard Base. See Section 3, paragraph 1, Vehicle Registration and Decal Issuance.

(2) Business/Vendor

(a) Definition. The Business/Vendor category includes any individual hired or contracted by a DoD affiliate to provide a service or do work aboard the Base. This category is applicable to commercial vendors, businesses, contractors, State/County/City municipalities/services or contractors whose services:

1. Have been specifically requested and sponsored by a DoD affiliate, whether that affiliate is a Government entity (e.g., AC/S G-4) or a private individual (e.g., family member hiring a house cleaner).

2. Are required by virtue of an easement, lease or license.

(b) Examples

1. Contracted services.

2. Sub-contracted services to a prime contractor.

3. Individuals or companies conducting business.

4. Utility companies with an easement or lease.

5. Regular delivery service.

6. Exceptional family member providers.

7. Vendor who must make multiple stops to service more than one DoD affiliate (e.g., pizza delivery, house cleaner, etc.).

8. Insurance salesman.

(c) ACP Access

1. With RAPIDGate Pass - all ACPs to include NWS Fallbrook.

2. With MCB CamPen Business Pass - San Luis Rey, Las Pulgas, and San Onofre ACPs.

(d) Sponsorship. A Uniformed service member or DoD employee representing a Base entity may sponsor companies or individuals in this category. However, a DoD contracted employee may not. A Prime or General Contractor of a project may sponsor sub-contractor companies for their projects. Other DoD affiliate may sponsor companies or individuals only for their personal business. Sponsors are not allowed to sponsor companies or individuals they have no affiliation with.

(e) Individuals in the business/vendors category who do not possess a MCB CamPen Business Pass or a RAPIDGate Pass will abide by the visitor requirements. See paragraph 3.e.(3).

(f) Business/Vendors are not normally eligible to possess a CAC. There is one exception, the contractor who must be issued a CAC because they require physical and logical access to a government computer system.

(g) Business/Vendor access will be terminated for the following:

1. Committing an offense listed in paragraph 6.
2. Establishing a pattern of misconduct aboard Base (e.g., one particularly egregious traffic violation or multiple minor violations).
3. At the request of their Base sponsor.
4. Transporting un-credentialed personnel aboard the Base with the intent to avoid access control protocol (e.g., short-term day labor to assist during a particular phase of a large-scoped contract).

(h) The sale of insurance aboard the Base is regulated by the provisions of the latest edition of BO 1741.3. The current Base Bulletin 1741 lists insurance salespersons that are authorized to sell insurance aboard the Base.

(i) On Base solicitations of any type are prohibited. See the current edition of SECNAVINST 1740.2.

(j) Role Players (RPs). Nothing in the preceding paragraphs pertains to RPs and contractor personnel who accompany them on training evolutions. The RAPIDGate access program is mandatory for all RPs. RPs must be vetted within RAPIDGate and have their RAPIDGate badge issued prior to participating in any training exercises. RPs may only enter the installation at the Las Pulgas Gate or San Onofre Gate. They must be escorted by unit personnel to and from the training area.

(3) Visitors

(a) Definition. The visitor category includes any individual who is not a properly credentialed DoD affiliate or Business/Vendor with a valid reason for accessing the Base. (Note: Credentialed means in possession of a valid CAC, USID, Business Pass or RAPIDGate Pass). Visitors are subject to a criminal history/background check and may be denied access to MCB CampPen if they are:

1. A Registered Sex Offender.
2. The subject of an active warrant.

(b) Examples

1. Friends/extended family members.
2. Clubs, groups, or individuals participating in a Base event.
3. Individuals showing up for a job interview.
4. Irregular delivery of supplies/materials.
5. A DoD affiliate without a vehicle decal and/or CAC and/or USID.

6. Commercial carriers.

7. Commercial ammunition carriers.

(c) ACP Access

1. Commercial carriers with valid U.S. Government bill of lading - All CampPen and NWS Fallbrook ACPs.

2. Commercial ammunition carriers with valid bill of lading - Las Pulgas and NWS Fallbrook ACPs.

3. All other visitors - all MCB CampPen ACPs (excluding Fallbrook ACP).

(d) Commercial carriers, ammunition or otherwise, must possess a valid bill of lading for delivery aboard MCB CampPen or Naval Weapons Station Fallbrook.

(e) Un-credentialed commercial businesses/vendors will be considered visitors and allowed three opportunities to access the Base to obtain a Business Pass or RAPIDGate Pass within a 45-day period (see paragraph 5 (below) for Business Pass or RAPIDGate application). On the fourth attempt to enter the Base within the 45-day period access will be denied until such time as the vendor applies for and obtains a Business Pass or RAPIDGate Pass.

(f) All other visitors (e.g., friends, extended family) will be afforded three opportunities to access the Base within a 45-day period without having to be a registered guest. On the fourth attempt within a 45-day period, access will be denied unless their sponsors present themselves in person to validate their access.

(g) Visitors may not sponsor other individuals.

(h) Sponsored Visitor Program (SVP). Frequent social visitors requiring access more than three times in any 45-day period will require an authorized Camp Pendleton sponsor to complete a Sponsored Visitor Form (SVF). These forms can be obtained and submitted at all installation gates, MCPD Building 1523, and Base Access Control Bldg 41501T. An on-line version is accessible from Naval Forms On-Line at <https://navalforms.documentservices.dla.mil> (Search for Form "SCTYBN MCBCP 5000/18 SPONSORED VISITOR FORM). The SVP allows an authorized person to sponsor an individual for a specified period up to 90 days. Once the visitor information is recorded in the SVP, the visitor will be allowed access during the sponsored dates simply by having their driver's license or state identification card scanned upon entry.

(i) The following personnel are authorized to sponsor social visitors.

1. Active duty military stationed on Camp Pendleton and their adult dependents.

2. Active duty military not stationed on Camp Pendleton, military retirees, authorized reservists, and their adult dependents, while utilizing authorized Base privileges and the visitor is a guest of theirs during the utilization of those Base privileges.

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(4) MCCS Volunteers, Shoppers, and Frequent Patrons

(a) MCCS Volunteers. The organization in which the requesting volunteer works (volunteers) completes a sponsor letter and submits it to the Volunteer Office with an original signature. Once the Volunteer Office has received the sponsor letter, a verification letter is drafted, outlining the rules and regulations of the Base Volunteer Pass. The requesting volunteer then takes copies of both the sponsor letter and the verification letter to Base Access Control and fills out a background check form and any additional forms required by Base Access Control. Once the background check is complete (3 to 5 business days), the requesting volunteer can then go to Base Access Control and obtain his/her Base Volunteer Pass. Volunteer Passes are valid for up to 180 days. The point of contact for volunteers and information regarding volunteer passes is the MCCS Marine & Family Programs Volunteer Coordinator.

(b) MCCS Shopper Program. MCCS Headquarters will sponsor these shoppers for a Base pass for up to 1 year. MCCS Headquarters will submit a sponsorship letter for these individuals to Base Access Control. MCCS may also submit a roster electronically that will include the following personal information: Name - first, last, MI; date of birth; type of ID, issued by, and credential number. Contact the MCCS Headquarters Office for information regarding the MCCS shopper program.

(c) Frequent MCCS Patrons. This is a category of non-DoD affiliated visitor that exists only for MCCS. These are patrons of the golf course, paintball park, and skeet range that are expected to patronize these establishments more than 3 times in a 45-day period. A sponsorship roster of these individuals will be submitted by these MCCS facilities to Base Access Control on a regular basis and will include the following personal information: Name - first, last, MI; date of birth; type of ID, issued by, and credential number. Access will be controlled electronically via driver's license scan at the gate.

4. Common Access Card (CAC)/Uniformed Services Identification (USID) Issuance/Renewal

a. General. CACs and/or USIDs are issued to DoD affiliates. (refer to paragraph 3.e(1))

b. CAC/AFID Issuing Facilities.

- (1) Pass & ID - Mainside, building 130132.
- (2) Pass & ID - Wire Mountain, building 201017.
- (3) Pass & ID - San Onofre Seaside Plaza, building 51093.

c. CAC/USID Requirements. The requirements for the issuance of CAC/USID cards are governed by MCO 5512.11 which is a Joint Services Regulation. Any deviations from this regulation is not authorized.

(1) Generally, two forms of federal or state issued personal identification documents must be presented: primary proof of identification (Column 1) and secondary proof of identification (column 2). All documents must be current (unexpired).

(2) Dependents under the age of 18 also require two forms of personal identification in accordance with the preceding paragraph. However, in this instance, one of the primary proofs of identity may be a parent.

(3) Issuance of a Uniformed Services Identification and Privilege Card (DD Form 1173) to a military dependent requires a properly completed DD Form 1172-2.

5. Business Pass or RAPIDGate Pass Issuance

a. General. Business or RAPIDGate passes are issued to individuals in the Business/Vendor category. See paragraph 3.e.(2).

b. ACP Access. Business pass holders are limited to access the installation only via the San Luis Rey Gate, Las Pulgas Gate, and San Onofre Gate. RAPIDGate pass holders may access the installation via any Gate including NWS Fallbrook.

c. Applicants for a RAPIDGate pass or business pass will be subject to a criminal background check per paragraph 6.

d. Business passes or RAPIDGate Pass Issuing Facility. Building 41501T.

e. Business Pass Issuance

(1) Business passes are a locally produced access pass designed to accommodate short to intermediate length business/vendor activities aboard MCB Campen [see paragraph 3.e.(2) for the definition of business/vendor]. A business/vendor can be issued one business pass for a 90-day period whereupon the business/vendor must apply for RAPIDGate, the long term access credential. There are no costs to the customer for the business pass. The business pass application includes a criminal background check (see paragraph 6).

Note: DTM 09-012 lists identification documents authorized to facilitate physical access to installations (DoD CAC, DoD USID card, USG Issued authenticated Federal PIV credentials, TWIC). Therefore, holders of these identity documents are exempt from obtaining a business pass or RAPIDGate pass. This exemption does not pertain to RPs and those who accompany them on training evolutions, as they are required to participate in the RAPIDGate Program and are not eligible for a business pass.

(2) Application

(a) The business/vendor lead or supervisor for the work or service to be performed must acquire a DoD affiliate letter of sponsorship.

(b) Sponsorship letter must include the following:

1. Business/vendor's company or agency name, address, and phone number.
2. Effective contract dates.
3. Contract number or a brief description of work/service scope.

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4. Location of work or service on Base.
5. Work or service schedule.
6. Company point of contact (POC) phone number and address.
7. Sponsor point of contact phone number and address.
8. A list of employees requiring a Business Pass. Note this can be a separate company letter as long as it is included as an enclosure to the sponsorship letter.

(c) Business Pass Application Procedures

1. Business/Vendor lead or supervisor for the work or service to be performed delivers a sponsorship letter to the Business Pass issuing facility (see paragraph 5.(d).1)

2. The individual or individuals named in the sponsorship letter who are performing the work or service should accompany the Business/Vendor lead or supervisor as all must complete a Business Pass application.

3. On completion of application, each individual will be issued a five working day temporary pass to use for access while the Business Pass is being processed. Note: Business Pass processing takes 3-4 working days.

4. Upon completion of a successful background check, the individual will report to the Access Control Office to be issued his/her Business Pass.

5. In the event the criminal background check flags the criteria in paragraph 6, the application will be denied. Note: an individual whose application was denied may appeal per paragraph 6.

f. RAPIDGate Pass Issuance

(1) RAPIDGate passes are contracted access cards designed to accommodate intermediate to long term business/vendor activities aboard MCB CamPen (see paragraph 3.e.(2) for the definition of Business/Vendor). It can be renewed indefinitely. There is a fee associated with this pass that is borne by the business/vendor. The RAPIDGate Pass and Business Pass have the same background check requirements.

(2) Application

(a) Business/Vendor lead or supervisor for the work or service to be performed contacts RAPIDGate at 1-877-RAPIDGATE.

(b) RAPIDGate Enrollment Process

1. Business/vendor company will contact RAPIDGate and enroll the company, and appoint a POC for the company.

2. The business/vendor identifies the Base sponsor that the work or service is being provided for in order to verify sponsorship.

3. RAPIDGate subsequently contacts the business/vendor POC and provides them with an enrollment code to access a RAPIDGate enrollment kiosk located within Building 41501T.

4. With the enrollment code the employee individually enrolls at the RAPIDGate kiosk.

5. Once enrolled, the employee is provided a temporary Business Pass for a period of 30 days until the RAPIDGate passes are delivered for issue.

6. RAPIDGate will perform a criminal background check on the employees requiring access.

7. RAPIDGate contacts the business/vendor POC once the RAPIDGate passes are available.

8. The employee requiring access go to the Access Control office to pick up their RAPIDGate passes. Note: all personnel will be required to display proof of identification per paragraph 4.c.(1).

6. Background Check Criteria for the Business/Vendor Category and others who are issued a locally produced pass

a. Applicants for a RAPIDGate pass, Business Pass, or other type of locally produced pass will be subject to a criminal background check. Applications will be denied if the respective applicant:

- (1) Is listed on the national terrorist watch list.
- (2) Is not a U.S. citizen and is illegally present in the U.S. or whose U.S. citizenship, immigration status, or social security number cannot be verified.
- (3) Is subject to an outstanding criminal warrant of any type.
- (4) Provides fraudulent information on the application.
- (5) Has a felony conviction within the last 10 years.
- (6) Is a registered sex offender regardless of the date of the offense.
- (7) Has obtained a felony conviction for the following types of criminal offenses:
 - (a) Offenses of a sexual nature.
 - (b) Offenses of violence.
 - (c) Offenses related to gang activity, supremacist, or extremist behavior; i.e., hate crimes.

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(d) Crimes resulting from the possession, use, manufacture, introduction, or distribution of any illegal drug listed in the Comprehensive Drug Abuse Prevention & Control Act of 1970, schedules I through V.

(e) Offenses in which a weapon (e.g., firearm, knife or other bladed instrument, club, brass knuckles) was used either as a means of violence, or a threat of violence.

(8) Military active duty was terminated by virtue of a dishonorable or bad conduct discharge.

(9) Was issued a debarment order and is currently banned from military installations.

(10) Has exhibited characteristics, traits or other indications that cause concern for the health, safety or welfare of personnel and/or residents aboard the Base; or that cause concern for the physical security or environment of the Base.

b. Personnel denied a business or RAPIDGate pass by virtue of criminal history may appeal to the Commanding General (Attn: Commanding Officer, Security & Emergency Services Battalion, MCB CampPen, CA 92055-5007). Appeals must be in writing and received in person or postmarked within 10 working days from the date of the access denial notification.

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Common Access Card/Uniformed Services Identification Requirements

PRIMARY Proof of ID (COLUMN 1)	SECONDARY Proof of ID (COLUMN 2)
U.S. Military card/ID	Certificate of U.S. Citizenship (INS Form N-560 or N-561)
Military dependant's ID	Certificate of Naturalization (INS Form N-550 or N-570)
Driver's License or ID Card issued by a state or outlying possession of the U.S. provided it contains a photograph	Foreign Passport
ID Card issued by federal, state, or local government agencies or entities provided it contains a photograph	Unexpired Reentry Permits (INS Form I-327)
U.S. Passport	Unexpired Refugee Travel Document (INS Form I-571)
U.S. Coast Guard or Merchant Mariner Card	School ID with a photograph
Permanent Resident Card or Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)	Voter's Registration Card
Unexpired Temporary Resident Card (INS Form I-688)	Native American Tribal Document
Unexpired Employment Authorization Card (INS Form I-688A)	Driver's License issued by a Canadian government authority
Unexpired Employment Authorization Document issued by the INS which contains photograph (INS Form I-688B)	U.S. social security card issued by the Social Security Administration
	Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1360)
	Original or certified copy of a birth certificate issued by a state, county, municipal, authority or outlying possession of the U.S. bearing an official seal
	ID Card for use of Resident Citizen in the U.S. (INS Form I-179)
	Unexpired employment authorization document issued by the INS
	For persons under the age of 18 who are unable to present a document listed above:
	School record or report card
	Clinic, doctor or hospital record
	Day-care or nursery school record

Figure 6-1.--Common Access Card/Uniformed Services Identification Requirements

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Section 3

Base Vehicle Policies

1. Vehicle Registration and Decals

a. Authorized Personnel. The following personnel are authorized to, and when designated, required to, register their privately owned vehicles (POV) aboard MCB CamPen and receive a DoD decal (DD Form 2220):

(1) Personnel of the Armed Forces on active duty stationed at MCB CamPen, and/or their dependents living or working on Base, are required to register their POVs within five working days after purchasing a vehicle. Personnel transferred from other duty stations are also required to register their vehicles within five working days upon arrival at MCB CamPen even if they already have a current decal from another installation.

(2) Retired military personnel who are entitled to retired pay, retainer pay, or pensions as a result of service in the Armed Forces, their dependents, or their unmarried widows or widowers.

(3) Dependents of active duty personnel stationed elsewhere who reside within the geographical area of MCB CamPen.

(4) Department of Defense beneficiaries.

(5) Transition Assistance 180 days.

(6) Veterans Administration 100% disabled.

(7) All categories of Reserve personnel.

(8) DoD civilian employees permanently employed aboard MCB CamPen are required to register their vehicles. Permanently employed civilians include civil service personnel and non-appropriated fund personnel. No more than two sets of decals will be issued to civilian employees. Use by any other person, or violation of access regulations, may result in the loss of the employee's registration privileges.

(9) Civilian contractors who provide contracted services on the installation and who require a Common Access Card (CAC).

Note: Visitors and business/vendor category entrants are not entitled to decals.

b. Vehicle Registration Facilities. Decals are issued at the following locations. Please call for hours of operation.

(1) Mainside Pass & ID, building 130132 (Mainside Area), telephone (760) 725-2442.

(2) Main Gate Pass & ID, building 201017 (Wire Mountain Housing Area), Telephone (760) 725-2768.

(3) Northern Pass & ID, building 51093 (San Onofre Plaza Area), telephone (760) 763-6476.

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c. Vehicle Decals. Vehicle decals consist of a DD Form 2220, an installation tab, expiration tabs (month/year), and special purpose/caveat tabs.

(1) DD Form 2220. DD Form 2220 consists of a border and alphanumeric serial number printed in international blue on a white background.

(2) Installation Tabs. The installation tab is placed underneath and contiguous to DD Form 2220. It is color-coded to show the status of the vehicle owner.

(a) A blue tab is issued to active duty, reserve and retired officers, or their authorized dependents.

(b) A red tab is issued to active duty, reserve and retired enlisted personnel, or their authorized dependents.

(c) A green tab is issued to U.S. Government civilians employees, including Non-appropriated Fund Instrumentality employees.

(d) A white tab is issued to long term contract/contractor personnel, and other designated civilian personnel as authorized by the Provost Marshal.

(3) Expiration Tabs. Expiration tabs identify the month and year that the vehicle's Base registration expires. The month tab abuts the left side (facing) of the DD Form 2220. The year tab abuts the right side (facing) of the DD Form 2220.

(4) Special Purpose/Caveat Tabs. Special purpose and caveat tabs are issued as appropriated to indicate such things as officers in the grade of O-6 or above, handicapped individuals, etc. These tabs are placed above and contiguous to the DD Form 2220.

(5) Placement of Decals. DD Forms 2220 and all associated tabs will be affixed, per the California Vehicle Code (CVC), within the 5-inch square comprising the lower left corner of the windshield.

d. Initial Entry Procedures. Newly reporting personnel will report to a vehicle registration facility, as listed in paragraph (b) of this section, within five working days of arriving to register their vehicle. Those persons having proper documentation, as listed in the subsequent paragraph, will be issued a permanent decal. All others will be issued a 30-day temporary vehicle pass. Temporary vehicle passes will be valid for a period of 30 calendar days provided the operator has a valid driver's license and proof of liability insurance as outlined in paragraph (f) of this section. After obtaining proper documentation, the operator should return to a vehicle registration facility to receive a decal.

e. Requirements for Obtaining Base Decals. Personnel attempting to register their vehicles aboard the Base must meet the following requirements before a permanent Base decal is issued:

(1) Present a valid driver's license of state, district, territory or possession of the United States.

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(2) Present a valid vehicle registration and permanent license plate issued to the registered owner.

(3) Present a valid military identification card (CAC/dependent/retiree/reserve/civilian employee).

(4) Military personnel under the age of 26 must show proof of completion of a Driver's Improvement Course (DIC).

(5) For motorcycle: Provide proof of completion of a Motorcycle Safety Foundation (MSF) Rider's Course.

(6) Show compliance with California smog requirements IAW BO 5090.1. See paragraph g. below. Does not apply to motorcycles.

(7) If not owned by the registrant; a lease agreement, power of attorney, or notarized statement from the owner of the vehicle specifying the inclusive dates for which permission to use the vehicle has been granted.

(8) Sign the vehicle registration form with the following statement of understanding:

"Entry onto military reservation by vehicle registration, whether permanent or temporary, acknowledges compliance with Title 18, United States Code. I hereby certify that I will abide by all Federal and State laws, including security regulations, traffic laws, the maintaining of insurance coverage for the vehicle, and state inspections, where applicable. I understand my vehicle and person is subject to search by competent authority while aboard any military reservation."

f. Proof of Liability Insurance. All personnel must show proof of current insurance in order to obtain a decal, temporary pass, or visitor's pass. If authorized by the State where the vehicle is registered, proof may be shown on an electronic device. However, the person presenting the proof of insurance in this manner assumes all liability for the electronic device. Valid proof of insurance will be kept in the vehicle at all times while the vehicle is in operation. The minimum California insurance requirements are:

(1) Personal injury to, or death of, any one person - \$15,000.

(2) Personal injury to, or death of, two or more persons in any one accident - \$30,000.

(3) Property damage - \$5,000.

(4) Provide bodily injury and property damage liability for all drivers authorized by the named insured to operate the vehicle. Military endorsements excluding persons other than the named insured whether in the military or not are not acceptable.

(5) The coverage must not contain limitations or restrictions including territorial limitations. This makes so-called "on-base" insurance not acceptable.

g. California Smog Check Requirement. All vehicles registered outside of California must be in compliance with the California Vehicle Inspection

and Maintenance (I&M) Program (also known as Smog Check) in order to receive or renew a Base decal. Compliance requires all vehicles, 1974 or newer, to undergo biennial smog inspections, or maintain a smog certification waiver or exemption. Out of state registered vehicles that are six model years or newer qualify for the biennial smog test waiver if the vehicle passes an initial California smog inspection or was initially purchased from a dealer in California. The vehicle must pass all areas of the smog inspection. Two areas where vehicles will automatically fail the smog inspection are when the check engine light is on, or there were modifications of exhaust/emission control systems not authorized in California. More information can be found in BO 5090.1.

h. Effective Periods of Issuance. Decals will be issued for the following periods:

- (1) Active duty and Reserve military personnel and their dependents:
 - (a) E-6 and above - 3 years.
 - (b) E-5 and below - until expiration date on their military identification card or 3 years whichever is shorter.
- (2) Retirees and their dependents - 3 years.
- (3) Civil Service employees - 3 years.
- (4) NAF employees - Initial or seasonal employees - expiration date on their MCCS identification card. All others - 3 years.
- (5) Civilian contractors - expiration date on their CAC.

2. Motorcycles. All motorcycle riders (military, military retirees dependents, DoD civilians) will be required to show proof of having completed a MSF Riders Course in order to receive a Base decal. Those properly licensed or permitted motorcycle operators who have not yet completed an MSF Riders Course may be issued a temporary pass, not to exceed 30 days, while they await the next available course. The following requirements will apply.

a. To obtain a 30 day temporary pass:

- (1) Present valid state driver license with either a motorcycle endorsement (if required by the state) or motorcycle learner's permit (if required by the state).
- (2) Present valid military identification card.
- (3) Present valid vehicle registration certificate.
- (4) Present valid proof of insurance.
- (5) Present proof of MSF Riders Course enrollment.
- (6) Present proof of completion of driver improvement course (military personnel under 26 years of age only).

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(7) If a second 30 day extension is requested due to the failure of a rider to attend a scheduled MSF Riders Course, the request must be endorsed by the unit commander and:

(a) Address why the operator was unable to attend the MSF Riders Course as previously scheduled.

(b) Ensure the operator will attend the next scheduled class.

b. To obtain a permanent decal:

(1) Present valid state driver license with motorcycle endorsement (if the state requires the endorsement).

(2) Present valid military identification card.

(3) Present valid vehicle registration certificate.

(4) Present valid proof of insurance.

(5) Present proof of MSF Riders Course completion.

(6) Present proof of completion of driver improvement course (military personnel under 26 years of age only).

c. Civilian visitors or contracted laborers that are properly licensed to ride a motorcycle shall not be required to receive service sponsored training, or to prove that they have taken other motorcycle training in order to operate a motorcycle on a DoD installation. (DoDI 6055.04, April 20, 2009)

3. Placement and Removal of Decals

a. Mandatory Reporting Periods. When one of the following situations exists, the owner or dependent must report to a Pass & ID office:

(1) All personnel who have been issued a Base decal will report to a vehicle registration facility for removal of the decal when the owner is released from active duty, separated from the service, or terminates civilian employment with the installation.

(2) Personnel transferred outside the MCB CamPen area whose dependents will remain in the area will report to a vehicle registration facility before departing to register the vehicle in the authorized dependent's name.

(3) If a Base decal becomes illegible, the owner will report to a vehicle registration facility to have it replaced.

(4) Lost or stolen decals must be reported immediately to the MCPD

(5) Placement of decal will be in accordance with this Order.

b. Transfer of Ownership. When transfer of vehicle ownership occurs, the following procedures apply:

(1) If the vehicle is sold or otherwise disposed of, the owner will remove the decal and report the transfer to a vehicle registration facility.

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(2) If the vehicle is sold to another person meeting the requirements set forth in this Order, both the seller and the buyer shall report to a vehicle registration facility for transfer of the registration. Removal of the decal in such cases is not required.

c. Decal Removal. DOD decals remain the property of the U.S. Government when applied to POVs and may be removed when determined necessary. Some reasons for removal are as follows.

- (1) Vehicle no longer complies with this section.
- (2) Vehicle ownership transferred.
- (3) Vehicle owner's installation driving privileges are revoked or suspended.
- (4) Vehicle was towed off the installation because it was illegally parked.
- (5) Vehicle owner/operator refuses to permit a search of the vehicle during an authorized vehicle inspection.
- (6) Vehicle was used in the commission of an offense.
- (7) Decal appears altered or deteriorated.
- (8) Fraudulent, inaccurate or incomplete application information is determined, or failure to provide updated information.
- (9) Fraudulent use of a decal/pass to gain access to the installation.
- (10) Vehicle contains narcotics, narcotics paraphernalia, or contraband.
- (11) Vehicle owner has been identified by urinalysis as positive for illicit drug use.
- (12) Abandoned vehicles that have been impounded.

d. Unlawful Transfer/Display. It is prohibited to transfer, otherwise dispose of, or wrongfully display a Base decal on another vehicle that is not the vehicle to which the decal is registered.

e. Suspended Operator. Upon suspension of an individual's installation's driving privileges the month and year expiration tabs will be replaced as follows:

(a) Male Suspension. The month expiration number tab will be replaced with an international orange number tab and place an international orange "M" tab on the driver's side of the DOD decal in place of the year expiration number tab. The decal will be valid for the duration of the suspension.

(b) Female Suspension. Same as above, except an international orange "F" tab will be placed on the driver's side of the DOD decal in place of the year expiration number tab.

4. Temporary Vehicle Pass

a. Issuance and Renewal. Temporary passes may be issued to eligible personnel who will be aboard for less than 30 days (except for certain civilian contractor categories), or to those who will be assigned for a longer period but have not yet obtained the necessary documentation to complete Base registration requirements. Temporary passes will not be issued in order to circumvent other regulations (ie. smog requirement). The Provost Marshal, or designated representatives (ie. vehicle registration supervisors), may grant extensions on a case by case basis.

b. Display. Temporary passes must be displayed inside on the lower left-hand corner of the windshield and always be visible.

5. Vehicle Safety Requirements

a. Privately Owned Vehicles. All privately owned vehicles must be mechanically sound to be registered aboard MCB CamPen.

b. Minimum Safety Requirements. Minimum acceptable safety requirements for automobiles, trucks, and campers are:

- (1) Windshield wipers must work.
- (2) Headlights must have working upper and lower beams, and be properly aimed.
- (3) Parking lights and backup lights must work.
- (4) All tail lights must work and show a red light visible for 500 feet to the rear, except that tail lamps on vehicles manufactured after 1 January 1969 will be visible for 1,000 feet.
- (5) License plate light must be visible for 50 feet.
- (6) Stop light must operate with the foot brake.
- (7) Turn signals, front and rear (if car is so equipped) in working condition and plainly visible in normal sunlight.
- (8) Speedometer must work.
- (9) Horn must be audible for a distance of 200 feet.
- (10) Rear view mirrors must show vision to rear for 200 feet. Vehicles shall be equipped with not less than two such mirrors, including one on the left hand side.
- (11) Foot pedals will be equipped with appropriate rubberized pads and not worn through to the metal or so worn, as to create a safety hazard.
- (12) Floor mat or rug condition must not be a safety hazard when operating foot pedals.
- (13) Muffler must reduce motor noise to a reasonable degree and be free of breaks; exhaust system will not be equipped with a "bypass" or other modifications that increase motor noise.

(14) Windshield, rear and side glasses must be free of discoloration, non-factory tinting, or cracks that could obstruct vision or create a safety hazard. Windshield stickers will be restricted to a seven inch square in the lower right hand corner of the windshield. Clear, colorless, and transparent material may be installed, affixed, or applied to the front side windows, located to the immediate left and right side of the front seat if the following conditions are met:

(a) The material has a minimum visible light transmittance of 88 percent.

(b) The window glazing with the material applied meets all requirements of federal motor Vehicle Safety Standard No. 205 (49 C.F.R. 571.205), including the specified minimum light transmittance of 70 percent and the abrasion resistance of AS-14 glazing, as specified in that federal standard.

(c) The material is designed and manufactured to enhance the ability of the existing window glass to block the sun's harmful A rays.

(d) The driver has in his or her possession, or within the vehicle, a certificate signed by the installing company certifying that the windows with the material installed meet the requirements of this subdivision and identifies the installing company and the material's manufacturer by full name and street address, or, if the material was installed by the vehicle owner, a certificate signed by the material's manufacturer certifying that the windows with the material installed according to the manufacturer's instructions meets the requirements of this subdivision and identifies the material's manufacturer by full name and street address.

(e) If the material described in this subdivision tears or bubbles or is otherwise worn to prohibit clear vision, it shall be removed or replaced.

(15) Tires must have a minimum of 1/16 inch of tread on the entire circumference across that surface of the tire that contacts the roadway and will be free of breaks and protuberance. Racing slicks are prohibited.

(16) Hoods and doors must be as manufactured and must close securely without using straps, wires, or other foreign devices.

(17) Parking brakes must be capable of holding a vehicle on a five percent grade.

(18) Suspension system alterations which do not conform to the following requirements of this order and the California Vehicle Code will be rejected as unsafe.

(a) Minimum Height. If a vehicle has been altered so that any portion of the vehicle has less clearance from the surface of a level roadway than the lowermost portion of any rim of any wheel in contact with the roadway, that vehicle will be determined to be unsafe to operate.

(b) Maximum Frame Weight. The maximum frame height of a vehicle will be determined by the Gross Vehicle Weight Rating (GVWR) using the following chart:

Vehicle Type	Frame Height
Passenger vehicles, except motor homes	23 inches
All other vehicles, including motor homes, as follows:	
Up to 4,500 pounds GVWR	27 inches
4,501 to 7,500 pounds	30 inches
7,500 to 10,000 pounds	31 inches

Frame height will be measured from the frame midway between the front axle and the second axle on the vehicle while the vehicle is sitting on a level surface and unloaded. A body lift kit not to exceed four inches is permitted. Under no conditions will any type of equipment, apparatus, or modifications be permitted which places the vehicle on a "rake". Vehicles with wide or reverse rims that allow the tire to extend beyond the original width of the fender must have some type of fender extension and/or mud flaps. Vehicles may not exceed the 102-inch width specified in section 35101 of the California Vehicle Code.

(19) Steering mechanism mechanical condition must be sufficient for the operator to control the vehicle's movement and maneuver it safely. Steering wheels measuring less than 10" in diameter are prohibited.

(20) Bumpers, front and rear, will be stock or equivalent in rigidity. Pickup trucks which are sold as stock without bumpers are considered to meet the requirements of the paragraph, however, dune buggies and other recreational or off-road vehicles do not.

(21) Seat belts and child restraint devices will be installed and used in all privately owned vehicles, other than motorcycles, for the driver and all passengers, as listed in California Vehicle Code sections 27315 and 27360. Privately owned trucks may not be used to transport passengers in the bed unless restraining devices or a shell, conforming to California Vehicle Code section 23116, are installed and used.

(22) Anti-pollution control devices will be correctly installed and operating properly on those vehicles originally equipped with such devices, as set forth in section 27156 of the California Vehicle Code.

c. Unauthorized Ornaments/Markings. Vehicles on MCB CamPen are not allowed to display decals, paintings, or written matter having a tendency to produce a breach of peace or other disturbances that interfere with the orderly functioning of the Base.

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6. Prohibited Vehicles

a. Mini-Bikes/Pocket-Bikes/Go-Carts. Vehicles referred to commercially as mini-bikes, pocket bikes and go-carts are not allowed to operate aboard MCB CampPen streets or sidewalks.

b. Motor Trikes/Dune Buggies. Motorcycle "trikes" and homemade "dune buggies", because of their deviation from standard manufacturing specification, are not allowed to operate aboard MCB CampPen. Commercially produced three-wheeled motorcycles are not affected by this paragraph and may be registered if they meet the other requirements.

7. Recreational Vehicles and Trailers

a. General. Vehicles and trailers will be stored only in authorized storage areas controlled by AC/S MCCS.

b. Authorized Storage Areas. Active duty military personnel assigned to MCB CampPen may store their vehicles at any established storage site. Retired personnel may store their vehicles on an "as available" basis.

c. Unauthorized Parking Areas. Privately owned motor homes, RV and non-self-propelled vehicles such as; trailers, fifth wheel trailers, campers, boats and other towed items are not allowed to be stored or parked in driveways, streets, housing lawns, alley ways or in a manner hazardous to traffic within housing or command areas. The MCPD makes the final decision in this matter.

8. Trip Tickets. Operators of all government (military) vehicles entering or leaving MCB CampPen must have in their possession a valid trip ticket marked to authorize off-base use and showing both origin and destination of trip.

9. Las Pulgas Suspension and Revocation (S&R) Parking Lots

a. A designated parking area is available only at the Las Pulgas gate to drivers who have had their on-base driving privileges suspended or revoked. The area is not to be used as normal parking area for other vehicles or for any type of storage, vehicle or otherwise.

b. Persons using this parking area will be required to register their vehicles at a vehicle registration facility. Such persons will be issued a Special Purpose Tab to be displayed in lieu of a Base decal.

c. In the case where the registered owner has lost his or her driving privileges, the Special Purpose Tab decal will be issued for the length of that suspension/revocation.

d. Vehicles that are parked in this lot without being registered will be towed at the owner's expense.

10. POV Resale Lot. The Camp Pendleton Resale Lot is located in the 12 Area near the intersection of Vandegrift Boulevard and 16th Street. Prior to parking on the Resale Lot, registration with the Police Records in building 1523 is MANDATORY. Use of the resale Lot is a privilege extended to active duty service members, reservists on active duty, family members, military retirees, and Camp Pendleton civil service employees for the sole purpose of selling a privately owned vehicle. Commercial or business use of the Resale Lot (i.e. selling multiple vehicles for profit) and storage of recreational vehicles or other vehicles is strictly prohibited. Recreational vehicle storage is offered by MCCS at San Luis Rey, building 17013, 725-5296 and San Onofre, building 52171, 725-7519.

a. Vehicles that are parked on the Resale Lot without authorization (e.g. properly registered with the Police Records section and displaying a valid Resale Lot placard) may be subject to immediate impoundment by a civilian wrecker at the owner's expense.

b. Authorized Vehicles. The following vehicles are authorized to be placed on the Resale Lot:

- (1) Passenger vehicles (i.e. Cars, trucks, vans etc).
- (2) Recreational vehicles (RV's).
- (3) Boats.
- (4) Motorcycles.
- (5) Trailers.

(6) All other vehicles which are required to be registered in California or another state.

c. Conditions of Use. Upon requesting use of the Resale Lot, the registered owner understands and agrees to abide by the following terms & conditions:

(1) All personnel requesting the use of the Resale Lot shall have their vehicles properly registered in the Consolidated Law Enforcement Operations Center (i.e., appropriate Base decal or temporary pass).

(2) Only vehicles that are in good working order and can be driven to the Resale Lot under their own power can be placed on the Resale Lot. Inoperable vehicles may not be towed to the Resale Lot.

(3) The registered owner will ensure that the vehicle has current/valid state registration, Base registration and California minimum liability insurance while the vehicle is on the Resale Lot.

(4) The registered owner will ensure that the vehicle's Resale Lot authorization/registration remains current and will inform police records (725-0819) when the vehicle is sold or removed.

(5) The registered owner will ensure that the vehicle remains clean, presentable and does not leak fluids while on the Resale Lot.

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(6) The registered owner will only park in his/her designated spot, without blocking access to the Resale Lot.

(7) The registered owner assumes all responsibility and liability for any theft, damage or loss while utilizing the Resale Lot.

(8) The registered owner understands that the vehicle will be towed off Base (by a civilian wrecker) at registered owner's expense for:

- (a) Expired or no state/Base/Resale Lot registration.
- (b) Expired or no insurance.
- (c) Parked in lane of travel.
- (d) Parked off of pavement.
- (e) Safety hazard.
- (f) Leaking hazardous material(s).
- (g) Other "towable" offense as outlined in the Base regulations.

(9) The registered owner will not, under any circumstances, perform or allow anyone else to perform maintenance on the vehicle while it is on the Resale Lot.

(10) Registered owners of recreational vehicles (i.e. Rv campers, 5th wheels, boats, trailers or other vehicles and recreational equipment on trailers) must have the vehicle's tires properly chock-blocked to properly secure the vehicle.

d. Registration Procedures

(1) Authorization for use of the Resale Lot will be the responsibility of the police records section, located at bldg 1523.

(2) Before placing their vehicle on the Resale Lot, all personnel requesting the use of the Resale Lot shall have their vehicles properly registered aboard MCB CampPen (i.e., appropriate Base decal or temporary pass) and then report to police records, building 1523 to register their vehicle and receive a Resale Lot placard.

(3) The Resale Lot placard obtained from police records shall be affixed to the driver's side window or front windshield so that the entire placard is visible from outside the vehicle.

(4) Personnel will notify police records when they have sold their vehicle or are otherwise finished with their assigned space.

e. Registration Period/Renewals

(1) Passenger vehicles such as sedans, pick-ups, vans, sport utility vehicles and motorcycles can be registered on the Resale Lot for up to 60 days and then must be removed or submitted for re-registered on a space available basis. If re-registration is requested, the registered owner must report to police records, building 1523 to re-register the vehicle and receive an updated Resale Lot placard.

(2) Recreational vehicles such as RV campers, 5th wheels, boats, trailers or other vehicles and recreational equipment on trailers can be registered on the Resale Lot one time, for a maximum of 60 days, in a 365 day period. For example:

(a) An individual who registers a recreational vehicle on the Resale Lot and receives a placard valid from 1 April 2012 to 1 June 2012 must remove the vehicle from the lot by 2 June 2012 and will not be permitted to register that vehicle on the Resale Lot again until 1 June 2013.

(b) An individual who registers a recreational vehicle on the Resale Lot and receives a placard valid from 1 April 2012 to 1 June 2012, but after 30 days decides to remove the recreational vehicle on 1 May 2012, will not be permitted to register that vehicle on the Resale Lot again until 1 June 2013.

f. Commercial or Business Use is Prohibited. Individuals who are determined to be utilizing the Resale Lot for commercial or business use (i.e. selling multiple vehicles for profit) will be denied use of the Resale Lot. Determination of commercial or business use is the sole discretion of the Marine Corps Police Department.

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Section 4

Police Records

1. Registration, Accountability and Control of Weapons

a. General

(1) Definitions. For the purposes of this Section, the following definitions apply:

(a) Short-Barreled Shotgun. A firearm designed or redesigned to fire a fixed shotgun shell that has a barrel or barrels of less than 18 inches in length or an overall length of less than 26 inches; any weapon made from a shotgun which meets the barrel length or overall length criteria; any device which may be restored to fire a fixed shotgun shell and which meets the barrel length or overall length criteria; or any part or combination of parts designed and intended to convert a device into a short-barreled shotgun or which would permit an individual to readily assemble a short-barreled shotgun (Penal Code § 12020(c)(1)).

(b) Short-Barreled Rifle. A rifle having a barrel length of less than 16 inches or an overall length of less than 26 inches; any weapon made from a rifle which meets the barrel length or overall length criteria; any device which may be restored to fire a fixed cartridge and which meets the barrel length or overall length criteria; or any part or combination of parts designed and intended to convert a device into a short-barreled rifle or which would permit an individual to readily assemble a short-barreled rifle (Penal Code § 12020(c)(2)).

(c) Camouflaging Firearm Container. A container designed to enclose a firearm, making it unrecognizable, and is capable of being fired by external controls while enclosed in the container. The term excludes camouflage gear used in hunting (Penal Code § 12020(c)(9)).

(d) Cane Gun. A firearm mounted or enclosed in a stick, staff, rod, crutch, or similar device designed to be, or capable of being used as an aid in walking, if such firearm may be fired while mounted or enclosed therein (Penal Code § 12020(c)(5)).

(e) Wallet Gun. A firearm mounted or enclosed in a case resembling a wallet, designed to be, or capable of being carried in a pocket or purse, if such firearm may be fired while mounted or enclosed in such case (Penal Code § 12020(c)(4)).

(f) Undetectable Firearm. A weapon (after grips, stocks and magazines are removed) which is less detectable than the security test devices which are used to calibrate and set walkthrough metal detectors; or a weapon which has a major component made of barium sulfate or other compounds which do not generate an image accurately depicting the component on the x-ray machines commonly used at airports (Penal Code § 12020(c)(22)).

(g) Flechette Dart. A dart one inch in length that is capable of being fired from a firearm and has tail fins that take up approximately five-sixteenths of an inch of the body (Penal Code § 12020(c)(6)).

(h) Zip Gun. A weapon or device made or altered to expel a projectile by the force of an explosion or other form of combustion which was not imported by a person licensed pursuant to federal law, not designed as a firearm by a manufacturer licensed pursuant to federal law and on which no federal tax was paid nor exemption from federal tax granted. (Penal Code § 12020(c)(10)).

(i) Unconventional Pistol. A firearm that does not have a rifled bore and has a barrel or barrels less than 18 inches in length and an overall length of less than 26 inches. (Penal Code § 12020(c)(12)).

(j) Multi-Burst Trigger Activator. A device designed or redesigned to be attached to a semiautomatic firearm which allows the firearm to discharge two or more shots in a burst by activating the device, or a manual or power-driven trigger activating device constructed so that when attached to a semiautomatic firearm it increases the rate of fire of that firearm. (Penal Code § 12020(c)(23)).

(k) The term bullet containing or carrying an explosive agent does not include tracer ammunition manufactured for use in shotguns. (Penal Code § 12020(b)(6)).

(l) Dirk or Dagger. A knife or other instrument with or without a hand guard that is capable of ready use as a stabbing weapon that may inflict great bodily injury. A non-locking folding knife, a folding knife not prohibited by section 653k, or a pocketknife, is considered a dirk or dagger only if the blade of the knife is exposed and locked into position. (Penal Code § 12020(c)(24)).

(m) Nunchaku. An instrument consisting of two or more sticks, clubs, bars or rods to be used as handles, connected by a rope, cord, wire, or chain. (Penal Code § 12020(c)(3)).

(n) Metal Knuckle. A device or instrument made wholly or partially of metal to be worn in or on the hand while striking a blow to increase the force of the impact. (Penal Code § 12020(c)(7)).

(o) Hard Plastic Knuckles. A device or instrument made wholly or partially of plastic that is not a metal knuckle as defined in paragraph (7) of subdivision (c) of Section 12020, that is worn for purposes of offense or defense in or on the hand, and that either protects the wearer's hand while striking a blow or increases the force of impact from the blow or injury to the individual receiving the blow. The plastic contained in the device may help support the hand or fist; provide a shield to protect it, or consist of projections or studs that would contact the individual receiving a blow. (Penal Code § 12020.1).

(p) Ballistic Knife. A device that propels a knifelike blade as a projectile by means of a coil spring, elastic material, or compressed gas. (Penal Code § 12020(c)(8)).

(q) Shuriken. An instrument without handles consisting of metal having three or more radiating points with one or more sharp edges, used as a weapon for throwing. (Penal Code § 12020(c)(11)).

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(r) Belt Buckle Knife. A knife which is an integral part of a belt buckle and has a blade of at least 2-1/2 inches in length. (Penal Code § 12020(c)(13)).

(s) Lipstick Case Knife. A knife enclosed within and made an integral part of a lipstick case. (Penal Code § 12020(c)(14)).

(t) Cane Sword. A cane, stick, staff, rod, pole, or similar device having a concealed blade that may be used as a sword. (Penal Code § 12020(c)(15)).

(u) Shobi-Zue. A staff, crutch, rod, or pole concealing a knife or blade which may be exposed by a flip of the wrist or mechanical action. (Penal Code § 12020(c)(16)).

(v) Leaded Cane. A staff, crutch, stock, rod, pole or similar device unnaturally weighted with lead. (Penal Code § 12020(c)(17)).

(w) Air Gauge Knife. A device that appears to be an air gauge, but has a concealed pointed metallic shaft designed to be a stabbing instrument when exposed by mechanical action or gravity, and locks into place when extended. (Penal Code § 12020(c)(18)).

(x) Writing Pen Knife. A device that appears to be a writing pen, but has a concealed pointed metallic shaft designed to be a stabbing instrument when exposed by mechanical action or gravity, and locks into place when extended. (Penal Code § 12020(c)(19)).

(y) Metal Military Practice Hand Grenade or Metal Replica Hand Grenade. A device that is readily usable as a grenade or may be easily modified for ready use as a grenade, and does not include any plastic toy hand grenade or any metal military practice hand grenade that is a relic, curio, memorabilia, or display item that has been filled with a permanent inert substance or has otherwise been permanently altered in a manner that prevents ready modification for use as a grenade. (Penal Code §§ 12020(a), 12020(b)(15)).

(z) Large Capacity Magazine. Any ammunition feeding device with the capacity to accept more than 10 rounds, but shall not be construed to include a feeding device that has been permanently altered so that it cannot accommodate more than 10 rounds, a tubular magazine that is contained in a lever-action firearm, or a .22 caliber tube ammunition feeding device. (Penal Code § 12020(c)(25)).

(aa) Silencer. A device designed, used, or intended for use in silencing, diminishing or muffling the report of a firearm including any combination of parts designed or redesigned and intended for use in fabricating or assembling a silencer, or any part intended only for use in assembling or fabricating a silencer.

(bb) Machinegun. Any weapon that shoots or is designed to shoot more than one shot automatically (without manual reloading) by a single function of the trigger. The term also includes any frame or receiver of a machinegun and any part or combination of parts designed and intended for use in converting an otherwise legal weapon into a machinegun. (Penal Code § 12200).

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(cc) Armor-Piercing Ammunition. A projectile or projectile core which may be used in a handgun and which is constructed entirely (excluding the presence of traces of other substances) from one or a combination of tungsten alloys, steel, iron, brass, bronze, beryllium copper, or depleted uranium; or a full jacketed projectile larger than .22 caliber designed and intended for use in a handgun and whose jacket has a weight of more than 25 percent of the total weight of the projectile (18 USC 921).

(2) Regulations. Privately owned firearms are prohibited in all federal facilities aboard MCB CampPen, to include government leased spaces and government vehicles. All personnel will continue to comply with all applicable federal, state, and local laws for the purchase, registration, transportation, and storage of privately owned firearms and ammunition.

(a) U.S. Navy Regulations, Article 1159, prohibits the possession of any dangerous weapon, instrument, device or highly explosive article or compound on board any installation or vehicle under naval jurisdiction, except when necessary for the proper performance of duty or when authorized by proper authority.

(b) 18 USC 930 provides that:

1. Except as provided in subsection (d), whoever knowingly possesses or causes to be present a firearm or other dangerous weapon in a Federal facility (other than a Federal court facility), or attempts to do so, shall be fined under this title or imprisoned not more than 1 year, or both.

2. Whoever, with intent that a firearm or other dangerous weapon be used in the commission of a crime, knowingly possesses or causes to be present such firearm or dangerous weapon in a Federal facility, or attempts to do so, shall be fined under this title or imprisoned not more than 5 years, or both.

3. A person who kills any person in the course of a violation of subsection (a) or (b), or in the course of an attack on a Federal facility involving the use of a firearm or other dangerous weapon, or attempts or conspires to do such an act, shall be punished as provided in 18 USC 1111, 1112, 1113, and 1117.

4. This section of 18 USC 930 does not apply to:

a. The lawful performance of official duties by an officer, agent, or employee of the United States, a State, or a political subdivision thereof, who is authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of any violation of law;

b. The possession of a firearm or other dangerous weapon by a Federal official or a member of the Armed Forces if such possession is authorized by law; or

c. The lawful carrying of firearms or other dangerous weapons in a Federal facility incident to hunting or other lawful purposes.

(3) Prohibited Weapons

(a) No person (except for the accomplishment of official duties and then only as authorized by competent authority) may own, possess, lend,

manufacture, import, sell, or offer to sell any armor piercing ammunition, short-barreled rifle, any firearm that is not immediately recognizable as a firearm, any camouflaging firearm container, any cane or wallet gun, any undetectable firearm, any ammunition that contains or consists of a flechette dart, any bullet that contains or carries an explosive agent, any zip gun, any unconventional pistol, any multi-burst trigger activator, any nunchaku, any metal knuckles, any belt buckle knife, any leaded cane, any lipstick case knife, any cane sword, any shobi-zue, any air gauge knife, any ballistic knife, any shuriken, any writing pen knife, and any metal military practice hand grenade or metal replica hand grenade. It is unlawful for any person to carry a concealed dirk or dagger, or any destructive device.

(b) Clubs as used in this Section are described as a wooden, metal, or plastic object that has been altered or designed for use as a weapon.

(c) Martial arts weapons (e.g., nunchaku, tonfa, bo, etc.) may be possessed and registered on Base if the owner is certified to teach or is a bona fide student of that art of self-defense and is doing so through the AC/S MCCS or a nationally or internationally accredited dojo (i.e., school) off of the military installation.

(d) No person (except for the accomplishment of official duties and then only as authorized by competent authority) may manufacture, import onto, offer for sale, give, lend, or possess any explosive materials.

(e) Possession of smokeless powder, black powder, primers, percussion caps and other material for reloading ammunition cartridges will be in accordance with Base housing regulations and then only in the quantity necessary for recreational use.

(f) Smokeless powder, black powder, primers, percussion caps and other material for reloading ammunition cartridges will not be kept or stored in vehicles, barracks, Bachelor Officer Quarters (BOQs), Bachelor Enlisted Quarters (BEQs), Temporary Lodging Facility, or office spaces.

(4) Weapons Requiring Prior California Department of Justice Registration. The following weapons may be registered aboard the Base, ONLY if they are currently registered with the California Department of Justice.

(a) Assault Weapons. The California Roberti-Roos Assault Weapons Control Act of 1989 (California Penal Code 12275-12278), defines assault weapons and states that as of 1 January 2000, no assault weapon may be bought, sold, brought into the state, or registered to anyone within the State of California other than a licensed gun dealer. The point of contact for any questions on assault weapons is the California Department of Justice Bureau of Firearms, or the police records section.

(b) .50 Caliber BMG. The .50 Caliber BMG Regulation Act of 2004 (California Penal Code 12278) defines a .50 Caliber BMG Rifle and states that those firearms have such a high capacity for long distance and highly destructive firepower that they pose an unacceptable risk to the death and serious injury of human beings, destruction or serious damage of vital public and private buildings, civilian, police and military vehicles, power generation and transmission facilities, petrochemical production and storage facilities, and transportation infrastructure.

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(c) If an assault weapon or .50 Caliber BMG weapon is presented for Base registration that has not been previously registered with the California Department of Justice, the weapon will be seized by MCPD personnel and turned over to a unit representative. The unit of the service member will ensure that the weapon is appropriately modified or removed from California.

(5) Importing Assault Weapons or .50 Caliber BMG Weapons Prohibited
Per California Penal Code 12280

(a) Any person who, within this state, manufactures or causes to be manufactured, distributes, transports, or imports into the state, keeps for sale, or offers or exposes for sale, or who gives or lends any assault weapon or any .50 BMG rifle, except as provided by this chapter, is guilty of a felony, and upon conviction shall be punished by imprisonment in the state prison for four, six, or eight years.

1. In addition and consecutive to the punishment imposed under paragraph (1), any person who transfers, lends, sells, or gives any assault weapon or any .50 BMG rifle to a minor in violation of paragraph (1) shall receive an enhancement of one year.

2. Except in the case of a first violation involving not more than two firearms as provided in subdivisions (b) and (c), for purposes of this section, if more than one assault weapon or .50 BMG rifle is involved in any violation of this section, there shall be a distinct and separate offense for each.

(b) Any person who, within this state, possesses any assault weapon, except as provided in this chapter, is punishable by imprisonment in a county jail for a period not exceeding one year, or by imprisonment in the state prison.

(6) Firearms. As used in this directive, the term firearm shall apply to and include any device designed to be used as a weapon from which is expelled a potentially lethal projectile by the force of any explosion or other form of combustion, through force of air pressure or CO2 pressure, or by spring action. Weapons that must be registered are:

- (a) Pistols/Revolvers.
- (b) Rifles.
- (c) Shotguns.
- (d) BB/Pellet Guns.
- (e) Paint Guns.
- (f) Historical type weapons.
- (g) Crossbows.
- (h) Bows (conventional or compound).
- (i) Spear Guns.

(j) Assault Weapons and .50 Caliber BMG rifles following registration with the California Department of Justice.

(7) Knives. All knives (to include swords and axes) primarily designed for offensive or defensive use, including folding knives with blades over 6 inches long, will be registered. This does not include kitchen knives or ceremonial swords with unsharpened edges/points, or folding knives with blades under 6 inches long.

b. Registration Requirements for Personal Weapons

(1) California Requirements. Any person who moves into California and who brings any pistol, revolver, or other firearm capable of being concealed upon the person is considered to be a "Personal Handgun Importer" and is required to do one of the following within 60 days:

(a) Complete and submit a new resident handgun ownership report form along with a registration fee to the Department of Justice. A separate report form and fee is required for each handgun reported. New resident handgun ownership report forms can be obtained from California Department of Motor Vehicles offices, licensed firearms dealers, local police and sheriff's departments, the California Department of Justice Bureau of Firearms.

(b) Sell or transfer the handgun(s) to a California licensed firearms dealer or to another individual using a California licensed firearms dealer to conduct the transaction, or sell or transfer the handgun(s) to a California police or sheriff's department. Persons choosing this option should contact the law enforcement agency for instructions prior to transporting the handgun(s) to the agency.

(c) California law does not require persons moving into California report rifles or shotguns.

(2) MCB CamPen Requirements. All privately-owned weapons brought aboard MCB CamPen for storage must be registered and on file within 72 hours after having been introduced aboard the military installation. Personal weapons will be registered at the Marine Corps Police Department, Police Records section, building 1523.

(3) Individuals wishing to register privately-owned weapons must present adequate identification at the time of registration. An identification card will include a recent and recognizable photograph, the name and unique identifying number to the bearer (i.e., social security number or driver's license number). Adequate identification would be an Armed Forces of the United States Geneva Conventions Identification Card (Common Access Card), United States Uniformed Services Identification Card (DD Form 2), U.S. Government Identification Card (Optional Form (OF) 55), Uniformed Services Identification and Privilege Card (DD Form 1173), driver's license or passport.

(4) Except in the case of assault weapons, it is not necessary to bring the weapon to the police records section to register the weapon if the owner has a Dealer's Receipt of Sale. The Dealer's Receipt of Sale is necessary to verify the manufacturer, model, serial number, and caliber of the weapon. If there is a possibility that the weapon may be classified as an assault weapon, the weapon must be presented for inspection at the time of registration.

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(5) Registration of personal weapons will include identification by manufacturer, model, serial number, caliber, barrel or blade length, and location. A weapons registration form containing this information will be given to the registrant.

(6) Registrants will deregister their weapons within 72 hours of their sale or removal from the Base.

(7) Individuals bringing weapons aboard MCB Campen for the sole purpose of participating in a specific match or activity need not register their weapons with the Provost Marshal. The security of these weapons is the responsibility of the individual shooters. At minimum they will meet the requirements for carrying, transportation and storage of their weapons. The AC/S who is sponsoring the event is responsible for coordinating the storage of these weapons in unit armories if needed.

c. Storage of Personal Weapons and Ammunition

(1) Personal weapons and ammunition will not be kept or stored in privately owned vehicles, barracks, BOQs, BEQs, Temporary Lodging Facilities, in boats kept at the Marina, in any vehicle in storage lots, or office spaces. Privately-owned weapons and ammunition owned by personnel residing in BOQs, BEQs, and barracks will be stored in unit armories. Commanders shall authorize the storage of personal weapons and ammunition in writing, with one copy of the authorization letter maintained in the armory, while the owner will maintain the original copy. Commanders shall:

(a) Develop and maintain an order or SOP providing guidance to Marines wishing to store the weapon and to armory personnel. Policy/guidance will address check-out procedures for Marines to ensure that personal weapons and ammunition are removed from the armory and not left behind when checking out of a unit.

(b) Keep a log of all personal weapons and ammunition stored in their armories. All issue and receipt transactions will be recorded in a single event format. Logbooks will be opened and closed on an annual basis and will be retained for at least three years.

(c) Ensure that daily sight counts and inventories reflect accountability and proper storage of privately owned firearms. Inventory of personal weapons and ammunition maintained in an armory will be conducted concurrently with unit level inventories. Personal weapons and ammunition will be listed, by serial number on a separate document from government weapons. Caliber or other distinguishing characteristics will be listed on the personal weapons and ammunition inventory checklist. Personal ammunition must be stored separately from firearms and in a container capable of being locked with a key or combination lock. All personal weapons will be stored in a fully encased container that is capable of being locked with a key or combination lock. All weapons will be fitted with a trigger lock. These cases may be sealed (with ball end, or similar seal) after an inventory is completed by the owner and armorer/custodian, and requires a logbook entry. For the purposes of daily sight counts, sealed cases can reflect the integrity of the container, similar to the inventory requirement for banded and sealed weapons crates and boxes. Monthly, serialized inventories will reflect the case seal number.

(d) Ensure that storage of privately-owned arms, ammunition and explosives (AA&E) does not interfere with any government AA&E related operation.

(e) Ensure privately-owned AA&E are not stored in the same security containers or weapons rack as government AA&E.

(f) Ensure records for accountability of privately-owned AA&E are maintained separately from those of government-owned AA&E.

(2) Withdrawal of ammunition or weapon(s) requires the owner(s) to provide a copy of the storage authorization letter to the armorer/custodian with at least one form of identification. Each transaction regarding the receipt and issue of personal weapons and ammunition will be recorded in a logbook in a single event format. Commanders will ensure:

(a) Each request contains complete justification to substantiate the removal.

(b) Each request contains the estimated date and time of return of the weapon to storage.

(3) Commanders will ensure that in the event a personal weapon(s) or ammunition's owner cannot be determined or is abandoned in an armory, every attempt will be made to locate the owner(s) in accordance with DoD 4160.21-M and Title 10 U.S. Code, 2575. Once the requirements of DoD 4160.21-M and Title 10 U.S. Code, 2575 have been satisfied, and the owner(s) not located, commanders will ensure that the weapon(s) and/or ammunition is disposed of in accordance with DoD 4160.21-M-1. Additional information concerning lost and found property and abandoned property handling is provided in MCO 5530.14.

(4) Personnel residing in family housing (other than the temporary lodging facilities) may store their registered weapons in their quarters. Marines are expected to handle privately owned firearms with the same level of safety and professionalism that is required when handling their individual T/O weapons. All privately owned firearms will be stored in a fully encased container (e.g. commercial gun safe, hard plastic case etc.) that is capable of completely enclosing the firearms and being locked with a key or combination lock. All weapons will be fitted with a trigger lock. Ammunition must be stored separately from firearms and in a container capable of being locked with a key or combination lock.

(5) Storage of any ammunition greater than small arms ammunition, to include explosives, in government owned quarters is prohibited.

d. Missing, Lost, Stolen, Recovered and Sold Personal Weapons

(1) The loss or theft of personal weapons/private-owned AA&E will be reported via the MCPD to the Naval Criminal Investigative Service as soon as the loss of the weapon is established by discovery as missing. Missing, lost, stolen or recovered (MLSR) reports will not be submitted on privately-owned AA&E.

(2) Recovery of lost or stolen personal weapons will be immediately reported to the MCPD.

e. Disposition of Weapons. All weapons, ammunition, explosives or other devices defined in this regulation that are confiscated pursuant to the commission of a crime or violation of this or other regulation or found unsecured/unattended on the installation, will be immediately turned over to the MCPD for investigation, retention as evidence, or other lawful disposition. When retention for investigation or evidence is no longer required by the MCPD or other law enforcement or judicial agencies, the items will be disposed of under the provisions of applicable regulations.

f. Carrying Weapons

(1) Except as may be necessary for the proper performance of duty or as may be authorized by proper authority, no person shall carry, concealed or otherwise, on or about his person, any dangerous weapon, instrument or device, or any highly explosive article or compound while aboard MCB CamPen. Carrying concealed privately owned firearms is prohibited aboard MCB CamPen even if the owner has a state concealed weapons permit.

(2) As used in this directive, "dangerous weapon, instrument, or device" is defined as an object specifically designed or constructed for the purpose of doing grievous bodily harm, or it was used or intended to be used by an individual to do grievous bodily harm, "concealed" is defined as intentionally covered or kept from sight, "on or about" is defined as the weapon was carried on the individual's person or was immediately accessible to (i.e., within reach of) an individual regardless of its location.

(3) In the case of a firearm, it is immaterial whether the firearm is loaded or not.

(4) Paragraph 1.f(1) to 1.f(3) do not apply to or affect any of the following:

(a) Any Federal, State, or local civilian law enforcement officials or members of other services of the Armed Forces of the United States, the National Guard or the organized state militia when carrying out official duties while aboard MCB CamPen.

(b) The possession or transportation of unloaded firearms as merchandise by a person engaged in the business of manufacturing, repairing, or dealing in firearms or the authorized representative or authorized agent of that person while engaged in the lawful course of the business aboard MCB CamPen.

(c) Guards or messengers of common carriers, banks, and other financial institutions while actually employed in and about the shipment, transportation, or delivery of coins, currency, national bank obligations, national bank notes, or other items of value within MCB CamPen.

(d) Members of any club or organization organized for the purpose of practicing shooting at targets upon ranges established by the AC/S G-3/5 while such members are on the premises of such ranges, or transporting unloaded firearms while going to and from such ranges.

(e) Licensed hunters or fishermen while engaged in hunting or fishing in areas of MCB CamPen approved for such hunting and fishing by Environmental Security, or transporting unloaded firearms while going to or returning from such hunting or fishing expeditions.

(f) Commanders may allow personnel to carry unconcealed knives of any blade length during training exercises but only while in uniform and actually going to, in, or coming from a training area. Environmental Security may allow hunters and fishermen to carry unconcealed knives of any blade length for use in these activities, but only while in an authorized hunting or fishing area.

g. Transportation of Personal Weapons. Transporting privately owned firearms is authorized in POV's to and from an authorized storage area or to an off Base location consistent with federal, state, and local laws. They may also be transported to and from on Base areas where firearms use is authorized, such a hunting areas or recreational shooting ranges. Persons over the age of 18 years who reside or are temporarily aboard MCB CampPen, and who are not within the excepted classes prescribed by paragraph 1.f(4), may transport and carry any non-prohibited weapons, whether capable of being concealed upon the person or not, provided that the following applies to the weapon:

(1) The weapon is within a motor vehicle, and it is unloaded and locked in the vehicle's trunk or in a locked container in the vehicle other than the utility or glove compartment.

(2) The weapon is carried by the person directly to and from any motor vehicle for any lawful purpose (i.e., collectors organization meeting, hunter safety class, recognized sporting event involving that weapon, gun shop, gun show, or swap meet, target range, etc.) and while carrying the weapon, the weapon is unloaded and contained within a locked container.

(3) As used in this directive, "locked container" is defined as a secure container that is fully enclosed and locked by a padlock, key lock, combination lock, or similar locking device. The term "locked container" does not include the utility or glove compartment.

(4) A firearm shall be deemed to be loaded for the purposes of this directive when there is an unexpended cartridge or shell, consisting of a case which holds a charge of powder and a bullet or shot, in or attached to in any manner to the firearm, including but not limited to, in the firing chamber or magazine, clip, or speed loader. Refusal to allow law enforcement or security personnel to inspect a firearm pursuant to the provisions of this paragraph constitutes probable cause for apprehension/detention for violation of this requirement.

(5) Weapons will not be routinely carried or stored in vehicles. In addition, razors without a guarded blade or common tools such as hatchets, axes, screwdrivers, hammers, and similar items shall be carried locked in the vehicle's trunk or in the rear most cargo area, furthest from the driver when the vehicle has no trunk.

h. Miscellaneous Weapons Regulations. No person (except for the accomplishment of official duties and then only as authorized by competent authority, shall:

(1) Discharge any firearm [as defined in paragraph 1.a(6) of this Order] on any lands comprising MCB CampPen, except in an area or on a range approved by the AC/S G-3/5.

(2) Bring or possess any switch blade, stiletto, dirk, dagger, knife designed for offensive use, pepper spray, razor with an unguarded blade, a taser, stun gun, mace or other chemical irritant/incapacitant, or a firearm upon the grounds of, or within, any public school providing instruction in Kindergarten or any grades 1 through 12 inclusive, located aboard MCB CamPen.

(3) Carry or use on MCB CamPen any tear gas or other chemical irritant/incapacitant weapon who has not completed a certified course in the use of such weapon pursuant to which a card is issued identifying the person who has completed such course, and then only with the expressed written permission of the Provost Marshal.

(4) Carry or use on MCB CamPen any stun gun or taser without the expressed written permission of the Provost Marshal.

(5) Sell or furnish on MCB CamPen any weapon to any minor (person under the age of 18), without the expressed or implied permission of the parent or legal guardian of the minor.

i. Accounting, Control and Security of Government-Owned Weapons.

Government-owned weapons issued to individuals are not personal property. They must be accounted for, controlled, safeguarded, stored, and transported in accordance with the current editions of OPNAVINST 5530.13, MCO 8300.1, MCO 8373.2, UM 4400-15, and UM 4400-124. Commanders may authorize the inter-station transportation of security risk category (SRC) II and IV small arms (those weapons designed to be hand-held or shoulder-braced while being fired) and associated ammunition for marksmanship training, competition, or other requirements on a case by case basis without a requirement for armed guards. The weapons and ammunition must be in the custody of a designated individual. Use of privately-owned vehicles may be authorized by the unit CO. When such transportation is authorized, commanders will ensure that the following security measures are strictly adhered to:

(1) Weapons will be transported directly to and from the organizational armory and range/training area. Stopping in route to and from such areas for any reason is strictly prohibited. Team shooters will ensure that weapons are stored in military armories when competing in military matches, and in secure facility when competing in civilian matches. Team weapons will not be stored in POVs.

(2) Loaded weapons will not be transported.

(3) Weapons will be locked in the trunk of the vehicle. In vehicles not having a trunk, the weapon(s) will be located in the passenger compartment of the vehicle as far away from the driver as possible.

(4) SRC II (i.e., automatic) weapons (e.g., M16-A2s, M4 Carbines, MP5 sub-Machine guns, etc.) when transported off Base in POVs must have their bolts removed and stored separately from the weapons themselves.

j. Government weapons will not be stored in barracks, BOQs, BEQs, Temporary Lodging Facilities, family housing, or office spaces.

2. Youth Handgun Safety

a. The misuse of handguns is a leading contributor to juvenile violence and fatalities.

b. Safely storing and securing firearms away from children will help Prevent the unlawful possession of handguns by juveniles, stop accidents, and save lives.

c. 18 USC 922 prohibits, except in certain limited circumstances, anyone under 18 years of age from knowingly possessing a handgun, or any person from selling, delivering, or otherwise transferring a handgun to a person under 18.

d. A knowing violation of the prohibition against selling, delivering, or otherwise transferring a handgun to a person under the age of 18 is, under certain circumstances, punishable by up to 10 years in prison.

3. Domestic Violence. 18 USC 921 makes it a felony for anyone convicted of a "misdemeanor crime of domestic violence" to ship, transport, possess, or receive firearms or ammunition. It also makes it a felony for anyone to sell or otherwise dispose of a firearm to any person they know or have reasonable cause to believe has such a conviction. The law applies to anyone who has a conviction for a "misdemeanor crime of domestic violence" regardless of when the conviction occurred. There is no exemption for military personnel or for military issued weapons. Major military weapons systems (aircraft, missiles, tanks, etc.) and crew served weapons and ammunition are excluded from the definition of "firearms".

4. Fingerprinting Services. Fingerprinting services are available at building 1523, police records, during posted business hours to military members, their family members, retired military persons and civilian employees. Individuals may be required to provide their own fingerprint cards. Police Records only provides the FD-258 applicant fingerprint cards for security clearance applicants. Live-scan fingerprint services are not available. Persons requiring Live-scan services should consult the California Department of Justice for a current list of Live-scan fingerprint service providers at <http://ag.ca.gov/fingerprints/publications/contact.php>.

5. Requesting a Military Police Incident Complaint Report

a. All commands requesting to obtain a MCB CampPen police report must submit a report request form to the police records section, building 1523. Only command appointed Investigating Officers or personnel who are listed on the command's authorization list will be permitted to receive reports for their respective command. Reports are typically available within 10 days.

b. Individual request for Incident Complaint Reports other than those that involve personal injury, traffic accident, or other damage to property for the purpose of adjudicating a claim must be made to the FOIA Coordinator at MCB Camp Pendleton.

6. Requesting a Civilian Police Report. If a military member is arrested off-base, an authorized command representatives may request a copy of the civilian police report via the civil court liaison section, building 1523. The command representative must submit a report request form and only personnel who are listed on the command's authorization list will be permitted to receive reports for their respective command.

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Section 5

Traffic Enforcement

1. Traffic Control

a. Motor Vehicle Defined. For the purpose of these regulations, "motor vehicle" includes both tactical and commercial vehicles. Nothing in these regulations should be interpreted as superseding more restrictive safety measures and requirements that may be directed by the CG, I Marine Expeditionary Force.

b. Provost Marshal's Authority and Responsibility. The Provost Marshal will exercise traffic control over all vehicles, private and military, within Camp Pendleton and will issue appropriate citations to traffic violators. In addition, the Provost Marshal is responsible for traffic flow throughout the Base on paved roads, and no roadway will be blocked, re-routed, or delayed without prior coordination and approval of the MCPD. Active duty military personnel cited for traffic offenses will normally appear before the Base Magistrate. The Provost Marshal will cite government vehicles off the reservation in violation of traffic laws of the State of California only in cases where civil authorities are not involved.

c. Privately-Owned Vehicles (POVs). POVs include all other vehicles not meeting the description of government vehicles.

d. Traffic Violation Report (TVR). Any person observing a moving traffic violation on MCB CampPen may submit a TVR. Traffic Violation Report forms are available at Naval Forms Online, building 1523, and all gates. All reports will be forwarded to the Base Magistrate for appropriate action.

2. Traffic Regulations for Operation of Wheeled Vehicles. Privately owned wheeled vehicles, motorcycles, and scooters will be operated only on paved or improved roads and other improved surface areas specifically designed and maintained for wheeled vehicles use, unless otherwise authorized. Motor vehicle operators will not drive on any paved or improved road or other improved surface area when that area is closed by means of a sign, traffic marker, chain or other device.

3. Speed Regulations

a. Speed Restrictions. The following speed restrictions apply to all motor vehicle operators aboard MCB CampPen:

(1) Unless stated otherwise in these regulations, it shall be unlawful to operate a vehicle in excess of the following speeds:

(a) 15 mph while passing a horse and rider.

(b) 15 mph in any parking area and all housing areas where not otherwise posted.

(c) 15 mph while passing military formations or marching troops.

(d) 25 mph on any secondary (unpaved) road where not otherwise Posted.

(e) 25 mph in any industrial areas where not otherwise posted.

(f) 55 mph on four-lane roads, unless posted lower.

(g) 50 mph on two-lane roads, unless posted lower.

(h) 45 mph Tactical Vehicle on improved roadways.

(i) Operators of vehicles traveling 21 mph or more over any posted speed limit may be apprehended.

(2) Operation of authorized emergency vehicles will conform to the California Vehicle Code. The Provost Marshal will establish written limits and procedures accordingly.

(3) All slow moving vehicles, tactical, forklifts, etc., on the roadway will display a universal type "SLOW MOVING" sign on the vehicles whenever moving on the hard surfaced roads of MCB CampPen. Vehicles designed primarily for off-road use will not be driven faster than 25 miles per hour, speed limit permitting, when traveling on hard surfaced roads.

b. Speed Measuring Devices. The MCPD is authorized to use electronic speed measuring devices.

4. Use and Care of Highways

a. Grass Areas. Motor vehicles will not be driven or parked on grass or seeded areas, unless otherwise posted.

b. Tracked Vehicles. Tracked vehicles will not be driven on surfaced roads or across surfaced roads, except where tracked vehicle cement cross pads are provided. If necessary, operators of tracked vehicles crossing surfaced roads at other than cement pads will first ensure dunnage is laid and removed subsequent to crossing.

c. Speed Bumps. In most instances speed bumps are considered an inappropriate and unsafe traffic control device and normally will not be approved for installation. Requests under special circumstances can be submitted in writing to the Provost Marshal.

d. Impeding Traffic. Impeding traffic is defined as an act which interferes with, blocks, or hinders the normal flow of traffic.

5. Passengers in Motor Vehicles. Personnel may be transported in the bed of a government pickup truck without a restraining device only when terrain or training requirements preclude use of a passenger vehicle. Such use is only allowed on secondary or unimproved roads aboard MCB CampPen, at a speed limit of 25 miles per hour, unless posted lower. This requirement does not apply to the traditional uses of tactical vehicles.

6. Towing of Vehicles. No vehicle will push another vehicle or tow another vehicle by non-rigid means (chains, cable, straps, etc.,) except in emergencies to clear the roadway for traffic. Vehicles may only be towed with a rigid towing device.

7. Safety Regulations and Restrictions

a. General. Vehicles when parked will permit free access to and exit of other parked vehicles. Several areas and specific locations aboard MCB CampPen have been marked with NO PARKING signs or have been designated as no parking zones. Vehicles found parked in these areas so designated or marked may be towed immediately off-base by the military police at the owner's expense.

b. Parking Restrictions

- (1) No parking within 15 feet of a stop sign or intersection.
- (2) No parking within 15 feet of any building, except authorized parking spaces.
- (3) No parking where there is any fire hazard, such as on dry grass or weeds, except as may be required during training exercises.
- (4) No parking on any lawn or seeded area, except in case of emergency.
- (5) No parking within 100 feet of any motor vehicle accident or other emergency.
- (6) No parking within 10 feet of trash receptacles, such as "Dempsey Dumpsters".
- (7) No parking of semi-tractors, boats, motor homes, trailers or other towed items within Base housing areas.
- (8) It is unlawful for any person to obstruct, block, or otherwise bar access to those parking stalls or spaces to impede the flow of traffic.

c. Other Vehicle Restrictions. In addition to the aforementioned restrictions, operators will obey the following regulations:

- (1) Vehicles will not be driven or parked on the hard surfaced assembly areas in front of each barracks.
- (2) Operators of vehicles shall approach with due caution and reduce speed or move to the left, if possible, when approaching a stopped emergency vehicle or tow truck displaying emergency lights along the roadway.
- (3) Any inoperable vehicle shall be moved off the roadway as far as possible, unless involved in a motor vehicle accident. If a disabled vehicle cannot be moved off the road, parking lights will be left on during darkness and all other means available, such as flares or reflectors will be used.
- (4) No child or children under 12 years of age will be left unattended in a vehicle.
- (5) No live animals of any kind will be left unattended in a vehicle.

8. Pedestrians

a. Troops in Formation. Troops in formation will march on the right side of the street in main areas, billeting areas, and on four-lane highways. On other roads they will march in single file on each side of the road. They will be marched well off the roads whenever possible.

(1) Troop formations have the right-of-way over other traffic except emergency vehicles on emergency trips (CVC Sec 21806(d)).

(2) All troop formations on roadways, outside of main areas, will have a point and rear guard.

(3) The point and rear guard will use flashlights during darkness to warn approaching vehicles.

(4) Road guards will be posted 100 feet in each direction when troops cross main roadways.

(5) Appropriate "Pedestrian Crossing" signs will be placed 150 yards in each direction from troop crossings that are used often.

b. Joggers. It is required that joggers on any paved or secondary roadway wear highly visible and reflective clothing during the hours of darkness. Joggers on Vandergrift Boulevard, Rattlesnake Canyon Road, Pulgas Road, and San Mateo Road will be governed by the following restrictions:

(1) Run in single file on the road shoulder or off the pavement and against the flow of traffic.

(2) Running in formation or groups is prohibited.

(3) Running on other paved roads will be as directed by the local area commander.

(4) All military personnel, dependents, civilian employees and visitors are prohibited from wearing portable headphones, earphones or other listening devices in both ears while jogging, walking, bicycling, or skating on paved roads and streets on Base. This does not apply to sidewalks and unimproved roads.

9. Motor Vehicle Accidents

a. MCB CamPen police will investigate all property damage, injury, and fatality collisions involving privately owned and government vehicles on all improved public roadways aboard MCB CamPen.

b. Major Subordinate Command (MSC) Road Masters will investigate all property damage "ONLY", collisions involving government owned vehicles occurring in training areas, on unimproved roadways, and in enclosed motor transportation lots.

c. Operator Responsibilities

(1) Operators involved in motor vehicle accidents or collisions are required to report the collision in accordance with California Vehicle Code.

(2) Any collision involving government owned vehicles occurring off the limits of MCB CamPen will be reported by the driver to the local law enforcement agency and the Provost Marshal.

d. Accident Investigation. The Provost Marshal shall conduct an appropriate investigation of any accident or collision involving motor vehicles on this Base, and collisions involving government vehicles off-base within CamPen vicinity. Reports will be submitted to the appropriate CO. The investigation conducted by the Provost Marshal shall not relieve any CO of the duty to appoint fact-finding bodies in appropriate cases as required in the Manual of the Judge Advocate General and other directives. However, the MCPD will be the lead investigative service.

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Section 6

Motorcycles/Motor Driven Cycles/Bicycles

1. Definitions

a. Motorcycle. A motorcycle is any motor vehicle weighing less than 1,500 pounds, other than a tractor, with a seat or saddle for the rider, and designed to travel with not more than three wheels in contact with the ground except that four wheels may be in contact with the ground when two of the wheels function as part of a sidecar.

b. Motor Driven Cycles. A motor driven cycle is any motorcycle, including motor scooter, mopeds, and motorized bicycles that produce less than 15 gross brake horsepower.

c. Minibikes, Tote-Goats, and All Terrain Vehicles (ATV). Minibikes, tote-goats, ATVs and similar vehicles are designed for off-road use, but do not meet California licensing requirements, although they may be categorized as either motorcycles or motor-driven cycles on the basis of brake horsepower. Recreational operation of these vehicles aboard Camp Pendleton is prohibited.

d. Rider. Where the term motorcycle "rider" is used, the term applies to both operator and passenger.

2. General Instructions

a. Owners who permit unqualified personnel to operate their motorcycle(s) will have their Base driving privileges suspended. While operating their motorcycle aboard the Base, owners will have in their possession a current MCB CampPen Motorcycle Operator's Permit or other proof of successful completion of current mandatory motorcycle safety training.

b. Motorcycle operation will be confined to hard surface roads and designated parking areas. Exception is made for traveling on a "designated" dirt access road, going directly to and from a place of duty/business. See paragraph 5 below.

c. Trail riding, hill climbing, and related activities are prohibited except as may be specifically authorized by separate directive.

d. The operation of motorcycles as defined herein in any area designated for the use of pedestrians (i.e., baseball fields, playgrounds, school yards, basketball courts, sidewalks, etc.) is expressly prohibited.

e. Motorcycles will be operated with headlights on at all times.

3. Mechanical Safety Standards

a. General. All motorcycles registered aboard MCB CampPen must be maintained to meet all California Vehicle Code requirements and the mechanical safety standards set forth below.

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b. Inspection Standards

(1) General. All motorcycle configurations should generally conform to the manufacturer's stock specifications. Modifications are permitted consistent with the CVC code and Department of Transportation standards.

(2) Passenger Equipment. In addition to required items of personal protective equipment specified in paragraph 4 below, the motorcycle must be equipped with a securely fastened seat designed for two riders with the passenger to the rear. Foot rests must also be provided. Transportation of a passenger in any manner other than seated on the passenger seat is illegal in the State of California and aboard MCB CampPen. Passengers are required to use foot rests while the machine is in motion.

(3) Luggage. All luggage carried must be securely fastened or strapped. Handheld items are not permitted.

4. Protective Equipment and Clothing

a. Protective Equipment. The motorcycle operator is responsible for providing appropriate protective equipment for the passenger.

(1) Safety Helmet. All motorcycle riders must wear motorcycle safety helmets which meet Department of Transportation and federal regulations.

(2) Eye Protection. Eye encapsulating shatterproof goggles, or a face shield attached to the helmet must be worn by all riders so as to protect the eyes while the motorcycle is in motion.

b. Clothing. All riders must be fully clothed to include full-length trousers or slacks, shirt, full fingered gloves, and over the ankle boots when the motorcycle is in motion.

(1) Uniforms. The motorcycle safety helmet, eye protection, and gloves are considered part of the uniform, and are required to be worn by all riders aboard the Base, and by all Marines while riding motorcycles off-base.

(a) Gloves will be worn by uniformed motorcycle riders.

(b) Protective outer or over garments may be worn by riders, provided that such clothing completely covers the uniform. Motorcycle specific jackets, designed for rider protection, and not for bearing patches or insignias, may be worn over the uniform to add to the rider's fall protection.

(2) Civilian Clothing. The following applies to all riders not in uniform.

(a) Full-length trousers or slacks are required.

(b) A long sleeve shirt or blouse is required. A jacket is recommended for the better protection it affords.

(c) Gloves are required.

(d) Footwear must cover the entire foot and ankle and must be made of leather. Sandals, moccasins, deck shoes, footwear which leaves any portion of the foot exposed, and athletic shoes are prohibited. Laced boots which extend above the ankle provide the best protection against engine burns and foot/ankle injuries.

5. Restrictions

a. Extended Forks. Operators of motorcycles with extended forks must have their operator's permit annotated by the Joint Safety Center Motorcycle Education and Training School, certifying that they have passed all portions of the operator's skill course on a motorcycle with extended forks.

b. Operators. Military motorcycles will not be operated by any person other than properly licensed and authorized operators designated to operate that particular machine.

c. Parking. Motorcycles will park in areas specifically reserved for them. However, automobile parking spaces may be used if specific motorcycle parking areas are not designated. Area commanders and cognizant facility heads should designate specific parking areas for motorcycles when possible.

d. Prohibited Areas. The operation of motorcycles in any area designated for the use of pedestrians (e.g., baseball fields, football fields, playgrounds, school yards, basketball courts, sidewalks, and patios) is prohibited.

e. Authorized Road Surfaces. Motorcycle operation should normally be confined to hard surface roads and designated parking areas. Military motorcycles may be operated in designated training areas in connection with authorized training operations and exercises.

f. Mopeds. Moped operators will move to the extreme right side of a roadway when the designated speed limit is greater than the operating speed of the moped.

6. Off Base Operations

a. Every person operating, or riding on a motorcycle aboard Marine Corps property is required by MCO 5100.19 to wear an approved helmet, eye protection, full fingered gloves, over the ankle boots. In addition, all Marines operating or riding on a motorcycle off Base, either in uniform or civilian clothes, shall wear approved helmets, eye protection, full fingered gloves, and over the ankle boots.

b. Failure to use prescribed protective clothing and equipment may jeopardize the Marine's entitlements and survivor benefits. For example, severe administrative penalties may be invoked when a mishap is due to misconduct or gross negligence on the part of the individual Marine, and the resulting injuries were either aggravated by, or are largely due to, the failure of the Marine to use the prescribed protective clothing and equipment.

7. Bicycles

a. General. Every person who rides a bicycle upon a roadway or any paved shoulder aboard the Base has all the rights and is subject to all the provisions applicable to the driver of a motor vehicle.

b. Equipment Requirements. No person shall operate a bicycle aboard MCB CampPen unless it has the following equipment:

(1) A brake, which will enable the operator to make one's brake wheel skid on dry, level, clean pavement.

(2) Handlebars, which do not raise the operator's hands above the level of the shoulders.

(3) Every bicycle operated aboard the installation during darkness shall use a head lamp (either attached to the bicycle or the operator), a red rear tail lamp, and a high visibility vest.

c. Protective Clothing. The following protective clothing is recommended for wear by all bicyclists:

(1) High Visibility vest.

(2) Full length trousers or slacks which will not easily become entangled in the chain.

(3) Shoes which cover the entire foot.

d. Safety Helmets. A safety helmet/head protection is required for wear by all bicyclists. Helmets must meet standards of the American Standards Institute (ANSI 290.4, Bicycle Safety Standards) or the Snell Memorial Foundation 1984 Standard for Protective Headgear for use in bicycling. The helmet must have straps that fit well when fastened around the chin.

e. Operation on Roadways. Any person operating a bicycle upon a roadway at a speed less than that of normal traffic shall ride as close as practicable to the right hand curb or edge of the roadway in single-file. All motor vehicles are required to keep the "three-foot rule" maintaining at least 36 inches from cyclists when passing, or to slow to a safe speed when possible (CVC 21760).

f. Restrictions

(1) No person riding a bicycle shall attach the bicycle, or self, to any other vehicle to hitch a ride.

(2) No person operating a bicycle aboard the installation shall ride other than upon astride a permanent and regular seat attached to the bicycle.

(3) No operator shall allow a person to ride as a passenger unless it is upon or astride a separate seat attached to the bicycle.

(4) No person operating a bicycle shall carry any package, bundle or article which prevents the operator from keeping at least one hand upon the handlebars.

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(5) No person shall operate a bicycle upon Basilone Road between Vado Del Rio Road and the School of Infantry (SOI, 52 area), Las Pulgas Road between Basilone Road and Stuart Mesa Rd, or San Mateo Road between Basilone Road and Camp San Mateo, or Cristianitos Road between Camp Talega and Interstate Route 5, except as noted in paragraph 7f(6) below. General Public (Non-DOD) Bicyclist Hour Restriction at Peak Hours. Only Authorized between 0800-1600 hours weekdays, and no restriction for weekends, except as noted in paragraph 7f(6) below.

(6) Exceptions to paragraph 7g(5) are as follows:

(a) DoD personal, active duty dependents and active duty personnel are authorized to ride bicycles to and from the 43 Area via Stuart Mesa and Las Pulgas Roads.

(b) Active duty personnel are authorized to ride bicycles on Cristianitos Road (between Camp Talega and Interstate 5) during daylight hours only.

(7) No person operating a bicycle upon a highway or roadway on MCB CamPen shall allow as a passenger any person to ride, unless that passenger is wearing a helmet meeting standards of the American Standards Institute (ANSI 290.4, Bicycle Safety Standards) or the Snell Memorial Foundation 1984 Standard for Protective Headgear for use in bicycling. The helmet must have straps that fit well when fastened around the chin.

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Section 7

Domestic Animal Control

1. General

a. Sponsors and their families in assigned quarters are afforded the privilege of possessing certain types of pets, subject to the provisions of this chapter and BO 11101.31, Family Housing Regulations. This regulation establishes responsibilities and procedures that govern the conduct of all persons and activities on MCB CamPen.

b. The possession of guard dogs, especially trained attack dogs or vicious dogs, is strictly prohibited by any military personnel, organization, sponsors or their families, civilian personnel, private contractors, and any guest or visitor aboard MCB CamPen. This provision will not limit the use of military working dogs assigned to the MCPD.

c. Exotic pets such as large tropical birds, monkeys, livestock, pot-bellied pigs, poisonous or non-poisonous reptiles, tortoises, turtles, pigeons, chickens, turkeys, pheasants, or other such animals are strictly prohibited unless written authority is received from the Director of Base Housing. Rabbits, guinea pigs, and any other rodents or lagomorphs are prohibited aboard the Base. The only rodent exception is hamsters that may be kept in proper indoor cages and must not be allowed to run loose. Gerbils are strictly prohibited in the entire state of California (CA Code of Regulations Title 14 Section 671). The Domestic Animal Control facility may keep otherwise prohibited animals at the discretion of the Caretaker Supervisor.

d. No person shall keep, hold, possess, be a custodian for, or allow to be kept, any wild animal without written authorization from the CG MCIWEST-MCB CAMPEN.

e. Residents of Bachelor Housing are prohibited from keeping cats or dogs in Bachelor Housing.

f. Per MCO P11000.22, Pit Bulls, Staffordshire Terriers, Rottweilers, canid/wolf hybrids, or any canine breed with dominant traits of aggression present an unreasonable risk to the health and safety of personnel in family housing areas. Consequently, full or mixed breeds of Pit Bulls, Rottweilers and canid/wolf hybrids are prohibited aboard Marine Corps installations.

g. Dangerous and vicious animals represent an unacceptable risk to the safety and tranquility of MCB CamPen its personnel. Per MCO P11000.22, when a domestic animal is deemed dangerous or vicious, it will be prohibited from Marine Corps installations. Failure to comply with the procedures and guidelines contained in this policy constitutes grounds for eviction from family housing.

h. Per MCO P11000.22, visitors, sponsors and their dependents will not bring prohibited canine breeds, aboard any Marine Corps installation, at anytime. In every case, sponsors are fully responsible for their visitors' pet dogs while aboard Marine Corps installations. However, no provision of this Order is intended to limit authorized patrons' access to services provided by on-base U.S. Army Veterinary Treatment Facilities. Entry of

authorized patrons with pets that are otherwise prohibited access aboard Marine Corps installations under this order will be for the sole purpose to obtain care, involving travel immediately to and from the veterinary treatment facility only, with no other stops aboard the installation authorized.

i. Owners are responsible at all times for controlling the behavior of their pets. No dog will be allowed to roam free at any time. Failure to comply with policy (including installation regulations and PPV lease agreement restrictions) relating to control of pets may be grounds for eviction.

j. Breeding of dogs or cats, whether intentional or accidental, is expressly prohibited aboard Marine Corps installations.

k. Definitions. For the purposes of this section, the following definitions apply:

(1) Animal. Shall include but not limited to mammals, birds, fish, reptiles, insects, spiders, and non-human primates.

(2) Wild Animal. Shall include but not be limited to any live raccoon, skunk, fox, coyote, badger, opossum, deer, ferret, lynx, bobcat, mountain lion, hawk, eagle, falcon, owl, raven, crow, quail, snake, lizard, tortoise, turtle, insect, spider, or any indigenous animal normally found in a wild state.

(3) Pet. A domestic animal kept for companionship, rather than utility.

(4) Dog. A *Canis lupus familiaris* of either sex, altered or unaltered. No other species of canis are allowed as pets aboard MCB CampPen. This is to include hybrids (dog-wolf or dog-coyote).

(5) Cat. A *Felis catus* of either sex, altered or unaltered. No other species of feline are allowed as pets aboard MCB CampPen.

(6) Dangerous Animal. Any animal that has bitten, attacked, or inflicted injury on a person or companion animal, or killed a companion animal without clear provocation.

(7) Vicious Animal. Any animal that has (i) killed a person; (ii) inflicted serious injury to a person, including multiple bites, serious disfigurement, serious impairment of health, or serious impairment of a bodily function; or (iii) continued to exhibit the behavior that resulted in a previous finding by local competent authority that it is a dangerous animal.

(8) Leash. Any rope, leather strap, chain or other material not exceeding six (6) feet in length, being held in the hand of a person capable of controlling the animal to which it is attached.

(9) At Large. Neither confined inside an authorized fenced enclosure in the backyard of the owner or custodian, not inside the quarters of the owner or custodian, not physically restrained by a leash, or being in a state in which control is in doubt.

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- (10) Stray. An animal that is at large.
- (11) Owner. Any person who is the legal owner, keeper, harborer, or possessor of actual custodian of an animal. Ownership is established by a person registering as the owner on a license or other legal document or by a person claiming ownership and taking possession of an animal. The person claiming ownership must be 18 years of age or older and have identification that shows proof of age.
- (12) Custodian. A person given temporary custody of an animal by the legal owner.
- (13) Licensed or Registered Owner. A person registered as the owner on a license or registrants tag issued for that animal.
- (14) Licensed or Registered Animal. A dog or cat wearing the current license or registration tag issued for that animal.
- (15) License or Registration Tag. A piece of metal or other durable material inscribed with a date and a number which has been issued by any city, county, or other official pet licensing agency. The license tag, if valid, is proof of a rabies vaccination.
- (16) Vaccinated Pet. A dog or cat inoculated with an approved anti-rabies vaccine, and wearing a current license tag indicating proof of vaccination.
- (17) Impounded Animal. Any animal taken into custody by the Domestic Animal Control facility or the Wildlife Operations Branch.
- (18) Spayed. Had the ovaries and uterus removed so that pregnancy cannot occur.
- (19) Neutered. Had the testicles removed.
- (20) Public Nuisance. An animal that is chronically in violation of these regulations or any animal that through its actions or temperament has become offensive to the residents of the surrounding community.
- (21) MCPD. Marine Corps Police Department, MCIWEST-MCB CAMPEN.
- (22) Provost Marshal. OIC of the MCPD or his/her authorized assistants.
- (23) Commanding General. CG MCIWEST-MCB CAMPEN.
- (24) Caretaker Supervisor. Means the Supervisor of the Domestic Animal Control facility for MCB Campen.
- (25) Base Veterinarian. The current Officer in Charge of the Veterinary Treatment Facility or his/her authorized assistants.
- (26) House Pet. Birds, fish, cats, and dogs under 35 pounds.

(27) Dog Run. Any fenced enclosure that is not classified as a yard fence, or a lead attached to a chain or rope that allows the animal to run back and forth.

(28) Working Days. Days that the Domestic Animal Control facility is open for business.

(29) Micro-Chip. A harmless micro technological chip inserted through a hypodermic needle just underneath the animal's skin between the shoulder blades, and can be read by a scanner to identify the owner of the animal.

(30) Guide Dog. Any dog or Seeing Eye dog that was trained by a licensed person.

(31) Signal Dog. Any dog trained to alert a deaf person, or a person whose hearing is impaired, to intruders or sounds.

(32) Service Dog. Any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, minimal protection work, rescue work, pulling a wheelchair, or fetching dropped items.

2. Vaccination/Licenses

a. Vaccination Requirements

(1) All dog and cat owners shall obtain a rabies vaccination for each dog and/or cat they own, keep, harbor, or have custody of within 30 days after it becomes four months of age or within 30 days after acquisition, if over the age of four months.

(2) In addition to rabies, owners shall obtain annual vaccines, including: Rhinotracheitis, Calici, Chlamydia, Psittachi and feline Panleukopenia vaccines for cats, and Distemper, Hepatitis, Para influenza, Parvo virus and Corona virus vaccines for dogs.

(3) Any person who owns, keeps, harbors, or has custody of any dog or cat over the age of five months which has not been vaccinated against rabies shall be in violation of these regulations and shall have the pet impounded and held until such time when a vaccination can be arranged by a qualified and licensed veterinarian, with a rabies vaccine approved by the State Department of Health for use in dogs or cats in the State of California.

(4) Vaccinations and health certificates may be obtained from the Veterinary Treatment Facility (VTF), building 20846, by appointment only. The owner or custodian of the animal must pay the cost of the vaccinations and services.

(5) The Veterinary Treatment Facility will not be held responsible for the treatment of sick or injured pets or animals to include those that have been impounded by the Domestic Animal Control facility. All veterinary care is the responsibility of the owner or the custodian of the animal. Animals suffering from contagious diseases, serious injuries, or animals, which in the opinion of a Veterinarian will not survive the required holding period of impoundment, will be humanely euthanized.

(6) Rabies vaccinations, which were issued outside California, must be presented to the Base Veterinarian or Caretaker Supervisor to ensure that the vaccinations issued are approved by the California State Department of Health. Those rabies vaccinations that do not meet the requirements of the California State Department of Health must be reissued within 30 days of arrival in this jurisdiction.

(7) Vaccinations for other contagious diseases should be given as soon as the animal is weaned and the yearly boosters administered.

b. Exemptions. Exemption from rabies vaccination during illness may be authorized if a licensed veterinarian has examined the dog or cat and certified in writing that such vaccination should be postponed because of a specified illness. Old age, debility and pregnancy are not considered contraindications to rabies vaccination. Exemption from vaccination does not exempt a dog or cat from the requirement of a license.

c. License Requirements

(1) All dog and cat owners living aboard MCB CamPen must purchase a license, either a temporary, one year, two year, or three year license, for their pet(s) within 30 days of acquisition or of bringing an animal into this jurisdiction, regardless of the age of the pet.

(2) In addition to licensing, owners are required to have their dog and/or cat microchipped. The Domestic Animal Control facility does not microchip privately owned animals, only stray animals in preparation for adoption. Owners may obtain microchipping services, at their own expense, at the Base Veterinary Treatment Facility or from outside facilities that perform microchipping services. Microchips will be International Standards Organization (ISO) compatible.

(3) All dog and cat owners shall renew the licenses prior to or immediately upon expiration of the previous license for as long as they own, keep, harbor, possess, or otherwise have custody of the animal. A late fee as indicated in the Domestic Animal Control facility fee schedule will be charged to owners or custodians of pets who fail to license or renew their license within the time periods required in these regulations.

(4) If an animal licensed aboard MCB CamPen is removed from this jurisdiction, or the ownership of a licensed animal is transferred to another person living aboard MCB CamPen, the licensed owner must advise the Domestic Animal Control facility of the new owner's name, address, and telephone number, and the date of the transfer or removal within 30 days after the transfer or removal. The new owner, if living aboard MCB CamPen, shall transfer the license into their name within 30 days of acquisition of the animal.

(5) The rabies vaccination tag issued by a veterinarian is not a MCB CamPen registration/licensing. Licenses are issued at the Domestic Animal Control facility, building 25132, telephone 725-8120. Licensing fees and other fees are as follows and may be changed as necessary by the CO, Security & Emergency Services Battalion:

(6) Upon a statement from a Veterinarian saying that the altering of an animal will pose a threat to the health of the animal, the payment of the fee for an unaltered animal will not be required. This statement must be documented in the animal's health record.

(7) To obtain a MCB CamPen license for dogs or cats, the following documentation is necessary:

(a) The name, address, and telephone number of the sponsor.

(b) The unit, and unit telephone of the sponsor.

(c) The name of the animal and breed or description.

(d) Rabies vaccination and annual shot records if over four months of age. The record must show the type, lot number, and manufacturer of the rabies vaccine, the date the vaccination was given and must be signed by the veterinarian who administered the vaccines or other signature authorized by the veterinarian.

(e) Vaccination record the Rhinotracheitis, Calici, Chlamydia, Psittachi and feline Panleukopenia vaccines for cats, and Distemper, Hepatitis, Para influenza, Parvo virus and Corona virus vaccines for dogs.

(f) ISO microchip.

(g) The appropriate fee.

(8) Upon issuance the license tag must be affixed to the collar or harness or each dog or cat and worn at all times. Owners failing to display the tag will be deemed in violation of these regulations and their pets are subject to impoundment until such time as the owner or custodian can show proof of vaccinations and obtain a MCB CamPen license.

(9) No person shall use a MCB CamPen license tag, rabies tag, or any other such tag for any animal other than the animal for which it was originally issued. A license can only be issued for the period of time in which the rabies vaccination is valid.

3. Control Provisions

a. General

(1) All animals deemed to be vicious, dangerous or nuisances as defined in this Order are subject to immediate impoundment by the Domestic Animal Control facility.

(a) Animals impounded will remain in the custody of the Domestic Animal Control facility until they are disposed of in accordance with this Order, or in the case of nuisance animals, the conditions that resulted in the animal's impoundment are corrected.

(b) The owner or custodian of the animal(s) shall be held responsible for the payment of impoundment fees and cost of veterinary care from the moment of the initial impound until the final disposition of animal.

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(2) All owners, sponsors, and custodians are required to control their pets and will be held accountable for violations of these regulations. Pet ownership aboard MCB CamPen is a privilege, not a right, and pet privileges can and will be revoked and/or eligibility to live in housing terminated for failure to maintain strict control of pets, as required by these regulations.

(3) Any dog or cat not confined or restrained as described in these regulations will be considered a "stray" and shall be impounded. A properly confined dog is one that is enclosed in an authorized fenced enclosure, which is of sufficient strength and height to prevent the animal from escaping or lunging over the top, and of a dimension that will allow sufficient exercise. All fence enclosures must be approved by the MCB CamPen Housing Office prior to construction.

(4) Fence enclosures will be placed in the backyard of quarters only. Dogs will not be confined in the front yard of quarters for any length of time or for any reason unless a responsible adult is with the animal at all times. Persons assigned quarters that have backyards are authorized pets that can be kept outdoors (large dogs), provided a fence is installed prior to acquisition of the animal. Dog runs are not permitted.

(5) When a dog is allowed outside, it must be provided with shade and a doghouse. The doghouse must be structurally sound and must provide shelter from the elements. Water must be available at all times.

(6) Personnel assigned quarters without a yard, as well as those who have only a small patio or balcony or who are not allowed to install a fence, are authorized house pets only.

(7) A properly restrained dog is one that is being walked on a leash, as defined in these regulations. Any dog left chained or tied outside unattended will be considered stray and be subject to impoundment. Owners of dogs found tied outside or found running at large will be cited. No dog or cat will be kept where the animal's well-being would be in danger.

(8) No pets of any kind are allowed in any dining facility, or other eating places, commissaries, exchanges, clubs, chapels, billeting areas, theaters, recreational facilities or areas, on bathing beaches, protected wildlife areas, or areas immediately surrounding swimming pools, or any other public building except seeing-eye/hearing guide dogs or as designated by the CG MCIWEST-MCB CAMPEN.

(9) Military organizations which desire to have pets or "mascots" must have authorization from the CG MCIWEST-MCB CAMPEN before obtaining them. Mascots are subject to these regulations as though they were pets in housing. All mascots must be spayed/neutered by six months of age. One or more personnel are to be assigned to provide care for the mascot and to maintain the shot records and licensing. Medical care available at the VTF for the mascot will be provided at government expense through the VTF and all records will be maintained at the VTF. The Domestic Animal Control facility will provide licensing for the mascot. To obtain authorization for a mascot, the CO must send a letter of request to the CG MCIWEST-MCB CAMPEN.

b. Dangerous/Vicious Animal. Dangerous and vicious animals represent an undue risk to the safety and tranquility of MCB CamPen personnel. When a domestic animal is deemed dangerous or vicious, it will be prohibited from MCB CamPen.

c. Nuisance Animals

(1) Pets shall be impounded and/or owners and custodians issued citations when pets become a public nuisance as defined in these regulations. Pets may be declared a public nuisance for any of the following violations: Generating offensive odors.

- (a) Exhibiting vicious temperament toward persons or other animals.
- (b) Generating offensive odors.
- (c) Creating excessive noise.
- (d) Causing litter of trash or garbage.
- (e) Damaging shrubbery, flowers, grass, or grounds.
- (f) Damaging personal or public property.
- (g) Depositing fecal matter on the premises of other persons and upon public areas. The owner or custodian must remove said fecal matter.
- (h) Excessive fecal matter inside or outside quarters.
- (i) Developing into a sick and/or scabious animal.
- (j) Dogs and cats in heat improperly confined.
- (k) Creating other health or safety hazards as may be determined by the Caretaker Supervisor or the Base Veterinarian.

(2) Every dog or cat in heat shall be confined inside quarters, but not in the garage, to preclude the attraction of male dogs or cats to the immediate area.

d. Cat-Owner Responsibilities. Owners of cats are subject to special provisions as outlined herein. Cats are not subject to leash laws as in the case of dogs nor are they required to be confined to fenced enclosures; however, owners must comply with the following provisions:

(1) Owners and custodians who wish to allow their cats to roam at will must have had their cats vaccinated, licensed and wearing the license, and have had the cat altered (spayed or neutered). Owners are advised that cats that are allowed to roam may be taken by coyotes.

(2) Owners and custodians who desire to keep cats as pets but do not want to alter them must confine the cats inside quarters at all times. Inside cats must still wear the Base license tags.

(3) Owners who allow unaltered cats to roam will be cited and required to spay or neuter their pets.

(4) Persons feeding stray cats will be considered the owners of the cats and will be required to comply with all regulations pertaining to cats.

(5) Owners and custodians of cats which have met the requirements for allowing them to roam may be required to confine their cats to quarters if their cats should become a public nuisance.

4. Abandonment. No animal shall be abandoned by the owner, custodian, or any other having custody, or possession of an animal. Any owner/custodian/possessor that has been identified as having willfully abandoned an animal will be subject to the UCMJ or other disciplinary actions as deemed appropriate by the violator's CO. Owners may relinquish animals to the Domestic Animal Control facility at the discretion of the Caretaker Supervisor.

5. Humane Provisions

a. MCB CamPen embraces the Penal Code of the State of California by virtue of the Assimilative Crimes Act, 18 U.S.C. 13, and these provisions, as well as others, are made a part of Federal law applicable to this installation.

b. No person shall cause, instigate or permit any dogfight, cockfight, or other such combat between animals or between humans and animals. No person shall beat, cruelly treat, torment, overload, overwork, needlessly kill, or place any animal in an inherently dangerous situation where death or serious bodily injury is likely to result or which may cause an accident, or otherwise abuse any animal by negligence or willful intent.

c. No person shall place an animal in a truck bed unless the animal is in a carrier or restrained by a leash or chain attached to the truck in such a manner that the animal cannot fall, jump or be thrown from the vehicle.

d. No person shall abandon any animal on any public or private property, nor shall any animal be left unattended in any parking lot, in anyone else's vehicle, tied to a tree or anywhere else.

e. No person shall expose any known poisonous substance, whether or not mixed with food, to endanger any animal, unless done so by an authorized and duly licensed pest control agency and then only for the purpose of controlling rodents and/or insects.

f. Any operator of a motor vehicle that strikes a domestic animal shall stop at once in a safe area and render any possible assistance within the realm of the operator's ability and immediately report injury or death to the animal's owner if known. If the owner is unknown or cannot be located, the incident will be reported immediately to the Domestic Animal Control facility, or to the MCPD. If the animal is wild, report the incident to the Game Warden's Office (GWO).

g. When complaint reports or filed observations of inhumane treatment or improper care are received, the following actions shall occur:

(1) The MCPD will be called to the scene and investigate if it is determined that the incident involved a violation of the UCMJ, State or Federal law.

(2) Pictures of the animal and the areas where they are kept shall be taken and other forms of physical evidence collected.

(3) Statements of witnesses will be obtained.

(4) The animal(s) will be impounded if deemed necessary to provide care or preserve evidence.

(5) The animal will be examined by the Base Veterinarian or a off-base Veterinarian as soon as possible.

(6) If the pet owner is unavailable, notice shall be given as soon as possible as to the impoundment of the animal(s) and the reasons for the impoundment. Notice may be given by phone call, unit message or written notice left at the residence of the owner.

(7) The owner or custodian of the animal(s) shall be held responsible for the payment of impoundment fees and cost of veterinary care from the moment of the initial impound until the final disposition of the case.

h. Owners, custodians and non-owners who are guilty of inhumane treatment of pets or cruelty to animals are subject to punitive or disciplinary action. Housing residents may also be penalized as follows:

(1) Denied the privilege of retaining pets aboard MCB CampPen.

(2) Terminated from Base Housing.

(3) Subject to prosecution under the UCMJ or Federal statutes.

i. Sponsors, parents and/or legal guardians will be held responsible for the actions of their children and shall not allow them to violate these regulations.

6. Euthanasia

a. No adoptable animal should be euthanized if it can be adopted into a suitable home. Adoptable animals include only those animals eight weeks of age or older that, at or subsequent to the time the animal is impounded or otherwise taken into possession, have manifested no sign of a behavioral or temperamental defect that could pose a health or safety risk or otherwise make the animal unsuitable for placement as a pet, and have manifested no sign of disease, injury, or congenital or hereditary condition that adversely affects the health of the animal or that is likely to adversely affect the animal's health in the future.

b. The Caretaker Supervisor at DAC has final authority and responsibility for approving the euthanasia of a U.S. Government Owned/NAFI Owned animal. The Base Veterinarian or a licensed Veterinarian off-base may be utilized to assist with the euthanasia when requested by DAC staff.

7. Rabies Provisions/Quarantines

a. MCB CamPen is considered to be in a rabies area due to the close proximity to the Mexican border. Therefore, San Diego County ordinances, as well as sections of the California Health and Safety Code, concerning rabies and quarantines of animals will apply to all animals aboard MCB CamPen.

b. Any victim, the victim's parents, sponsors, baby-sitters and/or the legal guardians of the victim of any dog/cat bite shall immediately report the circumstances of the bite to the Domestic Animal Control facility. Any owner or custodian of an dog/cat that has bitten or a cat that has scratched, or any person having knowledge of an dog/cat bite, shall report the facts immediately to the Domestic Animal Control facility and shall provide any information pertaining to the owner if known and the whereabouts of the animal.

c. Any animal that bites a person so that the skin is broken and there is the potential for contamination of the mucous membranes or open wounds with saliva, shall be impounded as soon as possible after receipt of notification by animal compliant report or hospital bite report. Biter animals, or rabid or suspected rabid animals shall be quarantined in a place and manner approved by the Base Veterinarian.

d. Quarantine periods shall be determined according to species, suspected exposure and symptoms which are present of which occur during quarantine; however, dogs and cats that are not suspected of exposure to rabies or those with current rabies vaccinations, shall be quarantined for a minimum of 10 days from the date of the bite. No animal can be released from quarantine until after a final examination by the Base Veterinarian. The Base Veterinarian shall release an animal from quarantine by signing the quarantine release section on the Animal Impound Record. A quarantine fee of \$5.00 per calendar day or any part there-of will be charged. If the owner fails to claim the animal at the end of the quarantine period, the fee will revert to the regular impound fee per calendar day or any part thereof. If not claimed after five days from the end of the quarantine period, the animal shall become property of the Marine Corps and be disposed of according to the discretion of the Caretaker Supervisor and Base Veterinarian.

e. When any animal exhibits clinical signs of rabies or develops symptoms of rabies during quarantine, the animal shall be euthanized in a manner that will preserve the brain and the nervous system intact. The euthanized animal shall be tested for rabies by the San Diego County Veterinarian or Army Food Analysis and Diagnostic Laboratory. All victim information, the name of the hospital and the name of the attending doctor who provided treatment must be provided to the San Diego County Veterinarian when the suspect animal is submitted for testing. Wild animals which exhibit symptoms of rabies or which have bitten will be euthanized and submitted for testing.

f. No person shall destroy or allow to be destroyed, the brain of any animal of a species subject to rabies which has bitten or otherwise exposed a person.

g. All animals identified as a dangerous or vicious will be confined at the Domestic Animal Control facility for a minimum 10 days quarantine unless authorized a quarantine elsewhere by the Base Veterinarian or Caretaker Supervisor.

h. No person shall be allowed into the quarantine area except the Domestic Animal Control facility or veterinary personnel. Animals in quarantine status will not be taken outside their kennel for any reason, except to be taken to a veterinarian.

i. The Domestic Animal Control facility is not responsible for any veterinary care that may be needed for the health of any animal while in quarantine except that it will provide good, clean, wholesome food and water and a sanitary kennel. When an animal in quarantine has injuries or shows symptoms of illness which are not clinical signs of rabies, the owner or custodian shall be notified of the illness or injury and Domestic Animal Control personnel will transfer the animal into quarantine at a veterinary hospital where quarantine can be continued and treatment given. The civilian veterinarian must be aware that the animal brought to them for treatment is a biter and must provide a written statement of release from quarantine after the final examination. The owner or custodian is responsible for the pet's health while under confinement. However, the owner may request that the pet be euthanized and submitted for testing if the owner is unable to provide veterinary care or does not want the animal back after quarantine. All fees must be paid regardless of whether the animal is claimed or relinquished.

j. Only the Base Veterinarian or Caretaker Supervisor may approve a home quarantine. Home quarantines may be authorized only if the animal is on medication, contagious or nursing a litter. A home quarantine shall not be authorized if the owner cannot meet the requirements for a home quarantine, regardless of the condition of the animal. The requirements for a home quarantine are as follows:

(1) The Caretaker Supervisor and Base Veterinarian determine that home quarantine does not pose a risk to residents of MCB CamPen.

(2) The Base Veterinarian determines that home quarantine is required for the health of the animal or its litter.

(3) The animal must be confined inside quarters for the duration of the quarantine.

(4) No person or animal that was not exposed to the animal before the bite shall come in contact with the animal except for a veterinarian providing treatment or examining the animal, owner of the animal, or the Caretaker Supervisor or personnel assigned to the Domestic Animal Control facility.

(5) The animal shall remain in a quarantine status until after a final examination by the Base Veterinarian. The Base Veterinarian must sign a document that indicates that the animal has been released from quarantine.

(6) If there is any change in the health or temperament during the home quarantine, the Base Veterinarian must be notified immediately. In case of death, the body shall be collected and submitted for testing to determine if rabies is present. Owners or custodians shall not remove or destroy the body of the biter animal on a home quarantine if the animal dies.

(7) The Caretaker Supervisor or Base Veterinarian may place other provisions on the owner or custodian not contained herein to authorize a home quarantine.

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(8) The owner or custodian will make the animal available for examination by the Caretaker Supervisor or the Base Veterinarian at any time during the home quarantine.

(9) Failure to comply with the provisions and requirements of the home quarantine shall result in the immediate impoundment of the animal.

k. No dog or cat that has been quarantined for biting aboard MCB CampPen shall be released from impoundment until it has been vaccinated against rabies. The only exception shall be if the dog or cat is still current from a previously issued vaccine or if the animal is under four months of age.

l. If an animal that has bitten is removed from the Base permanently, a copy of the Bite Incident Complaint Report must be delivered, mailed or faxed to the Domestic Animal Control facility that has jurisdiction over the animal's new home.

m. Dispositions/Appeals

(1) It has been determined that the possession of a dangerous or vicious animal constitutes a liability to the Federal government. Therefore, all biting incidents will be investigated to determine the final disposition of the animal. The Director of Housing, the Provost Marshal, or the Base Veterinarian have the authority to order the removal of a dangerous or vicious animal from the confines of MCB CampPen to reduce government liability or to protect the residents of MCB CampPen from any animals that have been determined by the Caretaker Supervisor or Base Veterinarian to represent a health hazard or a public nuisance.

(2) Owners and custodians of pets may appeal any decision to have their pets removed by requesting a hearing before the Base Magistrate. Requests for appeal must be presented to the Base Magistrate within three working days after notification of disposition.

(3) Owners and custodians will be required to remove the dangerous or vicious animal from the confines of MCB CampPen during the appeal process. Animals must be removed from MCB CampPen immediately after being notified of the decision for removal or after release from quarantine. The cost of boarding the animal during the appeals process shall be borne by the owner or the custodian.

(4) The findings of the Base Magistrate will be forwarded to the Caretaker Supervisor, and the AC/S Facilities, via the SJA, along with his recommendations concerning the disposition of the animal.

8. Impounding/Boarding of Animals

a. The Domestic Animal Control facility will only be used for the temporary housing of stray animals, animals in adoption status, animals in quarantine, and sick or injured wildlife which are in transit. Boarding of pets is not authorized for any period of time.

b. Stray animals will be held for five working days before entering adoption status. Animals that have a license tag shall be held for five working days after notification of the owner, custodian or suspected owner. Notification may be by telephone, unit message, or written notice left at the residence of the suspected owner or custodian. Only the Caretaker Supervisor may place an animal in an adoption status.

c. First offense violators will be charged an impound fee per calendar day or any portion thereof for each animal impounded as a stray, forced impound for investigation or violation, or for any other reason for which an impound became necessary. Second offense violators will be charged two times the impound fee per calendar day or any portion thereof, and third offense violations will be charged three times the impound fee per animal per calendar day or any portion thereof and may have their pet privileges revoked. Owners or custodians are required to pay fees regardless of whether they claim their pets or not. All animals remaining unclaimed after the holding period shall become the property of the Marine Corps and be subject to immediate disposition according to the discretion of the Caretaker Supervisor.

d. Owners who desire to board their pets must make personal arrangements with kennels or commercial facilities. Owners may place their pets under the temporary care of other personnel residing aboard MCB CampPen. This placement must not constitute an over limit for the custodian.

9. Adoptions

a. No pet will be placed in an adoption status without approval of the Caretaker Supervisor.

b. The Domestic Animal Control facility may adopt certain types of pets to suitable homes on MCB CampPen providing the potential owner meets the requirements for adoption. The provisions of the Food and Agricultural Code of the State of California concerning pets and the adoption of pets are made a part of federal law applicable to this installation. To adopt pets, potential owners must meet the following requirements.

- (1) Be at least 18 years of age.
- (2) Have a fenced backyard at the time of the adoption of a dog if it is not a house dog.
- (3) Agree to have their facilities examined before acceptance for adoption.
- (4) Pay all fees at the time of adoption.
- (5) Agree in writing to abide by these regulations.
- (6) Already have no more than one dog or cat as this would constitute an over limit of pets.
- (7) Have no previous conviction for cruelty of animals.
- (8) Must not be chronic violators of these regulations or have had their pet privileges revoked.

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(9) If required, show proof of knowledge and ability to provide animal care before acceptance for adoption.

c. The Domestic Animal Control facility may adopt pets to persons off MCB CampPen if they agree to comply with San Diego County/California State regulations concerning the conditions of animal ownership. These conditions of animal ownership shall apply to all animals living as pets aboard MCB CampPen. The conditions of animal ownership are listed as follows:

(1) Animals shall be restrained as required by law.

(2) Animals shall be humanely treated at all times.

(3) Vaccinations and license permits shall be obtained as soon as possible.

(4) Animal premises shall be kept sanitary and shall not constitute a fly breeding reservoir, a source of offensive odors, or of human or animal disease.

d. Certain animals, with the Caretaker Supervisor's approval, may be selected to be sent to Mesa College Animal Health Facility to be altered, vaccinated and tested for internal parasites before being placed in adoption status.

e. The Domestic Animal Control facility has assimilated California Animal Control Laws which state that all animals must be spay or neutered prior to being adopted.

f. The Caretaker Supervisor may refuse to allow adoption of a pet to any person if, in the opinion of the Caretaker Supervisor, the potential owner or home environment is unsuitable.

10. Return Policy. If the adopter cannot keep the animal, the Domestic Animal Control facility will allow return or trade of an adopted animal, within 30 days, under any of the following conditions:

a. Within 7 days of adoption. The adoption fee will be refunded, but a trade will not be allowed. The adoption agreement with purchase receipt must be provided.

b. Illness or Death. If the animal becomes ill, the owner may return the animal for a full refund or trade for another animal at no additional cost. The Domestic Animal Control facility will not be held liable for bills incurred if the new owner should decide to or has had the animal treated by a veterinarian for the illness. If the animal should die, due to illness, the owner may bring the animal to the Domestic Animal Control facility for a full refund, or trade for another animal at no additional cost. The owner must provide a veterinary treatment record. This return option will be null and void if the owner has knowingly adopted an animal with documented health problems (i.e., Medical Waiver Addendum).

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c. Biting. If the animal should bite an individual or another animal, it may be returned to the Domestic Animal Control facility for a full refund within 30 days of adoption. A trade will not be allowed. (Proof of animal bite or hospital record must be provided).

d. Behavioral Problems. Behavioral problems (e.g., barking, chewing, fence jumping, not house trained, etc.) are easily rectified through humane training and patience. They are normally not considered just cause for refund or trade. However, the animal may be returned to the shelter. No fees or charges will be refunded nor will a trade be allowed.

e. The Caretaker Supervisor may refuse to allow a trade of a pet to any person if the potential owner or home environment is unsuitable.

f. Animals adopted off-base may be relinquished, provided there is adequate kennel space in the Domestic Animal Control facility. The relinquishment fee of \$20.00 shall apply. If there is not adequate kennel space, the owner will be referred to an agency off-base.

11. Citations

a. The Caretaker Supervisor and personnel assigned to the Domestic Animal Control facility are tasked with enforcing these regulations and are authorized to issue citations for violations of these regulations and all applicable Federal, State and San Diego County ordinances which have been incorporated into these regulations.

b. Violations of these regulations will constitute a basis upon which the Caretaker Supervisor may take appropriate action. Such action shall include, but will not be limited to, recommending to the Director of Housing to revoke privileges to possess pets aboard MCB CamPen and/or initiating a termination of quarters hearing before the Base Magistrate.

c. The Caretaker Supervisor and Domestic Animal Control facility personnel may issue appropriate warnings to owners or custodians for first-time violations of these regulations of a non-serious nature.

d. Copies of citations will be forwarded to the Director, Base Housing and, if appropriate, the CO of the military personnel involved. Upon receipt, COs shall take prompt and appropriate actions.

12. Domestic Animals

a. The grazing of domestic animals on MCB CamPen is prohibited except as authorized by the CG.

b. Domestic animals may be authorized to graze on specific native pastures of MCB CamPen when such grazing will not interfere with military use of the land and when conditions of the native pasture will support such activity. Authority to graze domestic animals will be granted under lease control, awarded through competitive bidding as advertised and executed by the Southwest Division, Naval Facilities Engineering Command. Requests must be addressed to the CG MCIWEST-MCB CAMPEN, PO Box 555010, Camp Pendleton, CA 92055-5010 (AC/S G-F) for file and issuance of bid invitation at the appropriate time.

c. Those who possess working dogs or pets of any kind are required to comply with regulations as if they were residents of Base housing while leasing land at MCB CamPen.

d. Domestic animals permitted aboard MCB CamPen will not be molested in any way. Stray animals or animals interfering with military operations or otherwise constituting a nuisance will be reported to the Domestic Animal Control Facility. When appropriate, the following action will be taken with stray domestic animals:

(1) Impound the animals in a secure place and provide for their essential requirements.

(2) Notify the owner of the animals by telephone or by written notice or registered letter that the animals are impounded and are expected to be recovered immediately by the owner or custodian, and that an impound fee of \$6.00 per calendar day or a portion thereof is being charged for the care and feeding of each animal in custody. Animals that are not claimed after five days shall be disposed of as determined by the Caretaker Supervisor. The owner will still be liable to pay all the accrued impoundment fees. Fees are subject to change at the discretion of the CO, Security & Emergency Services Battalion.

13. Emergency Situations

a. The CO, Security & Emergency Services Battalion may immediately incorporate any existing or future provision of State law concerning animals when deemed necessary for the prevention of cruelty to animals or the prosecution of crimes against animals.

b. Domestic Animal Control facility personnel may enter any vehicle, yard, or quarters if there is a possibility that an animal is in jeopardy, as when owners go on leave and the animal is left at the quarters. Unless an animal is clearly in immediate danger of serious injury or death, Domestic Animal Control facility personnel must have Military Police personnel or a housing representative with them when entering quarters of personnel and Military Police personnel with them when entering a vehicle.

14. Assistance Animals

a. The Americans with Disabilities Act (ADA) defines an assistance animal as any guide dog, or other animal individually trained to provide assistance to an individual with a disability.

b. To qualify as an assistance animal under this regulation, the animal must meet the definition of a guide, signal or service dog. All service dogs are to be altered.

c. Dogs that provide solely comfort, support, and/or therapy do not qualify to be considered assistance dogs, nor do snakes and other animals that cannot be specially trained to perform specific tasks which assist a person.

d. An assistance dog owner must apply for an Assistance Animal identification tag at the Domestic Animal Control facility. Proof of current

vaccinations and training/certification is required. Occupants of no-pet housing must have authorization from the Base housing office before obtaining Assistance Animals.

e. Service/assistance animals do not count as a pet for pet limit purposes. Therefore, if residents have two pets and a service dog, the service dog is not counted as a pet and residents are not over pet limit. All service/assistance animals must be registered with the Domestic Animal Control facility as a licensed service/assistance animal or they will be considered a pet.

15. Dog Parks. The following rules and regulations apply to dog parks aboard MCB CampPen.

a. Use of the dog park is at your own risk. MCB CampPen, PPV Housing, or Domestic Animal Control are not responsible for any damages, injuries or lost items. Your presence in the dog park constitutes your agreement to all park rules.

b. Dog park hours are from 7 a.m. to dusk and may be closed or adjusted as conditions require.

c. Any violation of the posted rules can result in loss of park privileges.

d. The dog park is to be used by dog owners and their dogs only. All other activities are prohibited.

e. All dogs are to be leashed (leash length no longer than 6 ft) outside of the designated dog park.

f. Puppies under the age of four months are prohibited, as they are not yet fully vaccinated against diseases.

g. All dogs must have a collar (no pinch or choke chain) with a current license affixed to the collar and be current on their vaccinations.

h. All dogs entering the park must be spayed or neutered.

i. Any person entering the park must be over the age of 18 or accompanied by an adult. No children under the age of six are allowed.

j. Children must be supervised by an adult while in the park. Prevent injuries by not allowing children to jump, run, or scream around dogs.

k. All dogs must be supervised at all times and under direct voice control.

l. Dogs must be leashed immediately at the first signs of aggression toward people or other animals and removed from the park.

m. No food or food products allowed, whether intended for human or dog consumption.

n. All responsible persons shall, at all times, clean up after dogs and dispose of waste in an appropriate container.

- o. A maximum of two dogs per household, or two dogs per adult inside the dog park.
- p. Keep gates closed at all times.
- q. Fill holes and stop dogs from digging.
- r. Do not leave dogs unattended. Abandonment of animals is prohibited.

16. Equine Herd Health Program

a. All horses residing at the Stepp Stables must be maintained according to the following guidelines:

(1) Vaccinations. As a minimum requirement, all resident horses greater than four months of age will be immunized against the following diseases on a semiannual or annual basis:

- (a) Eastern Equine Encephalitis (annual).
- (b) Western Equine Encephalitis (annual).
- (c) Tetanus (Toxoid - annual).
- (d) West Nile Virus - (semiannual/or annual).
- (e) Equine Rhinopneumonitis (semiannual).
- (f) Equine Influenza (semiannual/or annual).

(g) It is recommended that a licensed veterinarian perform all vaccinations. However, the owner is permitted to vaccinate the animals provided sufficient documentation (receipt for vet services/sale, vaccine label or package) is provided to the Stepp Stables office. Records will be maintained at the MCB CampPen Veterinary Treatment Facility (VTF) and supporting documents of treatments should be sent to the MCB CampPen VTF so annotations can be created within the permanent records.

(h) The following vaccinations are recommended but not required:

- 1. Rabies vaccinations for horses are not required due to the low risk of disease in the area. However, annual vaccination is still recommended due to the severity of the disease.
- 2. Pregnant mares and jennies should be vaccinated against Rhinopneumonitis in the 5th, 7th, and 9th months of gestation using a vaccine approved for that purpose.
- 3. Horses suffering skin-penetrating injuries receive a booster dose of tetanus toxoid if the last dose of tetanus was not administered within the past 6 months. Horses with no history of tetanus toxoid should also receive a dose of tetanus antitoxin.

(2) Endoparasite Control. All resident horses will be dewormed at least quarterly using an appropriate anthelmintic, or twice a year if the horse is being fed a daily dewormer.

(a) The dewormer may be administered by the owner or by a licensed veterinarian, provided sufficient documentation (receipt for vet services/sale, anthelmintic label or package) is provided to the Stepp Stables office. Records will be maintained at the MCB CampPen VTF.

(b) The type of dewormer used should be alternated every quarter to prevent development of resistant parasites. The required frequency of deworming may be increased as deemed by the attending veterinarian.

(3) Equine Infectious Anemia (EIA): All government-owned horses will be tested for EIA on an annual basis.

(4) Stall sanitation. All stalls, pens, and water troughs (buckets, automatic waters, etc.) must be cleaned at least once weekly to control insect vectors.

b. Procedures and requirements for incoming horses:

(1) It is the horse owner's responsibility to coordinate with the Stepp Stables to establish a boarding contract and comply with all entry requirements.

(2) Upon arrival of the horse, the horse owner will provide the Stepp Stables office with the following documentation:

(a) All owners of horses arriving will provide documentation of compliance with vaccination and endoparasite control requirements. Once residence is permitted at the stables, owners are fully responsible and must comply with the Base regulations and requirements for routine vaccine and parasite control as specified above.

(b) In addition, owners of horses transported from outside the State of California must provide a current Health Certificate and documentation of a negative Coggins Test for EIA within the past six months.

(3) Upon arrival, all horses coming from out-of-state must remain in the quarantine pens for a minimum of 14 days and all horses coming from in-state must remain in the quarantine pens for a minimum of 10 days. While in quarantine, horses may be exercised in the immediate vicinity of the quarantine pens and in the designated areas as deemed appropriate per the stable management (corrals, arenas, trails, etc.). Contact with other horses or exercising horses in areas where horses are present is prohibited. The Stepp Stables staff will monitor the quarantine period and report any abnormalities to the attending veterinarian.

c. Violations of these conditions will constitute grounds for loss of stable privileges.

d. Definitions

(1) Horse. An *Equus asinus* or *Equus caballus* of either sex, altered or unaltered.

(2) Endoparasite. An organism, such as a tapeworm, that lives parasitically within another organism.

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(3) Anthelmintic. A medication used to treat endoparasites.

(4) Quarantine. A period of isolating an animal to prevent the spread of contagious diseases.

Domestic Animal Control Facility Fee Schedule

CATEGORY	FLAT RATE	ALTERED ANIMAL	UNALTERED ANIMAL
Basic Adoption Fee - Dog	\$110		
Basic Adoption Fee - Cat	\$85		
Temporary License (under one year)		\$5	\$15
One Year License		\$10	\$25
Two Year License		\$15	\$40
Three Year License		\$20	\$50
Late Registration Fee (1 - 30 days overdue)	\$5		
Late Registration Fee (31 - 60 days overdue)	\$10		
Late Registration Fee (61 - 90 days overdue)	\$20		
Late Registration Fee (91+ days overdue)	\$30		
Impound Fee (first offense) <i>Plus daily kennel fees</i>	\$25		
Impound Fee (second offense) <i>Plus daily kennel fees</i>	\$50		
Impound Fee (third or more offenses) <i>Plus daily kennel fees</i>	\$75		
Daily Kennel Fee (regular impound time)	\$6		
Daily Kennel Fee (quarantine impound time)	\$5		
Relinquishment Fee	\$20		
Unaltered Fee for RAL (Cat)	\$15		
Unaltered Fee for RAL (Dog)	\$25		

* There is no charge for transfer or replacement tags.

* If an animal has been altered within one year of the date of licensing, a one time only one-year FREE license will be issued.

Figure 6-2.--Domestic Animal Control Facility Fee Schedule

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Section 8

Bomb Threats

1. Background. Information that an alleged bomb or explosive device has been placed in a public or private building may be received by telephone, mail or other means. Bomb threats are usually telephoned into the building involved and the identity of the caller will not be known.

2. Provost Marshal. He/she is responsible for establishing and instituting procedures for handling all bomb threats aboard MCB CamPen and coordinating with other first responders (e.g., EOD, Fire/EMS, etc.) and the Naval Criminal Investigative Service as appropriate.

3. The procedures below will be followed by individuals aboard MCB CamPen who receive bomb threats:

a. Telephonic Bomb Threats

(1) Remain calm; rarely has a bomb threat caller failed to allow ample time for evacuation.

(2) Listen for voice or speech peculiarities and try to distinguish background noises.

(3) Be alert for repeated use of certain words or phrases.

(4) Listen for national or regional accents.

(5) Record the date and precise time the threat is received.

(6) Try to get the caller to answer the following questions:

(a) Where was the explosive device placed?

(b) What time was it set to explode?

(c) What does the device look like?

(d) What kind of explosive material was used?

(e) How will the device be set off?

(f) Why was the bomb placed in this particular location?

(7) After the caller has or has not answered the above questions, attempt to maintain an open line with the caller, listening to background noises, while reporting the call to the MCPD and to the competent authority of the building or locations threatened.

(8) It is important that the individual receiving the call not spend more than a few minutes talking to the caller.

(9) The Figure 6-3 should be used if a telephonic bomb threat is received.

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b. Written Bomb Threats. Individuals at this Base who receive written bomb threats will immediately report the information by the most expeditious means to the MCPD. Additionally all material, including envelopes or mailing containers connected with the threat, will be preserved and delivered to the MCPD as soon as possible.

CALLER'S VOICE:

BOMB DATA CARD

PLACE THIS CARD UNDER YOUR TELEPHONE

QUESTIONS TO ASK:

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 10 visible lines. The paper appears to be a standard notebook page.

Sex of caller: _____ Race: _____

Age: _____ Length of call: _____

Number at which call is received:

_____ Calm	_____ Nasal
_____ Angry	_____ Stutter
_____ Excited	_____ Lisp
_____ Slow	_____ Raspy
_____ Rapid	_____ Deep
_____ Soft	_____ Ragged
_____ Loud	_____ Clearing throat
_____ Laughter	_____ Deep breathing
_____ Crying	_____ Cracking voice
_____ Normal	_____ Disguised
_____ Distinct	_____ Accent
_____ Slurred	_____ Familiar

If voice is familiar, how did it sound like?

BACKGROUND SOUNDS:

_____ Street	_____ Factory
_____ noises	_____ machinery
_____ Crockery	_____ Animal noises
_____ Voices	_____ Clear
_____ PA System	_____ Static
_____ Music	_____ Local
_____ House	_____ Long distance
_____ noises	_____ Booth
_____ Motor	Other _____
_____ Office	_____
_____ machinery	_____

THREAT LANGUAGE:

_____ Well spoken	_____ Incoherent
_____ (educated)	_____ Taped
_____ Foul	_____ Message read by
_____ Irrational	_____ threat maker

REMARKS: _____

Report call immediately to:
Marine Corps Police Department
MCB CamPen
(760)763-2076/2077, 725-3888

Date / /

Name _____

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Section 9

Unlawful Assembly and Unlawful Distribution of Printed Material aboard MCB
Campen

1. General. No on-base demonstration (including, but not limited to, sit-ins, protest marches, and rallies) shall be conducted without prior approval of the MCPD. On-base demonstrations which could result in interference with or prevention of orderly accomplishment of the mission of the Base constitute a breach of law and order, or are likely to result in violence or present a clear danger to the loyalty, discipline, or morale to MCB Campen military personnel, are prohibited.

2. MCPD. The MCPD is responsible for preventing and/or quelling illegal activities aboard MCB Campen. Persons who have reason to believe an unauthorized demonstration, or other dissident or protest activity, is planned or in progress at MCB Campen shall notify the MCPD or a MCPD representative by the most expeditious means.

3. Personnel. MCB Campen military personnel are prohibited from participating in off-base demonstrations when:

- a. They are on duty.
- b. Their activities constitute a breach of law and order.
- c. Violence is likely to result.
- d. They are in uniform.

e. They are actively participating in demonstrations or organizations that espouse supremacist causes; attempt to create illegal discrimination based on race, creed, color, sex, religion, or national origin; advocate the illegal use of force or violence; or otherwise engage in efforts to deprive individuals of their civil rights.

4. Base Facilities. The use of Base facilities for any partisan political activity is prohibited.

5. Distribution. The distribution on MCB Campen of any printed or written material, to include commercial solicitations and petitions, is prohibited unless prior approval is obtained per the current edition of BO 5370.3. Printed or written material which is determined to be prohibited from distribution per the current edition of BO 5370.3, or which has not received prior approval per the current edition of the same, shall be impounded if the MCPD determines it is likely that an attempt will be made to distribute the material. The mere possession of unauthorized printed material is not prohibited. See the current editions of DoD Directives 1325.6, and BO 5370.3.

6. U.S. Armed Forces. The rights of a member of the U.S. Armed Forces to complain and request redress of grievances are protected by Article 138, Uniform Code of Military Justice, by request mast procedures, and by Title 10 U.S. Code Section 1034.

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Section 10

Alcohol and Drugs

1. Purpose. To publish supplemental regulations relating to alcoholic beverages applicable to all personnel within the limits of MCB CampPen per the provisions of the current edition of MCO 1700.22; U.S. Navy Regulations , 1990, Article 1162; MCO P1700.27; and MCO 5110.1.

2. Background. MCO 1700.22 outlines the policy regarding alcoholic beverage control in the Marine Corps. U.S. Navy Regulation, 1990, Article 1162 outlines the policy regarding possession, consumption, and sale of alcoholic beverages within the DON.

3. Definitions. The term "alcoholic beverages" includes all distilled spirits, wine, beer, and ale, except those prescribed for medicinal purposes. For better understanding, however, three other terms used in this Order are defined below:

a. Distilled Spirits and Fortified Wines. Includes all types of liquor and wine containing more than 17 percent alcohol by volume.

b. Malt Beverage. Includes all types of beer, lager, malt liquor, and ale containing more than one half of one.

c. Unfortified Wines. Includes all types of wines that have an alcoholic content of not more than 17 percent alcohol by volume.

4. Policy

a. The possession and consumption of alcoholic beverages in temporary quarters, family quarters, Bachelor Officer Quarters (BOQ), and SNCO Bachelor Quarters by personnel age 21 and older is authorized.

b. The possession and consumption of alcoholic beverages in all Bachelor Enlisted Quarters (BEQ) by personnel age 21 and older is authorized under the following conditions:

(1) E-3 and below, over the age of 21, may have in their possession a maximum of one six pack of malt beverage or one bottle of unfortified wine on BEQ premises.

(2) E-5 and E-4 may have a maximum of two six packs of malt beverage or two bottles of unfortified wine on BEQ premises.

(3) E-5 and below may not have distilled spirits or fortified wines on BEQ premises.

c. The CG MCIWEST-MCB CAMPEN, may waive the age 21 requirement for special circumstances and events, providing the event is conducted on a military installation. The waiver does not apply to those under age 18.

d. The introduction, possession, sale, or use of any alcoholic beverage in any barracks, buildings, or area within base except authorized in this order, is prohibited.

5. Sales, Possession, and Consumption

a. Package Sales

(1) Package and case lot sales of alcoholic beverages, for off-premises consumption, are authorized at the MCCS retail facilities only. Package and case lots may be purchased by authorized exchange patrons 21 years of age and over.

(2) Purchase of alcoholic beverages is authorized only for personal consumption and normal social occasions. Purchase for resale or promotion of business interests is not authorized.

b. Alcohol Dispensed by the Drink

(1) The dispensing of alcoholic beverages by the drink, for consumption on the premises, is authorized for the Officer, Staff Noncommissioned Officer (SNCO), and Enlisted Clubs, and designated activities of the MCCS.

(2) Alcoholic beverages may only be dispensed to authorized patrons who have attained 21 years of age.

(3) All alcoholic beverages sold or dispensed by the drink for consumption on the premises will be served in opened containers. No alcoholic beverages are to be removed from any club annex, recreational area, or special event except where package sales or privately owned alcoholic beverages are authorized.

c. Privately Provided Alcoholic Beverages at Parties. Privately owned alcoholic beverages are not permitted in MCCS facilities/areas where alcoholic beverages are normally sold as a part of routine business except for the Del Mar Beach recreational area where privately provided alcoholic beverages not contained in a glass container are permitted.

d. Unit Parties and Recreational/Athletic Events

(1) Unit Parties

(a) Commanders desiring to conduct unit parties where alcoholic beverages other than malt beverages will be served, and at locations other than those addressed in this Order, may submit a written request to the CG MCIWEST-MCB CAMPEN (AC/S MCCS), via the chain of command. The appropriate area commander must endorse the request.

(b) Malt beverages may be consumed at organized recreation parties upon approval of the CO of the organization concerned and the approval of the appropriate area commander. Each such party must be supervised by a commissioned officer who will be responsible for the conduct of personnel attending and police of the area upon completion.

(2) Recreation/Athletic/Special Events. Malt beverages may be sold and dispensed at recreation/athletic/special events for consumption by spectators subject to the following conditions:

(a) Malt beverages will be served only to those 21 years of age and older through services provided by MCCS. Individuals are not authorized

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to bring alcoholic beverages to these events unless, due to the nature of the event, specific authorization is granted. Such authorization will be included in the event advertisements. Under no circumstances will alcoholic beverages in glass containers be permitted in the possession of spectators at these events.

(b) Unit representatives responsible for organizing outdoor recreation/athletic/special events at which malt beverages are requested to be sold and dispensed will submit a request for approval to the CG MCIWEST-MCB CAMPEN (AC/S MCCS) via the MCPD. The request will include the date/time of the event at which malt beverages will be dispensed. In addition, the requesting command will be responsible for a thorough police of the area upon completion of the event.

6. Minors

a. No person under 21 years of age shall be employed in any activity as a bartender or in any similar capacity involving the dispensing of any alcoholic beverage.

b. The sale or distribution of alcoholic beverages to any person under 21 years of age at any place, to include within family housing, is prohibited.

c. No person under 21 years of age will purchase or consume alcoholic beverages aboard this Base.

d. No person under 21 years of age shall be in possession of alcoholic beverage aboard this Base.

e. Personnel purchasing alcoholic beverages at any MCCS activity will comply with routine patron identification procedures.

7. Conduct and Decorum. Overindulgence of alcoholic beverages resulting in acts of misconduct drunkenness, or incapacity to perform duties through prior wrongful indulgence of alcohol, in accordance with the Uniform Code of Military Justice (UCMJ), will not be condoned or tolerated on MCB CamPen. Although direct responsibility for conduct and decorum rests with the individual, management and supervisory personnel, as well as employees directly involved in the serving of alcoholic beverages at clubs, messes, parties, etc., are directed to terminate service of alcoholic beverages to individuals where such action is considered to be in the best interest of the individual. Responsible discretion will be used in exercising this authority.

8. Transportation of Alcoholic Beverages

a. Persons transporting alcoholic beverages beyond the limits of MCB CamPen become subject to the laws of California.

b. Alcoholic beverages in an open container may be transported in a motor vehicle on Base only if transported in a compartment that is inaccessible to the driver and passengers of the vehicle. An open container is defined as any container, the seal of which has been broken and/or the cap/tab/stopper removed, whether or not any of the contents therein have been removed.

c. Transportation of alcoholic beverages off Base for purposes of resale or distribution to unauthorized patrons is prohibited.

9. Seizure and Disposition. Alcoholic beverages improperly possessed by any person on this Base are subject to seizure. Such items, when taken from the possession of any person on this Base, shall be tagged immediately with the name of the person or persons from whom taken; time, date and place of seizure; and the name of any witnesses, and shall be placed in a secure place until such items have served their purpose as evidence. At that time, appropriate disposition thereof shall be made.

10. Punitive Effect. Violations of this Order by persons not subject to the UCMJ, which also constitute violations of Federal or State law, may be subject to trial in Federal Court under the Federal Assimilative Crimes Act. Violations may also subject the violator to debarment (denial of access either permanently or temporarily) from the Base.

11. Illegal Drugs

a. The unauthorized use or possession of illegal drugs is prohibited on MCB CampEn.

b. The possession of drug paraphernalia is prohibited.

(1) Arrests for Driving Under the Influence of Drugs. When a Marine or Sailor is arrested for driving under the influence of drugs, the provisions of the current edition of MCO 5110.1 apply. Sanctions include automatic suspension of driving privileges for one year. No further action from the command is necessary other than escorting the Marine or Sailor and monitoring that the offender complies with the terms of revocation.

(2) Following One or More Substantiated Incidents of Use, Possession, or Distribution of Illegal Drugs or Other Misconduct. When a commander possesses credible evidence of use, possession, or distribution of illegal drugs or other misconduct which poses a threat to safety, good order and discipline, the commander may request that the CG MCIWEST-MCB CAMPEN suspend Base driving privileges for a period of up to one year. Nothing in this Order precludes a unit commander from temporarily suspending driving privileges and ordering a Marine or Sailor not to drive pending processing of this request.

(a) Requests will be submitted to the CG MCIWEST-MCB CAMPEN (Attn: Military Magistrate) and should contain a brief statement by the CG as to why he or she feels revocation of driving privileges is warranted by the situation. The request should also include an acknowledgement by the Marine or Sailor that he or she has been advised that he or she may request a hearing before the Military Magistrate, and either a written request for a hearing or a waiver of the hearing. The Marine or Sailor may also attach a statement to the recommendation. The squadron or battalion commander should sign the request.

(b) If no hearing is requested, the Military Magistrate will issue a suspension and revocation order and direct the member be escorted to the a Pass and ID office where the letter will be delivered and the the Base decal removed. The Base Magistrate will notify the Police Records section

and the period of suspension will be entered into the MCPD computer database. The Marine or Sailor whose privileges are revoked will acknowledge the terms and period of revocation and whether or not he or she requests to appeal the revocation. A member of the command will supervise the removal of the Marine's or Sailor's vehicle from the Base. Revocation will remain in effect until the term of revocation runs and the Marine or Sailor requests reinstatement, or the CO requests reinstatement of full or limited driving privileges, or the CG MCIWEST-MCB CAMPEN acts on an appeal of the revocation.

(c) If a hearing is requested

1. When the request and acknowledgement is completed, a representative of the commander will forward the package to the Military Magistrate who will expeditiously schedule a hearing. The command will be notified via telephone and e-mail as to the time and place of the hearing and is responsible for ensuring their presence. The Military Magistrate will not conduct a hearing unless either the command representative is present or the CO waives his presence in writing. At the hearing, the representative of the command will present evidence. The Marine or Sailor will be given an opportunity to respond.

2. Should the Military Magistrate concur that revocation is warranted, he will issue a suspension and revocation order and direct the member be escorted to the Joint Reception Center Pass and ID Office where the letter will be delivered, the Base decal removed, and the period of and reason for suspension entered into the MCPD computer database. The Marine or Sailor whose privileges are revoked will acknowledge the terms and period of revocation and whether or not he or she requests to appeal the revocation. A member of the command will then supervise the removal of the Marine's or Sailor's vehicle from Base. Revocation will remain in effect until the term of revocation runs and the Marine or Sailor requests reinstatement, or the CG requests reinstatement of full or limited driving privileges, or the CG MCIWEST-MCB CAMPEN acts on an appeal of the revocation. Should the Military Magistrate not concur with the recommendation of the commander, he will forward the matter to the CG MCIWEST-MCB CAMPEN for action.

(3) If the Marine or Sailor requests an appeal of the Magistrate's order of revocation, he or she must do so immediately and in writing. The Magistrate will forward the written request to the CG MCIWEST-MCB CAMPEN, Attn: SJA, who will act on the appeal. No additional hearing will occur. Should the SJA deny the appeal, the matter becomes final until the term of revocation runs and the Marine or Sailor requests reinstatement, or the CG requests reinstatement of full or limited driving privileges. Should the SJA determine that the appeal has merit, he or she will forward the matter to the CG MCIWEST-MCB CAMPEN who will take final action.

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Chapter 7

Base Brig

1. Policy. It is the policy of the CG MCIWEST-MCB CAMPEN that the operation of the MCB CamPen Brig shall be in accordance with the provisions of the DON Corrections Manual (SECNAVINST 1640.9_), Naval Corrections Manual (BURPERSINST 1640.22_) and the Core Jail Standards of the American Correctional Association.

2. Authority. The Chief of Naval Personnel and the Commandant of the Marine Corps are designated by the Secretary of the Navy to administer brig in accordance with the current edition of SECNAVINST 1640.9_, Navy Regulations, DoD Directives and Instructions, and Title 10 of the United States Code.

3. Applicability. The regulations and procedures set forth in this chapter govern the confinement, release, transfer, transport, and administration of prisoners in the MCB CamPen Brig. The Order is applicable to the Brig CO and to all officers and noncommissioned officers (NCOs) authorized to order the confinement of military personnel. Unless otherwise specifically noted, the term "prisoner" is used to mean any individual in confinement.

a. The Secretary of the Navy and the Commandant of the Marine Corps have approved and designated the MCB CamPen Brig as a DoD Level Pretrial confinement facility for support of major commands located west of the Mississippi River including Pacific military installations. As a Pretrial Level facility, the MCB CamPen Brig is authorized to confine pretrial prisoners and post-trial prisoners up to thirty days.

b. The MCB CamPen Brig is an authorized place of confinement for male enlisted and officer service members, confinement of females is not authorized. Commands desiring to confine female Marines should refer to MCO 1640.3_, contact Commandant of the Marine Corps (PSL Corrections) (703) 604-4354, or the Naval Consolidated Brig Miramar (858) 577-7009.

c. Civilians subject to the UCMJ shall only be confined in accordance with the current U.S. Navy Regulations and approval of the CG MCIWEST-MCB CAMPEN.

4. Definitions

a. Pretrial Prisoners. A pretrial prisoner is a person subject to the UCMJ, who legally has been ordered into confinement, is accused of violating the UCMJ, and is awaiting trial or rehearing. Pretrial prisoners include service members who are pending the vacation of a suspended sentence that includes confinement. Pretrial personnel confined in a brig shall be referred to as "pretrial prisoners."

b. Post-trial Prisoners. A post-trial prisoner is a person sentenced by a court-martial to confinement or death and ordered into confinement by competent authority, whether or not the sentence has been approved by the CA.

(1) Adjudged Prisoner. Persons sentenced to confinement by a court-martial, neither deferred nor suspended, awaiting action by the CA.

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(2) Sentenced Prisoner. An adjudged prisoner who remains in confinement to serve their court-martial sentence after the CA has acted thereon.

c. Transient Prisoners. A prisoner legally ordered into confinement and held temporarily pending disposition instructions from another command, awaiting transportation to a designated brig, or return to parent unit.

(1) Transfer. The administrative process of transferring a prisoner by service record between monitored command codes.

(2) Transport. Physically moving a prisoner to or from a confinement facility or geographic area.

5. Authority to Confine

a. Any enlisted member may be ordered into pretrial or post-trial confinement by any commissioned officer.

b. A CO may delegate to any warrant officer, petty officer, or NCO of his or her command the authority to order enlisted members of the command, or those otherwise subject to his or her authority, into pretrial or post-trial confinement. Such delegation shall be in writing, and a signed copy of the delegation shall be provided to the MCB CamPen Brig upon confinement.

c. An officer may be confined only by a CO exercising command authority over the officer.

6. Pretrial Confinement

a. No service member may be confined unless the following requirements are met:

(1) There is reasonable belief an offense has been committed that may be tried by court-martial;

(2) There is reasonable belief the service member committed the offense; and

(3) There is reasonable belief confinement is required because it is foreseeable that:

(a) The service member will not appear at trial, a pretrial hearing, or an investigation;

(b) The service member will further engage in serious criminal misconduct; and

(c) Less severe forms of restraint are inadequate under the facts and circumstances of the particular case.

b. When pretrial confinement is ordered by someone other than the accused's CO, that person shall make a report of such confinement to the accuser's CO within 24 hours after the accused is initially placed in such confinement. The report shall include the member's name, offenses with which charged, and the name and grade of the person ordering the confinement.

c. Deserters returned to MCB CamPen or other major area commands by cross country prisoner escorts or other authority will not be accepted into confinement prior to being delivered to the parent command.

d. Initial Review Officer (IRO)

(1) The determination of the need for continuation of pretrial confinement will be in accordance with R.C.M. 305(h)(2). Unless the prisoner's commander was the officer who ordered the pretrial confinement under R.C.M. 305(d), the prisoner's commander must complete review of the pretrial confinement under R.C.M. 305(h) within 48 hours of confinement. United States v. Rexroat, 38 MJ 292 (CMA 1933).

(2) Initial review should normally be conducted at the brig. Brig CO will provide timely notification to the reviewing officer. However, it is the responsibility of the accused's commander to ensure a hearing is conducted in a timely manner. The brig will provide an area for holding such reviews, and every effort will be made to provide an atmosphere and the necessary support for a pretrial review per R.C.M. 305(i)(2), MCM 1984.

7. Confinement Requirements. The following requirements must be met before acceptance into confinement at the MCB CamPen Brig. The Brig CO will make the final determination of any exceptions to the below:

a. All confinements

(1) A properly completed original confinement order (DD Form 2707). A verbal order to confine will be accepted only in the case of obvious emergencies.

(2) Physical. A medical officer shall conduct a pre-confinement physical prior to confinement of a service member.

(a) Each prospective prisoner shall have a confinement physical to determine fitness for confinement. The prisoner's fitness for confinement shall be indicated on the confinement order.

(b) The examining officer shall pay special attention to, and accurately describe and record the presence of any lacerations, abrasions, contusions, hematomas, or other unusual marks. In addition, the psychological and emotional status of the individual will be assessed and the individual specifically questioned regarding suicide. Brig staff will not honor confinement physicals indicating, "fit for confinement, suicide risk", or words to that effect. Such cases will be referred by Brig staff to the NHCP emergency room or mental health department, where the unit must obtain a second confinement physical specifically stating the threat level the individual poses to himself, the credibility of his suicidal statements, etc., so Brig staff can more appropriately handle the individual. Vague and ambiguous comments by medical officers regarding potentially suicidal prisoners may be cause for the Brig CO to deny acceptance into confinement until a mental health screening has been completed.

(c) The health and dental records of each prisoner must accompany the prisoner to the MCB CamPen Brig at the time of confinement. For missing records, the unit shall prepare temporary records.

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(3) Gear. The responsibility for providing clothing and health and comfort items rests with the confining authority. Do not bring any excess gear (irons, civilian clothes, radios, etc). Brig staff will accept no excess gear. All excess gear will be returned to the chasers and become their responsibility for its disposition.

- 1 SEA BAG (NAME PRINTED ON BAG)
- 1 BELT (ISSUE ONLY, NO RIGGER, NO WEB)
- 2 BOOTS W/LACES (ISSUE ONLY, NO STEEL TOE)
- 2 CAP, COMBAT UTILITY GARRISON (1 DESERT, 1 WOODLAND)
- 4 COMBAT UTILITY COATS (2 DESERT, 2 WOODLAND)
- 4 COMBAT UTILITY TROUSERS (2 DESERT, 2 WOODLAND)
- 1 GYM SHOES (MILITARY PT STYLE ONLY)
- 8 COYOTE BROWN OR BLACK SOCKS
- 8 WHITE SOCKS (MILITARY PT STYLE ONLY)
- 6 UNDERSHIRTS (OLIVE DRAB, NO LOGOS OR LONG SLEEVES)
- 6 UNDERWEAR (WHITE ONLY)
- 4 PT SHORTS (OLIVE DRAB, NO LOGOS)
- 1 SWEAT SHIRT (USMC) OR RUNNING SUIT TOP (USMC)
- 1 SWEAT PANTS (USMC) OR RUNNING SUIT BOTTOM (USMC)
- 1 SHOWER SHOES
- 4 BARS OF SOAP (NO LIQUID SOAP)
- 1 SOAP DISH
- 2 DEODORANT STICKS (NO AEROSOL CANS)
- 1 SHAMPOO
- 1 SHAVING CREAM (NO HEAD OIL, POWDER, PRESSURED CAN OR RAZOR LESS CREAM)
- 1 TOOTHBRUSH
- 1 TOOTHBRUSH HOLDER
- 1 TOOTHPASTE (TUBE ONLY)
- 4 TOWEL (WHITE ONLY)
- 4 FACE TOWELS (WHITE ONLY)
- 1 LAUNDRY BAG (WHITE MESH ONLY)
- 5 DISPOSABLE RAZORS (MAX 15, NOT VIBRATING HANDLES)
- 2 RECORDS (MEDICAL AND DENTAL)
- 1 ID CARD
- 1 MARRIAGE RING (BANDS WITHOUT STONES ONLY)
- Military Protection orders or civil restraining orders

b. Post-trial. All members being confined as a result of a court-martial must be accompanied by:

(1) Original confinement order, physical examination, and gear as discussed above.

(2) A report of Results of Trial (ROT), signed by competent authority. The Brig staff will not honor an unsigned ROT unless approved by the Brig CO.

(3) Victim/Witness Notification (DD Form 2704).

8. Permanent Release from Confinement. The Brig CO will affect the permanent release of a prisoner upon the expiration of sentence; receipt of appropriate documents from the CA directing disapproval of sentence to confinement; or suspension or remission of remaining confinement. A DD Form 2718 will be used for permanent release.

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9. Authority to Release

a. Pretrial. The immediate or higher commander of a pretrial prisoner, the IRO, magistrate or military judge may direct release from confinement. Executive officers, Adjutants, Judge Advocates, or other support staff to the commander of the prisoner are not authorized to direct release.

b. Post-trial. The CA is responsible for the suspension or remission of approved sentences. Reference the Manual for Courts-Martial for legal and proper guidance.

10. Reports

a. COs shall keep the Brig CO informed of the current status within the military justice system of each confined member of their command. Changes of status reports are required as follows:

(1) Immediately following withdrawal of current charges or referral of additional charges, especially for separations in lieu of trial (SILT), as confinement during this process is illegal confinement, SJAs will provide a report of all SILTs to the Brig for reconciliation.

(2) Immediately following trial of a prisoner. The ROT shall include the entire sentence of the court, to include any Pretrial Agreement (PTA) when applicable. The ROT shall accompany the prisoner upon arrival at the Brig so Brig staff can accurately determine the sentence computation.

(3) Immediately following trial of a prisoner. The ROT shall include the entire sentence of the court, to include any administrative or judicial credit to be applied to the sentence. The complete ROT and PTA shall accompany the prisoner upon arrival at the Brig so Brig staff can accurately determine the sentence computation.

(4) Convening Authority actions must be reported to the Brig immediately. A suspension or reduction in length of confinement not immediately reported to the Brig may cause a prisoner to remain in confinement past the new release date and result in an illegal confinement.

b. The Brig CO will submit a daily report of prisoners confined and released as of 2400 to the Integrated Personnel Administrative Center (IPAC), MCIWEST-MCB CAMPEN. Confinements and releases from 0001 Friday until 2400 the day prior to the next normal working day will be consolidated and submitted.

c. The Brig CO will submit a weekly report of prisoners confined and released as of 2400 of the day prior to the first working day of the week to the IPAC, MCIWEST-MCB CAMPEN. Copies of the Prisoner Status Report will be provided to each prisoner's CO and to the respective SJAs.

d. The Brig CO is responsible for routine confinement reporting to Headquarters Marine Corps, (PSL Corrections) via the Correctional Management Information System (CORMIS).

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11. Visitations

a. Command Visitations

(1) Commanders shall establish procedures for visiting at least weekly each prisoner who will return to their parent command for duty. Command visits shall be made by a representative of the parent command (E6 or higher with the authority to act on the CO's behalf). When the prisoner's command is on extended deployment, it is the responsibility of the immediate superior in command to continue to provide for command visits. It is improper to delegate command visits unless the confining command is at sea or is remotely situated. For remotely situated commands (i.e., over a 200 mile radius), commanders shall designate command visit intervals, at minimum shall ensure at least weekly telephone interviews with prisoners or their assigned brig counselors. Telephonic command visits shall be documented and provided to the brig by facsimile or e-mail.

(2) Chaplains shall not serve as the CO's representative to visit prisoners. Chaplain's role in the rehabilitative process, including the visiting of prisoners, has a value distinct from that of being a command representative. Documentation of each command visit shall be made a part of the prisoner's individual confinement record.

(3) The Brig CO is responsible for documenting each command visit and shall be made a part of the prisoner's individual confinement record.

b. Legal Visitations. Military legal counsel may interview and meet with a prisoner at the MCB CamPen Brig as deemed appropriate by the respective attorney. Such visits will normally be conducted in the contact booths. If the contact booths are in use, an alternate location within the Brig may be used upon approval of the Duty Brig Supervisor (DBS) or higher Brig authority.

c. Personal Visitations

(1) Personal visitation hours are 1230-1430 on weekends and holidays. The Brig CO must approve requests for extended and special personal visitation. The rules and regulations for personal visitation are posted at the Brig entrance, and visitors are required to comply with these written regulations, as well as any directions given by Brig staff. Non-compliance or disruptive conduct is grounds for termination of the visit, expulsion from the Brig, or detention for arrival of military police patrol units. Security, good order, and discipline must be maintained at all times. The DBS, as the direct representative of the Brig CO, is the final authority in such decisions.

(2) Active duty members that desire to visit prisoners shall require written approval from their Company Commander, immediate Officer in Charge, or higher. A copy will be kept on file at the MCB CamPen.

(3) Visitors traveling extended distances should contact the Brig staff prior to attempting a visit to ensure a visit will be authorized. Prisoners in an administrative or disciplinary status may be denied visitation due to unique circumstances; e.g., suicide watch, violent behavior, etc. The Brig CO is the final authority in such decisions.

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12. Temporary Release from Confinement

a. Any officer under the command staff cognizance of the CA may sign for a Temporary Release (TR). The parent command CO, XO, or Adjutant/Legal Officer will normally sign a request for the TR of a prisoner. A valid request for the temporary release of a prisoner shall be forwarded and will be acted upon by the Brig CO. A DD Form 2708 (Receipt for Prisoner) will be used for TR. Commands requesting TR of a prisoner should contact the Brig Administration one day prior to the TR. Requests after 1530 will be directed to Receiving and Release for approval by the DBS. Questionable TR requests will be referred to the Brig CO for authorization.

b. A request for TR must be for a valid purpose, which includes but is not limited to: appearance at Courts-Martial or Article 32 hearings; request Mast; consult with legal counsel; investigations; obtaining uniforms for trial; medical or dental appointments.

c. Off Base Temporary Releases. The blue or orange prisoner uniform will be worn to all activities (e.g., TR activities may include out in town banking, get privately owned vehicle out of impound, return home to pick up legal documents, etc.), with the exception of courts-martial and civil hearings, at which time the appropriate seasonal uniform or civilian attire, dependent on discharge status, shall be worn. The Brig CO must approve off Base TR to locations not involving official government business.

d. Overnight Temporary Releases. The Brig CO must approve an overnight TR. Typically, an overnight TR is approved for pretrial prisoners from 29 Palms whose commands, or lawyer, need the presence of the individual for more than one day. In these cases, due to the driving distance involved and acknowledging the aspects of Operational Risk Management, these prisoners may be kept on overnight TR, providing the PMO holding cell is used to the greatest extent practicable. If the holding cell is full, such individuals may be kept overnight in the barracks, providing adequate security is available through the parent command. Escorts receipting for an overnight TR are responsible to notify the MCB CampPen Brig of any changes in the individual's status; e.g., especially an escape, holding cell is full, another day is needed, etc. Prisoners on overnight TR are on the out count of the MCB CampPen Brig (meaning they remain included in the total Brig population). When a prisoner is legally released from confinement while on a TR, the individual shall be returned to the MCB CampPen Brig for proper check out of the facility.

e. Escort and Restraint Requirements. The following requirements apply to the respective custody classifications:

(1) Maximum Custody (MAX)

(a) The Brig CO must approve all TR for MAX prisoners.

(b) Security requirements consist of constant and immediate supervision by two unit escorts certified as chasers by the Brig, one driver, handcuffs with transport belt, and leg irons. The only exception to this policy will be privileged or attorney/client communications. In this situation, the escorts will remain immediately outside the door of the interview room.

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(c) All restraints will remain on a MAX prisoner unless specifically authorized by the DBS or higher. This approval must be directly communicated to the senior escort.

(d) Prior to entering the courtroom, all restraints will be removed and all restraints will be reapplied immediately upon exiting the courtroom. The chasers will notify the Brig Control Center when the restraints need to be removed.

(2) Medium Inside Custody (MDI)

(a) Security requirements consist of constant and immediate supervision by two unit escorts certified as chasers by the Brig, one driver, handcuffs with transport belt, and carries leg irons. The only exception to this policy will be privileged or attorney/client communications. In this situation the escorts will remain immediately outside the door of the interview room.

(b) All restraints will remain on an MDI prisoner unless specifically authorized by the DBS or higher. This approval must be directly communicated to the senior escort.

(c) Prior to entering the courtroom, all restraints will be removed and all restraints will be re-applied immediately upon exiting the courtroom. The chasers will notify Master Control when the restraints need to be removed.

(3) Medium Outside (MDO). No restraints are required for MDO prisoners. Security requirements consist of constant and immediate supervision by one unit escort certified as a chaser by the Brig and one driver. The only exception to this policy will be privileged or attorney/client communications. In this situation, the escorts will remain immediately outside the door of the interview room.

(4) Minimum (MIN)/Installation Custody (IC). No restraints are required for MIN and IC prisoners. Security requirements consist of constant and immediate supervision by one unit escort certified as a chaser by the Brig. For MIN and IC only, the escort may double as a Driver.

f. Emergency Leave Post-trial prisoners may be granted a TR for emergency leave to visit critically ill family members, or attend the funeral of a family member.

(1) The prisoner's CA may authorize emergency leave for prisoners to attend the bedside of a critically ill immediate relative or attend the funeral of a family member. The relationship and condition of the person being visited will be verified through official sources such as the American Red Cross and other recognized agencies. Such emergency leave may be with or without prisoner escort.

(a) If the TR for emergency leave is approved, but with the condition the prisoner be escorted, the parent command will contact the Commandant of the Marine Corps (PSL Corrections) to obtain cross country chaser support and further guidance. PSL Corrections will direct the amount of time authorized for the TR. Neither Brig staff nor unit chasers are

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authorized to escort a prisoner on TR for emergency leave. While under escort, when the prisoner is not attending services or is not at the bedside of the relative, he or she will be confined in a designated federally recognized confinement facility, as determined by PSL Corrections. While on such TR under escort, the prisoner will continue to receive day-for-day confinement credit.

(b) If the TR for emergency leave is approved, but with no requirement to be escorted, the CA will authorize the length of the TR. While on such TR without escort, the prisoner will not receive confinement credit.

(2) An appropriate seasonal uniform for the prisoner will be provided to the Brig by the parent command, and will be serviceable, cleaned, and pressed.

(3) The prisoner will pay any costs incurred on behalf of him (i.e., travel, meal, clothing, etc.).

g. Hospitalization The following applies to detainees and prisoners requiring hospitalization:

(1) Pretrial Prisoners. In accordance with NAVMEDCOMINST 6320.11 Para 5e, pretrial prisoners requiring hospitalization shall be released from the brig to their parent command or activity designated by the type commander in the case of deployed units, for subsequent admission to the hospital. The parent activity is responsible for any additional security required beyond that provided by the hospital. The provisions of NAVPERS 15909 (Enlisted Transfer Manual) shall be complied with for the transfer of personnel. Pretrial detainees shall be returned to their parent command upon release from the hospital.

(2) Prisoners. Refer to NAVMEDCOMINST 6320.11 Paragraph 5f for specific details of hospitalization of prisoners. Security for a prisoner is the responsibility of the parent command, with exceptions for maximum custody. A prisoner classified as maximum custody remains the responsibility of the MCB Campen Brig. However, the parent command and the MCB Campen Brig; i.e., an escort from the unit and a guard from the Brig will share security for a prisoner classified as maximum custody. A prisoner hospitalized while serving a sentence will be considered as serving time in confinement during the period of hospitalization. Upon termination of the hospitalization, the prisoner must be returned to the MCB Campen Brig. Hospitalized prisoners will not be granted convalescent leave unless the sentence is deferred, remitted, or suspended. A DD Form 2708 will be used to document the temporary release.

13. Escort Training

a. Before escorting a prisoner, every prisoner escort, (regardless of grade), must be certified by the MCB Campen Brig. The Brig conducts "chaser" classes, which must be completed prior to certification as an escort. The following criteria are required for escorts:

(1) Must have 12 months active duty since recruit training.

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(2) Must be 19 years of age or older.

(3) Must be mature and emotionally stable. Personnel with a history of excessive use of or dependency on alcohol, or a history of neuropsychiatric disorders, are ineligible.

(4) Must have no court-martial convictions during current enlistment, and must not be pending administrative or punitive separation.

(5) Must have a General Technical score of at least 90.

(6) Must have no disfigurement or physical impediment that could lend to ridicule or otherwise undermine control of the prisoner.

(7) Must have no record of civil court convictions which resulted in confinement.

b. The parent command will schedule personnel for the chaser class by contacting the Brig Training section. For local commands, classes are conducted aboard MCB CamPen. For 29 Palms commands, brig staff provides chaser classes at 29 Palms on a quarterly basis. Chaser classes are generally conducted on Fridays, but commands must contact the brig to verify the class dates and provide the number of personnel attending.

c. Successful completion of the chaser class certifies the Marine for one year. Chaser cards will not be issued, but the Marine's status will be verified upon arrival at the Brig to receipt for a prisoner. Only those Marines certified as escorts by the Base Brig are authorized to escort prisoners. Personnel assigned to receive a prisoner being permanently released from the Brig do not need to be certified escorts. All escorts are required to wear the uniform of the day with a cartridge belt when escorting a prisoner.

14. Brig Mess Hall

a. Mess hall 24100 shall operate the dining and galley areas as a satellite of 24 Area mess hall 2403. The entire food service operation for the brig facility shall be supported through 24 Area's Mess Hall 2403.

b. The meals, dining logistics, and service of brig mess hall 24100 shall operate in a manner akin to the operation of a Federal or state prison. The contract employees assigned to the brig food service operation shall strictly adhere to all brig regulations. Compliance with dietary allowances, therapeutic/special diets, health inspections, management of food service and staff shall operate with the most stringent compliance for standards of health.

c. The contract employees selected to operate the brig food service operation shall be carefully screened to ensure the employees have the skills, knowledge, and ability to work in a correctional environment. All contract staff employed at a Base brig shall complete brig pre-service training prior to assignment at the brig.

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15. Accreditation. The national accreditation standards issued by the American Correctional Association (ACA) shall be followed in determining corrections policies and administering the MCB CamPen Brig. The Brig CO shall, to the greatest extent possible, seek ACA accreditation deemed appropriate to the designation, rated capacity, and mission of the MCB CamPen Brig. ACA accredited faculties receive triennial audits to determine accreditation approval. The Brig CO is responsible for factoring budget allocations or request in advance, prior to accreditation time lapse.

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Chapter 8

Environmental Security

Section 1

Overview

1. General. A large and diverse array of environmental laws, regulations and other legal requirements govern the conduct of activities that occur aboard MCB CamPen. As an agency of the Federal Government, MCB CAMPEN has an obligation to fully comply with all environmental requirements that pertain to its activities and practices. MCIWEST-MCB CAMPEN personnel, to include all tenants, contractors and patrons that frequent MCB CamPen, likewise have an obligation to comply with all environmental requirements that apply to their activities aboard MCB CamPen.

2. Policy. MCB CamPen fully complies with all environmental requirements that apply to its activities and practices. This commitment and 'duty' to comply extends to all personnel who work, reside, frequent or otherwise do business on MCB CamPen.

3. Responsibilities

a. The CG is responsible for ensuring that MCB CamPen achieves its environmental compliance and resource stewardship obligations.

b. The Base Environmental Security Department manages the installation's environmental program; consults with environmental regulatory agencies for all of MCIWEST-MCB CAMPEN; communicates environmental policy and compliance requirements to MCIWEST-MCB CAMPEN; oversees environmental compliance; and provides environmental training, compliance assistance and subject matter expert advice.

c. Commanders of tenant units identified in paragraph 2(b) of chapter 1 of this Order, AC/S, Directors, environmental permit holders and all personnel with duties that incur environmental responsibilities shall comply with all environmental requirements that apply to their activities and practices.

d. Contractors and tenants not identified in paragraph 2(b) of chapter 1 of this Order, must comply with the terms of their legally binding contracts, real estate agreements, inter-service support agreements, and memorandums of understanding or agreement, as applicable, and all Federal, State and local environmental compliance requirements that apply to their activities and business aboard MCB CamPen.

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Section 2

Pollution Control and Environmental Cleanup

1. Air Quality Management

a. Air Permits

(1) Local air quality regulations require the possession of a valid and current air permit for some types of activities and equipment. Examples include: boilers; gasoline storage and dispensing equipment; painting, solvent, weapons cleaning or abrasive blast operations; controlled burns; military and nonmilitary engines/generators; engine test cells; construction equipment and operations including demolition, renovation and asbestos removal; and some fleet vehicles.

(2) Environmental Security acquires environmental permits and oversees compliance for MCB CamPen. Units and facilities seeking new air permits, modification to existing permits or guidance on meeting air quality compliance requirements must coordinate with Environmental Security (Air Quality).

(3) Permit compliance is a permit holder's responsibility. Thus, permit holders are responsible for complying with all terms and conditions contained in their permit and maintaining compliance. Most permits require recordkeeping (e.g., operation logs), inspections, and maintenance. Records must be maintained, kept at or near the site and kept safe from the elements. Inspections and maintenance must be completed as required by the permit and equipment manufacturer's specifications. Contact Environmental Security (Air Quality) for any questions on permit compliance.

b. Vehicle Anti-idling Policy. Local air quality regulations prohibit, with some exceptions, vehicle and mobile equipment idling for longer than five minutes. Refer to MCB CamPen Policy Letter 2-09 for more information.

c. SMOG Check Requirements. Vehicles owned or operated by military or civilian personnel that live or work aboard MCB CamPen must meet local smog test requirements to be registered on Base (reference BO 5090.1). If your car does not have a California Department of Motor Vehicles (DMV) Registration, then a smog test is required. Some exemptions are available for electric vehicles, diesel vehicles, motorcycles and hybrid vehicles; contact Environmental Security (Air Quality) for questions on these exemptions.

d. Preventing Air Pollution. The following simple practices can help reduce overall air pollution and limit exposure to harmful air pollutants:

- (1) Maintain equipment as recommended by the manufacturer.
- (2) Keep lids on paint and solvent containers closed when not in use.
- (3) Do not discharge pressurized canisters or equipment (e.g., fire extinguishers, refrigerants, aerosol cans, etc.) to dispose of the contents.
- (4) Do not top-off during re-fueling.
- (5) Keep tires inflated to the manufacturer's recommended pressure.

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2. Water Quality Management

a. Local water quality regulations are arguably the most stringent in the Nation. Discharges of water to water or land generally require the possession of, and compliance with, an environmental permit issued by the local environmental regulatory agency that is chartered to protect water quality. Within California, construction activities that disturb greater than one acre of soil must enroll in and comply with the State's general permit for construction activities. Another State permit governs the control of storm and non-storm water discharges from certain types of industrial activities (e.g., recycling centers, vehicle fleets, fuel farms, airfields). Local discharge permits regulate activities such as fire hydrant flushing, reservoir draining and discharges from aquifer pump tests; groundwater dewatering; discharges from below-grade communication vaults; and fireworks displays. In addition to these requirements, federal (U.S. Army Corps of Engineers) permitting requirements also apply to actions that impact waters of the US. Construction projects aboard MCB CamPen must implement and comply with Federal government *low impact development* ("LID") design requirements.

b. Prescriptive permit conditions generally apply to the aforementioned federal, state and local environmental permits that, if properly implemented, greatly help to protect water quality on Base. Simple and routine caretaker activities, such as street sweeping, area police calls and the use of drip-pans to contain vehicle leaks, also go a long way to help safeguard MCB CamPen's water resources. Contact Environmental Security for more information or questions on storm water management or water quality.

c. Sanitary Sewer Overflows. Overflows from MCB CamPen's sanitary sewer system occasionally occur and require immediate attention and cleanup. (Sanitary sewage contains pathogens and other offensive substances that can threaten water quality and endanger public health.) To report a sanitary sewer overflow, contact AC/S G-F (Unity) at (760) 725-4324/4348. To help limit the potential for sanitary sewer overflows, dispose of food wastes, kitchen grease, and items such as baby wipes, disposable diapers and feminine hygiene products in the trash rather than by dumping such items down the sink or toilet. (Dump only water down the sink and only flush items that readily fall apart, such as human waste and toilet paper, down the toilet.)

d. Drinking Water. MCB CamPen obtains most of its water from aquifers that are fed by the rivers and streams on Base. Consequently, MCB CamPen efforts to protect water quality directly benefit all residents and employees who consume water on Base. The water that MCB CamPen purveys to consumers complies with regulatory water quality standards that are set to protect public health. In accordance with regulatory requirements, MCIWEST-MCB CAMPEN publishes an annual consumer confidence report that details the quality of the water provided to consumers the previous year. To obtain a copy of the most recent consumer confidence report, visit the Base website or contact Environmental Security.

3. Solid Waste Management. MCB CamPen operates two municipal landfills. The landfills accept ONLY municipal solid waste (e.g., non-hazardous household waste, food waste, inert construction debris and yard waste) that comes from on-Base sources. Disposal of hazardous waste and electronic

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wastes (e.g. batteries and light bulbs) in the Base landfills, as well as any solid waste receptacle on Base, is strictly prohibited. Contact AC/S G-F for more information on solid waste disposal opportunities and restrictions.

4. Hazardous Material/Waste Management

a. Hazardous Material Business Plans. Local environmental regulations require hazardous material business plans for activities that manage, store or otherwise accumulate 55 gallons or more of a hazardous material or waste. All MCB CamPen units and activities that maintain more than 55 gallons of a hazardous material or waste at an approved storage or accumulation point are required to develop and update as necessary a hazardous material business plan in MCIWEST-MCB CAMPEN's internet based Business Plan Management System (BPMS) for Environmental Security approval. Once approved, a copy of the approved business plan must be maintained on site. Direct questions regarding BPMS to the Environmental Security Spill Planning and Prevention Section.

b. Hazardous Material Management. MCB CamPen operates a centralized Hazardous Material Control Point (HCP) to purchase, track and promote the reuse of hazardous materials. Unused hazardous materials tracked through the HCP are available at no charge for official business to MCIWEST-MCB CamPen units and should serve as the "first stop" before purchasing new hazardous material. The reuse of hazardous material through the HCP allows for a corresponding reduction in hazardous wastes generated by MCB CamPen. Contact the G-4 Consolidated Materials Service Center for information regarding the CamPen HCP.

c. Hazardous Waste Management

(1) The accumulation of hazardous waste is strictly controlled and only allowed at approved "60-day" and satellite hazardous waste accumulation sites. Base Order 5090.7 (et seq.) identifies training requirements for personnel who handle hazardous waste; stipulates container marking and labeling requirements; limits hazardous waste accumulation to 60 days at permitted 60-day sites; requires a business plan at permitted sites; and directs the coordination of hazardous waste disposal through Environmental Security. While MCB CamPen currently funds hazardous waste disposal for units and tenants that dispose of hazardous waste through Environmental Security, funding for consumable supplies associated with hazardous waste management (e.g., 55-gallon drums, personal protective equipment, and spill contingency supplies) is a unit commander's responsibility.

(2) Contractors and tenants not identified in paragraph 2(b) of chapter 1 of this Order, must comply with hazardous waste requirements, if any, identified in their legally binding contract or real estate agreement, inter-service support agreement, or memorandum of understanding or agreement, as applicable, as well as all Federal, State and local environmental compliance requirements that apply to their activities and business aboard MCB CamPen.

d. Household Hazardous Waste. Household hazardous waste is the unused or leftover portion of any household hazardous substance. Any leftover household product that is labeled with "danger", "warning", "toxic", "caution", "poison", "flammable", "corrosive" or "reactive" is considered a

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household hazardous waste. Examples may include household items such as paints, pest control agents, adhesives and cleaning supplies. The disposal of household hazardous waste in dumpsters, trashcans or any other trash receptacle is strictly prohibited. If you reside in military housing, please contact your local housing office for disposal instructions. If you reside in a BEQ or BOQ, contact the Environmental Security Hazardous Waste Section for questions or disposition instructions.

e. Universal Waste. Universal waste is a common subset of hazardous waste that poses a lower risk to people and the environment than other hazardous wastes. Examples of common universal wastes include batteries (AA, AAA, C-cells, D-cells and button cell batteries); electronic devices; fluorescent light tubes and bulbs; high intensity discharge lamps; mercury switches, thermometers and thermostats; and non-empty aerosol cans. Disposal of universal waste in any trash receptacle is prohibited. BO 5090.7 provides instructions on the proper disposal of universal waste. Contact your local housing office or unit Environmental Coordinator for disposal instructions.

f. Electronic Waste (E-waste). The State of California prohibits E-waste disposal as household waste and requires consumers to dispose of E-waste only at authorized locations. The disposal of E-waste in dumpsters, trashcans, or at any location not expressly authorized to receive E-waste is strictly prohibited. Contact the MCB CampPen Recycling Program Manager or your local housing office for further information regarding E-waste disposal.

g. Military Munitions Management. Expended military munitions are not considered a waste provided they remain on-range following their intended use. Buried munitions, and munitions that land, migrate, or are moved off-range, are, however, considered a hazardous waste under the Military Munitions Rule (MMR) and require reporting. Off-range destruction of unexploded ordnance (UXO) by Explosive Ordnance Disposal (EOD) personnel also constitutes a reportable event under the MMR. All discoveries of buried and off-range munitions must be reported to EOD by calling 911 or contacting EOD immediately upon discovery of munitions that constitute an emergency (i.e., UXO). Contact Environmental Security for guidance on MMR compliance.

h. Storage Tank Management. The large amount of hazardous materials (or wastes) stored in underground storage tanks (UST) and aboveground storage tanks (AST) represent a significant environmental liability and must be managed accordingly. Personnel responsible for the operation of USTs and ASTs must complete the Spill Prevention and Tank Management training course offered by Environmental Security within 30 days of assignment.

(1) Underground Storage Tanks. Operators of USTs incur monitoring and record keeping requirements. Operators of UST systems must develop and maintain an operator handbook that contains maintenance records, monitoring records and permits. UST operators must also develop and maintain on-site a monitoring/response plan that describes equipment, frequency and method of UST inspections, and personnel responsible for operations. All monitoring and maintenance records must be maintained on-site for a minimum of three years. UST systems must be monitored daily as identified in the Spill Prevention and Tank Management training course. Immediately report activations of leak detection alarms and potential fuel leaks to Environmental Security by calling (760) 725-9768/9743 during working hours or the MCB CampPen Fire Department by calling "911" after working hours. Tampering with UST leak detection alarms constitutes a criminal offense and is prohibited.

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(2) Aboveground Storage Tanks. ASTs incur various monitoring, maintenance and record keeping requirements. ASTs that contain hazardous waste must be monitored each operational day. ASTs containing hazardous material must be monitored weekly. Emergency generator fuel tanks must be monitored monthly. Operators of AST systems must develop and maintain on-site an operator handbook that contains maintenance records, monitoring records and permits. AST operators must also develop and maintain on-site a monitoring and response plan that describes the equipment, frequency and method of AST inspections, and personnel responsible for operations. All monitoring and maintenance records will be maintained on-site for a minimum of three years. Notify Environmental Security during working hours by calling (760) 725-9768/9743 or the MCB CampPen Fire Department after working hours by calling "911" if leak detection alarms indicate a potential release.

i. Hazardous Substance Spills. Significant hazardous substance spills require immediate notification to the MCB CampPen Fire Department and Environmental Security. Should you witness or be made aware of a hazardous substance spill, report it immediately by calling 911. Each unit that stores hazardous material or waste has been issued an Integrated Contingency Plan, which assists personnel in identifying when a hazardous substance release requires a response from the MCB CampPen Fire Department. The Integrated Contingency Plan provides guidance on the proper spill response and notification depending on the size and severity of the release. Petroleum releases or spills that reach surface waters, have the potential to reach surface waters, or are greater than 42 gallons require immediate reporting by calling 911. Contact Environmental Security Spill Planning and Prevention Section at (760) 725-9768/9743 for further information regarding hazardous substance spills. Tenant unit commanders responsible for hazardous substance spills will reimburse MCB CampPen for the cost of cleanup and disposal of contaminated spill debris.

5. Environmental Cleanup Program Sites. Environmental Security monitors and oversees the cleanup of contaminated sites at MCB CampPen. Environmental Security maintains a GIS layer of cleanup program site locations and boundaries. Construction or other activities on or near cleanup program sites requires prior coordination and approval through Environmental Security. Contact Environmental Security for questions on locations and restrictions associated with MCB CampPen cleanup program sites.

6. Environmental Training

a. Environmental Security avails environmental training to fulfill MCO P5090.2 (et. seq.) requirements and comply with regulations that prescribe mandatory environmental training requirements. Available training consists of classroom and online venues. Military and civil service employees with a valid Common Access Card (CAC) can determine and enroll in necessary environmental training through the MCIWEST-MCB CAMPEN online environmental campus (<http://158.238.128.96/lmp>) or by contacting Environmental Security (Training Section). BO 5090.6 (et seq.) provides additional guidance regarding Environmental Training at MCB CampPen.

b. MCO P5090.2 (et seq.) requires unit commanders to designate, in writing, an Environmental Coordinator that serves as the unit's primary liaison with the installation's environmental staff. Environmental

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coordinators attend the monthly meetings held on the second Tuesday of each month at the Environmental Security training classroom. These meetings provide a useful forum for units to discuss environmental issues and to stay current on compliance requirements that apply to their activities and practices.

7. Environmental Inspections

a. The Federal Facilities Compliance Act of 1992 provides state and local regulatory agencies with the legal authority to inspect federal facilities for environmental compliance. In addition to regulatory agency inspections, which occur on a scheduled and no-notice basis, the following environmental inspections also occur aboard MCB CamPen:

(1) Environmental Compliance Evaluations (ECE). The ECE is a comprehensive Headquarters Marine Corps evaluation of an installation's overall environmental program. ECEs occur every three years and can evaluate compliance down to the individual unit level. MCO P5090.2 (et seq.) provides additional information on ECEs.

(2) Multimedia Environmental Compliance Inspections. Multimedia Environmental Compliance Inspections occur annually under the auspices of the Commanding General's Inspection Program (CGIP). These inspections evaluate compliance at the individual unit/command level. BO 5090.3 (et seq.) provides additional guidance regarding these inspections.

(3) Technical Assistance Visits (TAV). TAVs provide commanders with a useful tool to assess environmental compliance. The results of TAVs are provided only to the units/commands that request the visit. Area/unit S-4s and designated environmental coordinators can request a TAV by contacting Environmental Security (Inspection Section).

b. All commands, units, activities, and organizations operating aboard MCB CamPen shall:

(1) Allow authorized environmental inspectors access to evaluate compliance and provide assistance where necessary.

(2) Take prompt action to correct deficiencies identified through environmental inspections and evaluations.

(3) When directed, submit a Corrective Action Report to Environmental Security within 30 days of an environmental inspection.

(4) Immediately notify Environmental Security (Inspection Section) if regulatory agency inspectors show up unescorted by Environmental Security personnel.

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Section 3

Resources Management

1. Natural Resources. Environmental Security is responsible for the management of MCB CamPen natural resources and supervising and/or coordinating all natural resources activities to help ensure compliance. Implementation of the CG MCIWEST-MCB CAMPEN's Installation Natural Resources Management Plan (INRMP) will sustain installation readiness, reduce restrictions on military land use and ensure long-term viability through the effective management of natural resources. Environmental Security provides for professional management of natural resources to restore, improve, and preserve land, water, and other natural resources, and to prevent or control pollution of these resources in the public and in keeping with the military interest. Grant public access, within manageable quotas, to lands and waters for hunting, fishing, and other recreational pursuits, to the extent that such access will not conflict with the mission of the Base. Establish and carry out policy regarding the evaluation, management, and protection of endangered species, wildlife, vegetation, rare plants, wetland resources, and habitat aboard MCB CamPen, in accordance with Marine Corps Orders, MCIWEST-MCB CAMPEN's Integrated Natural Resources Management Plan (INRMP), and federal and state laws.

2. Cultural Resources. Environmental Security is responsible for managing MCIWEST-MCB CAMPEN's cultural resources and supervising and/or coordinating all cultural resources activities to ensure compliance. Implement action of the CG MCIWEST-MCB CAMPEN's Installation Cultural Resources Management Plan (ICRMP) and agreement documents, (e.g., Programmatic Agreement) will sustain installation readiness, reduce restrictions on military land use and ensure long-term viability through the effective management of cultural and historical resources. Environmental Security provides for professional identification, evaluation, nomination, and protection of cultural resources for all installation lands and waters eligible for inclusion onto the National Register of Historic Place as well as develop and implement an ICRMP for the installation. Ensure that inadvertently discovered archaeological resources, human remains, or cultural items as defined by the Native American Graves Protection and Repatriation Act (NAGPRA), are protected and treated in accordance with this statute and its implementing regulations as well as identification and repatriation of Native American human remains and cultural items as required. Provide for professional curation and storage of archaeological collections and associated records. Grant American Indians access to sites and resources that are of religious importance in accordance with American Indians Religious Freedom Act (AIRFA). Ensure that requests for archaeological permits to authorize intentional excavation and collection of archaeological materials are reviewed and processed in accordance with the Archaeological Resources Protection Act (ARPA).

3. Environmental Planning. National Environmental Policy Act (NEPA) requires consideration of environmental concerns during project planning and execution. The Council on Environmental Quality NEPA-implementing regulations (40 CFR Part 1500) and MCO P5090.2A require Federal agencies to prepare an Environmental Assessment or Environmental Impact statement for Federal actions with the potential to significantly affect the quality of the human environment, including natural and cultural resources. Per BO 5090.2, ensure installation environmental planning staff coordinate on actions with

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the potential to impact the human environment, Action Proponents shall submit a completed Request Environmental Impact Review (REIR) in NEPA Process Automation and Management Support Module (PAMS) website: <https://mcbenvpndl03.nmci.usmc.mil/nepa/> to the installation's environmental planning staff, for all proposed actions that have potential to impact the human environment. Environmental planning and other Environmental Security sections will evaluate and determine NEPA and other regulatory requirements.

4. Regulatory Consultation. Environmental Security is the designated central point of contact for conducting regulatory consultation to include, California State Historic Preservation Officer, Advisory Council on Historic Preservation, U.S. Fish and Wildlife Service, U.S. Army Corps of Engineers, federally recognized American Indian tribes, local interest groups, and other state and federal agencies related to the management of managing natural and cultural resources.

5. Encroachment. Encroachment is a serious threat to the readiness of the Marine Corps. Continued population growth, increased levels of environmental regulations, and incompatible development around MCB CamPen's operational ranges, and training areas can create resource (land, air, water, radio frequency spectrum) uses that are not compatible with current and future military testing, training and general mission activities. The Readiness and Environmental Protection Initiative (REPI) supports cost-sharing partnerships authorized by Congress (10 U.S.C. § 2684a), between the military Services, private conservation groups, and state and local governments to protect military activities and training capabilities and conserve land. The statute authorizes the military departments to execute agreements with public and private partners to acquire real estate interests adjacent to or near military installations to reduce, eliminate current or preclude future restrictions on military operations. MCB CamPen entered into Environmental Partnering Agreements (EPA) to acquire buffer zones to prevent incompatible land use from impacting military missions, and to preserve off-base habitat to relieve current or avoid future environmental restrictions on operations. Fee simple or lesser real estate interests may be acquired.

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Section 4

Hunting/Fishing/Outdoor Recreational Activities

1. Hunting/Fishing Outdoor Recreation. The Sikes Act (16 U.S.C. 670(a) et seq) requires each military installation to manage natural resources for multipurpose uses and public access appropriate for those uses, consistent with the military department's mission, in accordance with an Integrated Natural Resources Management Plan (INRMP). MCIWEST-MCB CAMPEN INRMP permits hunting, fishing, and other outdoor recreational activities. A permit fee for some outdoor recreational activities has been developed, in part, after considering cost associated with INRMP installation fish and wildlife enhancement operations.

2. Federal Game Wardens Office. The terms "Federal Game Wardens" or "Game Wardens Office (GWO)" means the "Chief Game Warden" and/or the "Resource Enforcement and Compliance (REC) Section" on MCB CamPen. The REC Section is a designated professional law enforcement entity as outlined within this regulation; MCO 5090.4, Conservation Law Enforcement Program (CLEP); NAVMC Directive 5090.4, Guide to CLEP, and as provided within the Sikes Act. This REC falls under the Head, Natural Resource Branch within Environmental Security Department. Specific regulations governing the CLEP and its Conservation Law Enforcement Officers (CLEO's known as Game Wardens), REC employees and authorized recreational programs on MCB CamPen.

a. The Game Wardens are authorized to warn, cite, search, seize, and arrest; conduct patrols to monitor recreational and unauthorized use within developed and undeveloped areas, and enforce state and federal natural resources laws and regulations. They check for State of California fishing and hunting licenses, REC access permits, inspecting game and equipment, and enforcing bag, take, and size limit restrictions. In addition they:

(1) Sell recreational permits to customers.

(2) Respond to wildlife conflict complaints, capturing injured animals, and excluding nuisance animals within and near buildings, such as snakes, mammals, and birds. The MCB CamPen Pest Control performs vermin and vector control.

(3) Provide educational and informational classes as requested about wildlife for schools, scouts, and MCB CamPen employees.

(4) Provide hunter safety and safety awareness training, and other related information to MCB CamPen and recreational customers.

(5) Assist the PMO as needed for enforcement of all codified regulations and laws. This may include, but is not limited to: trespassing; off-road vehicle-use and speeding during emergencies. CLEOs can enforce California Penal and Vehicle Code regulations on Camp Pendleton and on other lands when authorized.

b. MCIWEST-MCB CAMPEN Bulletins are published as needed to provide specific details on the fishing, hunting, camping, and other outdoor recreational use programs on MCB CamPen.

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c. The Chief Game Warden establishes, interprets, and publishes fish and game regulations for MCB CampPen. RECB staff will conduct themselves in accordance with pertinent state, federal, DoD, DON, Marine Corps, and MCIWEST-MCB CampPen laws, regulations, rules and SOP's.

d. REC recreational regulations and rules are published annually and are enforceable as outlined herein and in supporting standing operating procedures.

e. Violations of natural and cultural resources laws and regulations may be processed as follows:

(1) A Game Warden (CLEO) can issue a MCB CampPen Field Citation (ENV SCTY MCBCP 10570/21) and an Armed Forces Traffic Ticket (DD Form 1408). Issuance of either form may impact future recreational privileges aboard MCB CampPen, and does not preclude the concurrent issuance of a Federal Citation (DD Form 1805, U.S. District Court Violation Notice) for prosecution in U.S. District Court.

(2) A Game Warden (CLEO) can also issue a Federal Citation (DD Form 1805) for more serious violations. Resource contraband can be seized and noted on the citation. The Game Warden (CLEO) will enter applicable information into the Consolidated Law Enforcement Operations Center (CLEOC) system as needed, and process the citation through the PMO, Base Magistrate, Base SJA, or other appropriate channels to adjudicate violation(s).

(3) The Base Magistrate can use REC violation policies to assist with its adjudication of any cases that may be submitted by the REC before their venue. The Base Magistrate can garnish driving point restrictions to violators cited by REC staff.

(4) Information can be shared with the above agencies/organizations.

f. The Chief Game Warden can issue a Letter of Suspension (LOS), Letter of Revocation (LOR), or a warning notice for any violations of laws and program rules falling within the REC or areas affecting the natural and cultural resources of the Base. Issuing a LOS or LOR does not preclude the Chief Game Warden from filing multiple actions concurrently with other organizations or agencies.

g. Documented verbal warnings can be elevated to a higher level at the Chief Game Warden's discretion. Previous warnings can also be treated as a separate violation in the future if other violations arise later.

3. Wildlife and Vegetation

a. Stocking, trapping, or transplanting any form of wildlife must be approved by Environmental Security, and under supervision of a qualified Wildlife Biologist. No new, native or non-native exotic species of fish or wildlife will be introduced or the removal of vegetation on MCB CampPen without the approval of Environmental Security.

b. Those that hold Base agricultural leases are not permitted to take any form of wildlife. Wildlife that may be injuring crops or property must be reported to Environmental Security, who may initiate appropriate corrective measures. Agricultural lessees are not authorized to grant permission to anyone to hunt, fish, camp or recreate on leased land.

c. Handling, molesting, or taking any living or dead animal or bird, or parts thereof from its native habitat is prohibited except in lawful pursuit of game. Persons will notify the GWO of injured, abandoned, or dead animals.

d. Reptiles are protected aboard MCB CamPen except when endangering human life. Snakes near quarters or in housing areas should be left alone and the GWO notified immediately for removal.

e. All eagles, hawks, owls, and other birds, their nests, eggs, or parts thereof are protected and will not be disturbed.

f. MCB CamPen is home to many threatened and endangered species. These species, and their nests, eggs, and habitat are protected by federal law and will not be disturbed.

g. Contact the GWO, building 2648; 760-725-3360, if wild animals are causing damage to property or threatening people or pets. Any trapping of wild animals needs to be coordinated with the GWO. Housing/MCCS/Facilities may also have private pest staff or contractors available to address other nuisance creatures (e.g., small rodents like mice, insects.)

h. The GWO will advise and assist with the humane exclusion of bat colonies living in buildings. If the needed exclusion work is not extensive and does not present a significant hazard, such as falling, then the GWO may perform the exclusion work. Otherwise, units or residents shall submit a work request to the Facilities Maintenance Department to arrange for a contractor or contact their housing authority office, as appropriate, for assistance. The GWO will advise on the proper exclusion techniques and timing of the work that should be conducted in fall and winter.

i. MCB CamPen is home to a herd of bison and a variety of wildlife. Unnecessary intentional harassment of bison, or other wildlife, is prohibited (e.g., chasing with vehicles, low-flying aircraft, etc).

j. Cutting and removing trees and other vegetation must be in accordance with the Base Exterior Architecture Plan (BEAP). If there are any questions or proposed actions not covered in the BEAP, assistance is available within Environmental Security NEPA Section at (760) 725-9759.

k. REC staff will respond to complaints about wild animals causing damage to property or threatening people or wildlife. Complaints about stray dogs and cats must be referred to MCB CamPen Animal Control and complaints about animal pests, such as bees, ants, insects, moles, gophers, and other small rodents must be referred to the housing authority office or Facilities (MCB CamPen Pest Control).

4. Recreational Use

a. The REC is the MCB CamPen advocate for hunting, fishing, non-developed camping, and other outdoor recreational use programs such as hiking, picnicking, nature photography, bicycling, and riding. This recreational use of the Base is primarily within training areas made available to the REC by MCIWEST-MCB CAMPEN G-3/5 (Operations and Training (O&T)). Coordination must be effected with the REC and, if required,

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appropriate permit(s) purchased prior to entering any training area for recreational purposes. Dates and times may vary depending on program being used. Recreational customers must be 18 years of age or older to access training areas with their own permit, or without a sponsor.

b. The REC has written rules for each of its outdoor recreational access programs. Recreational customers shall familiarize themselves with and abide by all applicable rules and regulations. REC programs/permits are referred to as: Camping Access Program (CAP), Fishing Access Program (FAP), Hunting Access Program (HAP), Los Flores Ranch House Access Program (LAP), and a Recreational Access Permit Program (RAP). A CAP, FAP or HAP can be used as a RAP.

c. Permit use-fees are established and can be charged for using these recreational programs in the form of permit sales. Permit fees may be waived in special cases, such as for Marines in the Wounded Warrior Program. Waived fees can apply for the duration of the current year permit cycle for that specific recreational program. The REC will document any waived fees.

d. It is the responsibility of all personnel to have a clear understanding of training area (TA) boundaries and not enter areas without authorization. Lack of familiarity with MCB CamPen does not constitute a valid reason for entering an unauthorized area.

e. All vehicles, except those in an official government capacity, are prohibited on all beaches. Vehicle traffic is also prohibited in wetland and riparian areas except at established crossings.

f. Vehicles will not be operated off maintained roads, unless in the conduct of official government business. Firebreaks with no maintained dirt road and trails are not considered maintained roads and are considered out-of-bounds. Driving of POVs in training areas is prohibited without prior approval or possession of a valid recreation permit.

g. Dogs must be on a leash at all times except hunting dogs while hunting, police dogs, and Seeing Eye dogs. Owners are responsible for cleaning up after their pets.

h. People using the MCB CamPen recreation programs will not park in any manner that will inhibit/restrict traffic flow, emergency vehicle passage, or access to service facilities, pipelines, power-poles/lines, or structures.

i. Any person who has knowledge of a resource or fish and game violation aboard MCB CamPen will immediately report the incident and circumstances to the GWO.

j. Violation(s) of MCB CamPen, state, and/or federal fish and game regulations may result in a citation, resulting in a suspension, revocation, fine, and/or other appropriate disciplinary action in accordance with military, local, state, and/or federal law.

k. Only training areas open to the GWO, via the Range Facility Management Support System (RFMSS) or other approved methods, can be made available for recreational use, and only on a not-to-interfere basis. Only the GWO has the authority to provide recreational access to people using REC programs. Call in advance for guidance on dates, times, and areas.

1. Other than authorized military training, firearms will only be carried by law enforcement personnel, other authorized personnel, and approved hunting recreational customers that have met the requirements to hunt on Base.

5. Fishing

a. Detailed guidance regarding fishing aboard MCB CamPen is provided in the current rules and regulations and written handouts at the GWO.

b. General Provisions

(1) Violation(s) of these regulations may result in suspension and/or permanent revocation of MCB CamPen fishing privileges.

(2) Due to the proximity of fishing locations aboard MCB CamPen, the possibility exists that ordnance items could be encountered. Any ordnance items discovered will be reported to the GWO immediately. The material will be not be touched, approached, or removed.

(3) MCB CamPen is home to multiple threatened and endangered species. Known threatened and endangered species areas are marked accordingly and will not be approached under any circumstances.

(4) All fishing aboard MCB CamPen will be on a not-to-interfere basis with military training.

(5) Collecting bait is authorized as long as the species collected is permitted by MCB CamPen, state, and federal regulations, and meets legal size and prescribed take limits.

(6) The Santa Margarita River is closed to angling and spearing.

c. Fishing Licenses and Permits

(1) All anglers, 16 years of age and older, must possess a current State of California fishing license and a MCB CamPen fishing permit. Base permits can be purchased at the GWO. State of California fishing licenses can be purchased at authorized license vendors. Fishing permits are sold on a calendar year basis.

(2) An ocean enhancement stamp is required to fish in ocean waters in Southern California.

(3) A second rod stamp is required to use a second rod in freshwater lakes.

(4) State fishing licenses and Base permits are not required for those under 16 years of age; however, an authorized adult sponsor must accompany any angler under the age of 12, or under the age of 18 if in training areas.

(5) State fishing licenses and Base permits must be available (on you) or displayed above the waist, in clear view, at all times while fishing.

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(6) State fishing licenses and Base permits are required for all types of fishing, clamming, and the taking of mollusks, crustaceans, and frogs.

d. Freshwater Fishing

(1) Authorized Patrons. Freshwater fishing aboard MCB CamPen is limited to active duty military, military retirees, and DoD civilians and retirees, and their immediate dependents. Military reservists are considered active duty when in a training status. The general public may only fish freshwater lakes aboard MCB CamPen when physically accompanied by an authorized patron.

(2) Available Locations

(a) Locations open 7 days a week.

1. Lake O'Neil.
2. Channel from Santa Margarita River to Lake O'Neil.
3. Drainage from Lake O'Neil to Santa Margarita River.

(b) Fishing at Case Springs (2-ponds) and Pulgas Lake is normally limited to weekends and holidays. Military training scheduled for weekends and holidays will preclude recreational use. Anglers must contact the GWO to determine the availability of Case Springs and Pulgas Lake.

(3) Bag Limits and Restrictions. See the current State of California regulations and fishing handouts. Check with the GWO on any specific restrictions.

e. Ocean Fishing

(1) Authorized Patrons. Active duty military, military retirees, and DoD civilians and retirees, and their immediate dependents are authorized to fish at the Del Mar Jetty and Harbor, and Red Beach (weekends and holidays when available). The general public is restricted to angling at Del Mar Harbor only unless sponsored elsewhere by an authorized permit holder.

(2) Available Locations

(a) Locations open 7 days a week.

1. Del Mar Jetty and Harbor (to include the general public).
2. San Onofre Recreational Beach (limited to active duty military, military retirees, and DoD civilians and retirees, and their immediate dependents).
3. Recreational Snorkeling and diving for fish, mollusks, and crustaceans in the Del Mar Harbor and basin or from the ocean shoreline within training areas is not authorized. Check with the GWO for specific questions relating to these activities off-Base.

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(b) Red Beach and Cockleburrr Beach (15 September - 15 March only). Open on specified weekends and holidays only. Authorized anglers must contact the GWO to determine area availability prior to entering these locations.

(3) Bag Limits. Limits are in accordance with state regulations and other restrictions specified at the GWO.

(4) Recreational vehicle traffic is prohibited on all beaches. Vehicle and foot traffic are prohibited on bluff areas.

6. Hunting

a. Detailed guidance regarding hunting on MCB CamPen is provided in the current rules and regulations and written handouts at the GWO.

b. General Provisions

(1) Hunting is limited to active duty military, military retirees, and DoD civilians and retirees, and their immediate dependents. Authorized hunters may sponsor one person, but that person must be a blood relative (grandmother, grandfather, mother, father, son, daughter, grandchild). Military reservists are considered active duty when in a training status.

(2) Hunting is limited to weekends and holidays or other pre-approved days, such as a Friday when available.

(3) The minimum age to hunt on MCB CamPen is 12. A State of California hunting license and a MCB CamPen hunting permit are required of all hunters. Hunting permits are valid from July 1 through June 30.

(4) Hunters are responsible for knowing and abiding by all Base, state, and federal regulations.

(5) All hunters must physically check in at the GWO prior to entering any hunting areas aboard MCB CamPen and must check back in after hunting.

(6) Hunters should contact the PMO regarding regulations for weapons registration. Normally weapons on Base more than 48 hours must be registered.

(7) Hunters are responsible for knowing hunting/training area boundaries prior to entering the hunting areas.

(8) Weapons will be unloaded at all times when being transported, laying or leaning in/on vehicles or when not hunting.

(9) Smoking is prohibited while hunting. Possession of alcoholic beverages or consumption of alcohol before or while hunting is prohibited.

(10) The general public is restricted from hunting on MCB CamPen due to security and force protection measures. General public hunting can be evaluated on a year-to-year basis and specific guidelines can be put in place if changes occur in the future. Check with the GWO for the latest details relating to general public hunting on Base.

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c. Small Game Hunting

(1) Small game hunting on MCB CamPen consists of band-tailed pigeon, quail, dove, rabbit, squirrel, coyote, or other game as approved.

(2) An upland game stamp is required for quail and dove hunting.

(3) Hunter orange is required to be worn at all times except for archers hunting within archery only areas.

d. Waterfowl Hunting

(1) Areas are normally assigned via a lottery system.

(2) Duck Stamps. Federal and state duck stamps are required. The state stamp must be permanently affixed to the back of the state license. The federal stamp does not have to be permanently affixed to the state license, but must be signed by the hunter across the face of the stamp.

e. Archery Deer Hunting

(1) In addition to a State of California hunting license and a MCB CamPen hunting permit, archery deer hunters must also possess an Archery Only (AO) deer tag for the San Diego area or a MCB CamPen G-10 deer tag.

(2) Archers may be required to wear hunter orange if hunting within rifle and shotgun areas.

f. Rifle Deer Season

(1) Hunter orange is required to be worn at all times.

(2) Areas are normally assigned via a lottery system, then potluck, and then walk-ins. The lottery system may end before deer season closure.

(3) In addition to a State of California hunting license and a MCB CamPen hunting permit, deer hunters must also possess a MCB CamPen G-10 deer tag.

g. Hunting Dog Training

(1) Authorized hunters may break, train, or practice dogs, which have been admitted on the Base in accordance with all regulations, on any wild game bird with prior approval from the GWO from 1 July through 31 March and between the hours of sunrise and sunset provided such birds are not killed, captured, or injured; and no weapon is carried or used as part of the training.

(2) Owners must check in with the GWO as to the time and area where such training will be conducted. When dogs are no longer being used for training or hunting purposes, the owner shall comply with the Base's leash regulations at all times. At no time are dogs authorized to run freely off a leash except as authorized.

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h. Other Hunting Information

(1) Specific changes of dates, times, species hunted, and other information may occur from time to time. Check with the GWO prior to showing up to hunt on Base.

(2) Attending hunter safety briefs, reading material, watching videos, DVDs, or accessing computer software may be required to make sure hunters are fully briefed prior to being allowed to hunt in the field.

(3) Falconry is not currently allowed as a part of the hunting program. Contact the GWO for off-base locations for this sport.

7. Hunter Safety

a. The REC can provide California certified hunter safety instructors to provide mandated hunter safety courses. The period of instruction normally lasts around 10 hours. Classes are normally given the third weekend of each month from February through November. Contact the REC for the latest information and schedule. Classes are not normally scheduled during December through February.

b. A small fee may be charged for the class.

c. Special classes may be scheduled for units or larger groups of students requesting hunter safety training at different times of the year.

d. A California certificate of completion will be provided upon the successful completion of the class. The certificate can then be used to purchase a State of California hunting license and then a MCB CamPen hunting permit. The Chief Game Warden or Lead Hunter Safety Instructor has the final approval on class attendance and certification.

8. Wildlife Watering Devices

a. Guzzlers or artificial watering devices provide freestanding water to wildlife. The REC maintains over 30 functioning guzzlers throughout the Base. These guzzlers were installed to support uplands game bird and wildlife. REC personnel, with the assistance of volunteers, repair and emplace new guzzlers on a regular basis.

b. Hunters may not hunt within 150 yards of a guzzler. This safety buffer zone allows wildlife to access the guzzler during the hunting seasons.

c. Watering devices are government property that are purchased, made, and maintained by the REC. Contact the GWO with questions relating to watering devices.

9. Camping

a. Detailed guidance regarding camping on MCB CamPen is provided in the current rules and regulations and written handouts at the GWO. Only currently registered self-contained motor homes, trailers, and campers are authorized at specific site locations. Some tent camping may be authorized at certain locations. Check with the GWO for the latest inland camping information and regulations.

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b. Coastal camping sponsored by the GWO is limited to Red Beach, Cockleburrr Beach, or other approved areas and is limited to weekends and holidays (when not being used by units conducting training), or other days as approved. Cockleburrr Beach access is limited to active duty, military retirees, and current and retired DoD civilian employees, and is only available from Labor Day weekend in September to mid-March.

c. Inland camping may be available at different locations on Base. Access is limited to active duty, military retirees, and current and retired DoD civilian employees. Sponsored guests may be authorized.

d. Camping permits are normally valid from 1 January through 31 December, but other permits may be authorized. Permits and camping access is on a first-come/first-serve basis.

e. Camping is open to all personnel with a valid permit. When available, other recreational access is limited to active duty, military retirees, DoD civilians and retirees, and their immediate dependents. A RAP permit may be required.

f. Fishing is authorized, with a State of California fishing license, ocean enhancement stamp, and a MCB CamPen fishing permit.

g. Personnel are not authorized to enter training areas for recreation without first contacting the GWO.

h. Camping reservations for MCCA facilities (Lake O'Neil, Del Mar Beach and San Onofre Beach) may be made through the respective reservation office at each location. The MCCA website will provide updated contact information (www.mccscp.com).

10. Horseback Riding Within Training Areas

a. Access is limited to active duty, military retirees, current and retired DoD civilian employees, and their sponsored guests.

b. Annual RAP may be sold for access. Horseback riding is on a not-to-interfere basis with campers and other recreational customers. Riding on the beach area may be limited to mid-September through the beginning of March.

c. Horseback riders must call the GWO before entering specific areas. Their name(s) and phone numbers will be documented. Riders and horses are permitted for day-use only. See specific RAP regulations for details.

d. Horseback riders who fail to call the GWO in advance will be directed to leave the area and can be cited and have their recreational permit suspended.

e. Horseback riders must clean up after their horses when within the physical confines of Red Beach (between the southern and northern cliffs where campers may be present) or other areas where concentrated groups of people may gather.

11. Nature Photography

a. Access is limited to active duty, military retirees, current and retired DoD civilian employees.

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b. Annual RAP may be sold for access. Photography is on a not-to-interfere basis with training and other recreational customers. Only nature photography is authorized. No photography of military training or equipment is allowed.

c. Photographers who fail to call the GWO in advance will be directed to leave the area and can be cited and have their recreational permit suspended.

12. Hiking, Bicycling, and Other Recreational Access (day-use)

a. Access is limited to active duty, military retirees, current and retired DoD civilian employees, and their sponsored guests.

b. Annual RAP may be sold for day-use. Hiking, bicycling, and other recreational access is on a not-to-interfere basis with training and other recreational customers. See specific RAP regulations for details.

c. Recreational customers must call the GWO before entering specific areas. Their name(s) and phone numbers will be documented.

d. Recreational customers who fail to call the GWO in advance will be directed to leave the area and can be cited and have their recreational permit suspended.

e. Bicyclists will stay on established dirt or paved roads within the training area they are checked into.

13. Bison Management

a. There are approximately 120+ free-roaming bison aboard MCB CamPen; typically grouped into three or four distinct herds, with some stray bison maintaining some distance from the herds, and other animals being completely removed from the herds and roam as individuals. As with much wildlife aboard MCB CamPen, bison are a protected species.

b. Problems occasionally arise when bison wander onto public roads (Basilone Road and Pulgas Road) or training ranges where Marines are conducting live fire operations.

c. Under no circumstances should bison be approached; they are unpredictable, can weigh up to 2,000 pounds, and can reach speeds of up to 35 miles per hour.

d. The GWO must be contacted immediately regarding all bison problems.

14. Enforcement Procedures

a. Reports and citations issued by Game Wardens for violations of natural and cultural resource, or other laws and regulations may be forwarded to the Base Magistrate, the violator's command, or Federal Magistrate for adjudication, in accordance with any applicable laws and/or regulations, SOPs, bail and fine schedules.

b. Violations of Base, state, and federal regulations relating to resource recreational customers on MCB CamPen will be evaluated by the Chief

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Game Warden. Suspension and revocation may be in addition to any other fines or punishment. Any action taken and depending on the severity of the violation(s) will be consistent with this Order and past practices of the REC. Additional information on specific REC outdoor programs can be obtained through the GWO. Some basic guidelines are listed below:

<u>(1) Hunting Violations</u>	<u>1st Offense</u>	<u>2nd</u>	<u>3rd</u>
(a) Taking or possession of Threatened, endangered, protected species on state or federal list.	Revoke		
(b) Taking wildlife with the use or aid of artificial light.	Revoke		
(c) Taking birds or mammals by the use or placement of salt, grain, fruit, or other foods (baiting).	Revoke		
(d) Taking birds or mammals which belong to another, or from another's vehicle.	Revoke		
(e) Taking of birds or mammals during closed season.	Revoke		
(f) Unlawfully taking birds or mammals by the use of traps, nets, snares, or other prohibited devices.	Revoke		
(g) Hunting while intoxicated or with alcohol or drugs.	Revoke		
(h) Hunting with no license or while under suspended license or permit.	Revoke		
(i) Unlawfully buying or selling birds or mammals.	Revoke		
(j) Target shooting or shooting signs or other property.	Revoke		
(k) Failure to report game kills.	Revoke		
(l) Taking deer without proper tag.	Revoke		
(m) Hunting migratory waterfowl without obtaining proper stamps.	Revoke		
(n) Illegal method of take.	Revoke		
(o) No hunter shall waste game bird/mammal.	Revoke		

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(p) Introducing any species onto Base without permission.	Revoke		
(q) Possessing or transporting loaded firearm(s) in vehicle.	Suspend 12 mo	Revoke	
(r) Hunting within 150 yards of buildings, roads, shooting over primary or secondary roads, etc.	Suspend 12 mo	Revoke	
(s) Hunting with an unplugged shotgun.	Suspend 3 mo	Revoke	
(t) Failure to wear hunter orange vest.	Suspend Up to 3 mo	Suspend 6 mo	Revoke
(u) Exceeding the daily bag/possession limit.	Suspend 3 to 6 mo	Suspend 12 mo	Revoke
(v) Violation of any hunting regulations.	Suspend Up to 6 mo	Suspend 6 to 12 mo	Revoke
(w) Failure to check-in/out at the GWO prior to or after hunting, within 1 1/2 hours after sunset or hunting in the wrong area.	Suspend Up to 3 mo	Suspend 6 to 12 mo	Revoke
(x) Littering while hunting.	Suspend Up to 3 mo	Suspend 6 mo	Revoke
(y) Hunters possessing more than the allotted amount of ammunition while in the field.	Suspend 3 mo	Suspend 6 mo	Revoke
(2) <u>Fishing Violations</u>	<u>1st Offense</u>	<u>2nd</u>	<u>3rd</u>
(a) Illegal method of take.	Revoke		
(b) Offer to buy or sell fish.	Revoke		
(c) Possession of protected species.	Revoke		
(d) Introducing any exotic species of fish into Base waters.	Revoke		
(e) Deliberately introducing any pollutant into Base waterway.	Revoke		
(f) Taking fish from another.	Revoke		
(g) Wasting fish.	Suspend 3 mo	Suspend 6 mo	Revoke
(h) Littering while fishing.	Suspend 3 mo	Suspend 6 mo	Revoke

(i) Fishing without proper license, permit, stamp, or failing to show/display.	Suspend 3 mo	Suspend 6 mo	Revoke
(j) Take/Possess undersize fish or exceeding daily bag limit.	Suspend Up to 6 mo	Suspend Up to 12 mo	Revoke
(k) Failure to check in/out with the GWO as required.	Suspend Up to 3 mo	Suspend 6 to 12 mo	Suspend 1-yr
(l) Violation of any other fishing regulations.	Suspend Up to 6 mo	Suspend 6 to 12 mo	Revoke
(3) <u>Camping Violations</u>	<u>1st Offense</u>	<u>2nd</u>	<u>3rd</u>
(a) Arrive early/leave late, Waiting, park on/block roads.	Suspend 2 mo	Suspend to 6 mo	Suspend 1-yr
(b) Noise to loud/disrupting others.	Suspend 2 mo	Suspend to 6 mo	Suspend 1-yr
(c) Litter or leave mess.	Suspend 2 mo	Suspend to 6 mo	Suspend 1-yr
(d) Swim/enter water above knee.	Suspend 2 mo	Suspend to 6 mo	Suspend 1-yr
(e) Use of body/surf boards, or other water devices in water.	Suspend 2 mo	Suspend to 6 mo	Suspend 1-yr
(f) Animal off of leash.	Suspend 1 mo	Suspend to 6 mo	Suspend 1-yr
(g) Violations of basic Camping regulations.	Suspend up to 6 months	Revoke	
(h) Violations of other laws and/or regulations.	Suspend up to 1 year	Revoke	
(4) <u>Other Recreation Access Violations</u>	<u>1st Offense</u>	<u>2nd</u>	<u>3rd</u>
(a) Violations of basic RAP regulations.	Suspend 2 to 6 months	Revoke	
(b) Violations of other laws and/or regulations.	Suspend up to 1 year	Revoke	

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Chapter 9

Assistant Chief of Staff, G-F

Section 1

Construction

1. General. Organizations, activities, or individuals will not accomplish any new construction, additions, modifications, improvements, alterations, or any other new work to existing facilities or buildings unless specifically authorized by the CG MCIWEST-MCB CAMPEN. Specific instructions are found in BO 11100.4.

2. Definition and Types of Constructions. Construction is defined as the erection, installation, or assembly of a new facility; the addition, expansion, alteration, conversion, or replacement of an existing facility; or the relocation of a facility from one activity to another. This includes real property equipment installed and made part of such facilities and related site preparation, excavation, filling, landscaping, or other land improvement. Categories of construction are:

a. Military Construction (MILCON). New construction in excess of \$750,000 requires approval from Congress. Regular military construction procedures shall be in accordance with MCO P11000.12.

b. Restoration and Modernization. New construction between \$100,000 and \$750,000 requires approval from Headquarters, Marine Corps, and are submitted annually. New construction projects less than \$100,000 must be submitted in accordance with BO P11014.1 and can be approved by the CG MCIWEST-MCB CAMPEN.

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Section 2

Facilities Maintenance

1. Maintenance and Repair

a. The maintenance and repair of real property, to include all structures, roads, utility systems and other facilities, is the responsibility of the Facilities Maintenance Officer (FMO), except for those specific areas and functions designated herein.

b. Maintenance is the day-to-day, periodic, or scheduled work intended to prevent or correct wear and tear to a facility to forestall replacement. Repair is the restoration of a facility to such condition that it may be effectively used for its designated purpose. As a general rule, maintenance is work intended to prevent or correct wear and tear to delay replacement, whereas repair is work that replaces constituent parts of a facility. All real property maintenance and repair aboard this Base shall be controlled and performed in accordance with MCO P11000.5.

c. The FMO has overall responsibility for the maintenance and repair of all buildings, structures, facilities, improved and unimproved roads, walks, paved areas and grounds; for the operation, maintenance and repair of utilities; for the handling and disposal of refuse; for insect and rodent control. The FMO is also responsible for planning fund support, the initiation of facilities projects, and compliance with the functioning authority provisions of MCO P11000.7, Vol. III. The Public Works Officer (PWO) is responsible for the preparation, justification, and submittal of Military Construction (MILCON) and facilities repair and improvement (M2R2) project documents to Headquarters Marine Corps.

d. Area Commanders will establish a maintenance administration facility in accordance with BO P11014.1, to serve as a focal point for facility maintenance matters. Each Area Commander will appoint an Officer or SNCO as the area maintenance representative to coordinate maintenance requirements of the area. Each tenant organization commander, activity director, or officer in charge, will also appoint a facility maintenance representative (officer, SNCO, or civilian employee, as appropriate to the size of organization or activity). These appointees will function in cooperation with the area maintenance representative.

(1) Area Commanders will be responsible for the following and will task their staff area maintenance representative with these functions:

(a) Continuous inspection of grounds, buildings, and facilities, whether vacant or occupied, to establish a current record of maintenance requirements to control vandalism and make immediate damage notations.

(b) Coordinating requirements and submitting work requests for all Facilities Maintenance Division (FMD) support within the area.

(c) Dedicated police of the entire assigned area to include written assignment of specific geographic areas of responsibility within the cantonment for each tenant organization.

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(d) Adopting and actively enforcing positive measures for utilities conservation such as turning off unnecessary lights, heat, and water.

(e) Coordinating and using the Facilities Maintenance Self-Help Program.

(2) Tenant organizations are responsible for accomplishing basic homeowner and housekeeping maintenance (self-help) functions on buildings they occupy in accordance with BO P11014.1.

e. The FMD Customer Service Section is the focal point for the submission of all work generating documents (i.e., routine service requests, work requests, annual call for work) pertaining to the maintenance, repair, and improvement of real property facilities, systems and related equipment. Work requests and routine service requests can be delivered to the FMD Customer Information Center (Work Reception), building 2291, or submitted via the MAXIMO management system.

f. Maintenance and Repair Work Requests will be submitted as follows:

(1) Emergency Maintenance. Emergency Maintenance is defined as any facility or asset deficiency that requires immediate action to prevent the loss of life, injury of personnel, or damage to the environment or government property and equipment. During normal working hours emergencies should be reported promptly to FMD Customer Service at 725-4683. After normal working hours and on weekends, emergencies can be reported directly to UNITY at 725-4683 (the call is directly forwarded to UNITY).

(2) Routine Maintenance

(a) Service Work. Work that is relatively minor in scope, normally requiring 16 labor hours or \$2,500 to accomplish (i.e., leaking faucet, clogged drain, broken window, inoperative door lock, etc.). Requests for routine maintenance/service work should be submitted to the Area Commander's maintenance representative in the form of a routine service ticket. The area maintenance representative is responsible for screening all routine service requests for accuracy and validity, and for providing an authorized signature. Following screening and signature, all service tickets will be delivered to the FMD Customer Information Center (Work Reception), Building 2291, for processing, or submitted via the MAXIMO management system.

(b) Specific Work. Work which is relatively extensive in scope, normally requiring 16 labor hours or more, and multiple trades or contract services to accomplish, and is not classified as emergency or service work (i.e., repave parking lot, re-roof, rewire electrical, etc.). Work requests for performance of work or cost estimate that relate to real property facilities maintenance and repair, new work (minor construction), or facilities support contract services should be submitted to the Area Commanders maintenance representative on a NAVFAC 9-11014/20 Form, Work Request (Maintenance Management) providing an authorized signature. Work requests are to be delivered to the FMD Customer Information Center (Work Reception), Building 2291, for processing, or submitted via the MAXIMO management system. The area maintenance representative is responsible for screening all work requests for accuracy and validity.

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2. Self-Help Program

a. Self-Help is defined as that work which is "similar to what a homeowner might accomplish in his/her own dwelling." The Base Self-Help Program is principally a maintenance/minor repair program. Minor construction (as defined in MCO P11000.5, chapter 3) will not be undertaken without specific written approval of the FMO.

b. BO P11014.1, will be used as a guide to assist Area Commanders in accomplishing their local "self-help" maintenance program. If the Area Commander determines that sufficient, qualified, personnel are not available to maintain an effective self-help program, a standard work request will be submitted to the FMO requesting training for personnel. Subjects to be covered during the minor maintenance school include plumbing, electrical, carpentry, painting and glazing.

3. Keys and Security Containers

a. Each organization or activity assigned facilities will maintain a secured key locker containing a duplicate key (and unissued original keys for unoccupied buildings) to each of its facilities. A log will be maintained to indicate time, date, purpose, and to whom the keys are issued.

b. Duplicate keys to all buildings will also be maintained in the FMD Key Shop for emergency entrance use. In an emergency the following officials, or their authorized representatives, are authorized access to duplicate keys:

(1) FMO.

(2) Provost Marshal.

(3) Base Fire Chief.

c. Requests for manufacture of duplicate keys will be made to the FMO by work request with complete justification. Requests for additional or replacement master keys will be in writing and signed by the requesting organization's Area Commander. Replacement or repairs required as a result of negligence or misuse of government property will require reimbursement to FMO prior to corrective action.

d. Area Commanders will ensure that master-grandmaster keys are safeguarded. Master keys should not be issued below the battalion/squadron level.

e. The FMO will not be responsible for making duplicate keys for padlock type locks or for opening this type lock if keys are lost, misplaced, or broken inside the lock. This includes all high security type padlocks.

f. FMD locksmiths can change combinations to safes and security containers, and open containers for which combinations have been lost. Opening of containers, which contain arms, ammunition, or classified material, will require written authorization by both the custodian and CO/activity director. Activities are responsible for the material costs and could be responsible for labor cost associated with opening safes due to negligence or lost safe combinations.

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g. Requests for changes to installed locking devices will be via a work request form to the FMO.

4. Signage

a. Outdoor signage includes traffic control, regulation signs, related pavement marking, identification signs, facility signs and directional signs.

(1) Traffic control, regulation signs, and pavement marking, will conform to either the Federal Manual for Uniform Traffic Control Devices or the California Department of Transportation Traffic Manual. All new traffic signs will be coordinated through the Provost Marshal's Office for authorization and placement.

(2) Identification, facility and directional signs will conform to the uniform guidelines detailed in the current edition of the Base Exterior Architecture Plan (BEAP). The BEAP establishes a signage hierarchy of style and size relative to location, activity and function. The overall intent is to clearly and uniformly communicate information, and avoid excessive, uncoordinated signage throughout the Base. The proponent office for the BEAP is the PWO; each major command and Area Commander should maintain a copy.

(3) Identification signs for headquarters cantonments and major facilities will incorporate concrete and masonry pedestals. Headquarters signs for battalion/squadron level and higher organizations will use the "camelback" sign displaying a Marine Corps emblem with red sign face and yellow letters. Navy organizations will display an appropriate emblem with blue sign face and white letters. Headquarters signs may display nameplates for general officers, COs, sergeants major and command master chiefs. Cantonment and major facility signs share the same general features as headquarters signs but without personalized nameplates. Identification signs for company/battery level or section sized units will be on rectangular signs without emblems. Sign frames will normally be of metal tubing. Nameplates will be furnished for COs, first sergeants, Officers/SNCO/NCO/OICs.

(4) Directional signs will be pole or frame mounted, typically with green sign faces and white letters/arrows. Medical facility sign faces will be blue with white letters/arrows.

b. Interior signs include room numbers and/or designations, as well as guide and information signs (i.e., exit, no smoking, etc.). Room identification will be of uniform size and style. Rooms may be identified by billet title, signs may be of a variety of standard colors with contrasting lettering; i.e., executive officer, or room number; however, personalized nameplates for either wall or desktop mounting will not be furnished. Engraving may be provided on a reimbursable basis.

c. The FMD provides signs which support real property functions. The only exception is government vehicle license plates for General Officers, Assistant Chiefs of Staff, battalion/squadron level or higher COs, Sergeants Major, and Command Master Chiefs.

d. All requests for signs will be submitted on a work request form.

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5. Pest Control

a. Pest control is a function of FMD and is described in detail in BO 6250.1. All Base pest control measures and management functions will be coordinated with the Base Pest Manager/Environmental Compliance Department at the Environmental Security (ES) Department. All applications of pesticides, whether applied by government employees, military personnel, or private contractors, will be coordinated with the Base Pest Manager prior to application.

b. Control of most pests is best achieved through exclusion and sanitation. Only when these practices fail should mechanical measures and/or pesticide application be considered. Priority of effort will be towards vector control, which includes insects, and rodents that are of sanitary or health significance. Examples include rats, mice, and mosquitoes. The next level of effort is towards economic or nuisance type pest control, which include ants and termites.

c. Predatory animal control is a responsibility of the ES Department.

6. Area Police Responsibilities. In general, area-policing responsibilities are as follows:

a. Individuals/units/activities are responsible for the interior policing of their assigned facilities.

b. Area Commanders are responsible for the exterior policing of structures, improved and unimproved grounds, roads, and fence lines within their assigned areas except as noted herein. Priority should be placed on all improved roads, high traffic and high visibility roadways, and be conducted on a dedicated and scheduled basis.

c. The AC/S MCCS is responsible for the policing of all MCCS activities unless specifically assigned to another responsible individual or unit.

d. Organizations using training areas are responsible for the policing of such areas during and immediately upon completion of use.

e. The FMO is responsible for the policing of:

(1) The Ranch House and museum grounds.

(2) Unoccupied areas (except training ranges) where responsibility is not otherwise assigned.

(3) Those areas/facilities under contract for policing and/or custodial services.

f. The PPV Property Managers, Lincoln Military Housing and Hunt Military Communities, are responsible for the policing of common areas in family housing areas.

g. The Director, Billeting/Bachelor Housing Branch is responsible for the policing of the 13 and 21 Area Transient Quarters to include custodial/housekeeping service.

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7. Landscaping

a. Area Commanders are responsible for maintaining grass, plants, shrubs, and trees in their assigned areas. Guidance and technical assistance in maintenance of landscaped areas can be provided by the FMO.

b. Pruning, defined as the cutting or trimming to control size of rejuvenate growth, is the responsibility of the Area Commander. The removal of or the excessive trimming of trees and shrubs is prohibited. Tree trimming service may be requested via work request to FMD.

c. The PPV Property Managers are responsible for all landscape maintenance within their respective family housing areas.

8. Trash/Refuse Collection and Disposal

a. The Facilities Support Contracts (FSC) Branch PWD, is responsible for collecting and disposing of trash/refuse (excluding ammunition, wet garbage, dead animals, and hazardous and salvageable materials) in all areas other than family housing, where the PPV partners contract for and coordinate refuse disposal. Collections will be scheduled in accordance with the contract, or surveys of activity and area facilities.

b. Specific instructions for handling waste other than rubbish and residential refuse are in the references indicated below:

(1) Ammunition and related materials - BO P8000.3.

(2) Recyclable paper pick-up shall be coordinated through the FMD Recycling Branch.

c. Non-residential refuse will be placed in Base provided commercial style dumpsters.

(1) Personnel will not enter refuse containers for any purpose. Scavenging from refuse containers is prohibited.

(2) Vehicle parking is prohibited in the immediate vicinity of refuse containers to allow unobstructed access by collection trucks.

(3) Requirements for additional dumpsters, or larger special purpose containers, will be requested by contacting the FSC Branch. Additional requirements in housing are to be coordinated through the area Housing Community Manager.

(4) Schedules for trash/refuse collection will be published by separate area camp directives. When special pick-up is required, details concerning the requirement will be coordinated with the FSC Branch.

d. The Base sanitary landfills are operated and controlled by the FMO to facilitate the proper disposal of MCB CamPen generated solid waste. Use of the facilities will be conducted under the following provisions:

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(1) Access to the landfill site will be limited to those times when an operator is on duty. Troop movement through the landfill is prohibited.

(2) Operating hours will be posted at the entrance of the sanitary landfill. The basic rules and regulations governing restricted access, prohibited waste materials, unloading, operator's responsibilities, and salvage and burning limitations, are posted in close proximity to the working area.

(3) Items to be excluded from the site include:

(a) Ammunition, explosives and ordnance.

(b) Hazardous materials/wastes.

(c) Motor vehicles or parts such as chassis, engines, transmissions, bodies and tires. Government-owned items shall be disposed through redistribution and disposal channels. Privately owned items must be disposed of off-station.

(d) Bulky metallic wastes.

(e) Liquid wastes.

(f) Septic tank or cesspool pumping, sewage sludge and grease.

(g) Animal carcasses and bio-hazardous wastes.

(h) Unspecified waste that may pose a direct hazard to the landfill operator.

(4) Disposal of bulky wastes, rubble or other demolition/construction waste requires specific authorization by the FMO.

(5) Questions regarding solid waste disposal and management may be directed to the FMD, Environmental Protection Specialist.

9. Recycling

a. In order to reduce the amount of recoverable material entering the Base's landfills, MCB CamPen operates a Qualified Recycling Program (QRP) under the direction of the FMO. In accordance with BO 6280.5, every unit, organization, activity, and every on-base family household, is required to participate to the fullest extent. All persons on MCB CamPen (and in associated bachelor, transient, and family housing areas) are directed to place recyclable materials into recycling containers, not into trash containers. Likewise, trash shall not be placed into recycling containers. Area Commanders, tenant units, and battalion-level (or larger) commanding officers shall supervise the implementation of the recycling program in their organizational areas.

b. To ensure that recycling is convenient and effective, recycling containers are made available to all work areas of the Base and to family housing members. Areas of the Base that need new/additional recycling containers should contact the Base Recycling Program Manager at 725-4892.

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Housing residents should contact their respective housing area manager for any issues related to the maintenance and/or collection of their recycling container.

c. Electronic Waste (E-waste). Legislation passed in the State of California which prohibits E-waste disposal as household waste, requiring all consumers to dispose of E-waste only at authorized locations. The disposal of E-waste in dumpsters, trash cans, or at any other location not authorized to receive E-waste is strictly prohibited. Periodic collection of household E-waste occurs at Base Recycling Center; notification of E-waste collection dates will be promulgated by separate correspondence. The Base Recycling Manager can also be contacted at 725-4891 or <http://cprecycle.com> for further information regarding the collection of household E-waste.

d. Proceeds from the sale of recyclables is used to offset the cost of the QRP; remaining funds are then made available to fund pollution abatement projects, energy conservation, safety and health, and morale/welfare/recreation projects. Questions regarding the QRP should be directed to the Base Recycling Program Manager.

10. Utilities Operations/Conservation

a. The FMO has overall responsibility for utilities operations/conservation and will appoint a Base Energy Conservation Manager who will monitor and provide guidance in the implementation of the Base Conservation Program.

b. Area Commanders are responsible for executing a utilities conservation program as detailed in BO 11330.2, Energy Management Program, in their assigned areas. Area Commanders will appoint an Area Utilities Conservation Officer and individual Building Energy Monitors (BEM) to monitor utilities utilization and to detect and initiate corrective actions required to eliminate misuse of utilities. A copy of the appointing order will be forwarded to the FMD Energy Manager.

c. Tapping, modification, or expansion of any Base utility system (electrical, gas, water, or sewage) is strictly prohibited without prior approval of the FMO. This includes the hanging of tactical communications wire or cable, and mobile electric distribution power cable on utility poles.

d. Except in emergencies, no person will turn on/off, adjust, or otherwise tamper with electrical, water, sewage, fuel, heating, energy monitoring, or air-conditioning systems without approval of the FMO or designated representative. Unauthorized access to utility plants, such as water wells and wastewater treatment facilities, is prohibited. These restrictions also apply to private contractors performing work aboard the Base. It is the responsibility of the sponsoring activity (i.e., PWO, MCCS, AC/S G-6 (Info Sys) to make contractors aware of these restrictions.

e. Mechanical and boiler rooms will be kept locked. Only the FMO and the Base Fire Chief will maintain keys. Only authorized representatives of these activities may enter boiler rooms while in the performance of their duties. Under no circumstances will these spaces be used as storage areas.

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f. All personnel will ensure economical use of water, electricity, and heating fuels, and will observe conservation procedures to include, but not limited to, the following:

(1) Water will be used sparingly for cleaning and irrigation purposes. Leaks or water line breaks will be reported immediately for corrective action to FMD Emergency Maintenance.

(2) Interior and exterior lighting will be turned off when not required. Exterior lights (building and street) will not be turned on before dusk and will be turned off at daybreak per BO 11330.2.

(3) Heating/air-conditioning will be maintained at the minimum temperature required to maintain operational function of equipment, and to ensure health and safety of personnel. Systems will be turned off when premises are not occupied per BO 11330.2.

(4) Report all instances of improper use to the Area Utilities Conservation Officer as appointed by respective Area Commander.

11. Heating Systems

a. Building heating systems will be activated the week of 15 November of each year and secured the week of 15 April of each year, unless unseasonable weather dictates otherwise. All buildings connected to the Base Unity Energy Management System (EMS) will request changes in heating systems schedules for mission accomplishment requirement to the FMO/RO per BO 11330.2.

b. Maximum heating temperatures shall be maintained at 65 degrees Fahrenheit in working areas and 68 degrees Fahrenheit in living spaces.

c. A maximum temperature of 55 degrees Fahrenheit shall be maintained in working areas during non-working hours.

d. Area Commanders will ensure that heat is turned off in unoccupied buildings, and that temperature settings are those specified in BO 11330.2.

e. No clothing or other objects will be hung on or placed close to heating equipment, thereby creating a fire hazard, restricting access to heating equipment, or restricting air circulation.

f. No unauthorized person will attempt to change the heating system of any building or alter control settings. Occupants of housing units and quarters are authorized to set heating controls in accordance with maximum temperature standards in the Base Utility Conservation Plan.

g. Electric heaters will not be used unless authorized in writing by the FMO.

12. Air Conditioning Systems

a. Installation and operation of air-conditioning systems and individual units will comply with MCO P11000.9.

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b. Controls must be set to achieve a room temperature of no lower than 78° Fahrenheit and provide minimum ventilation of seven cubic feet per minute per person.

c. All air-conditioning will be controlled from the Base's Unity EMS, or have a factory pre-set or locking thermostat covers. All buildings connected to the Base Unity EMS will request changes in cooling system schedules for mission accomplishment to the FMO per BO 11330.2.

d. Requests for the installation of air-conditioning shall be submitted in the form of a work request to the FMO with proper justification. All requests for air-conditioning will be reviewed by the Energy Conservation Section, FMD Utilities Branch, and are subject to approval by the FMO.

e. Indiscriminate purchase and installation of air-conditioning units is not authorized without the prior approval of the FMO and Base Energy Manager per BO 11330.2.

f. Air-conditioning shall be approved only for health or safety reasons, spaces used for classified discussions or displays, and to support equipment identified by the manufacturer requiring temperature and environmental control.

13. Underground Utility Location. Prior to any excavation aboard MCB CamPen, other than in maneuver and impact areas, individuals, military organizations, and contractors must request locator assistance in order to prevent damage to underground electric, communications, gas, water, or wastewater lines, and to avoid physical harm to the digging party. Coordinate requests through the FMD Customer Service Center, building 2291.

14. Borrow Pits

a. The FMD operates several designated borrow pits for the purpose of providing select fill material for construction/repair projects. Access to these sites and removal of material is only by specific authorization by the FMO.

b. End use of fill material may require coordination and authorization by AC/S G-3/5 or Environmental Security.

15. Survey Monuments. All personnel will take special precautions to avoid uprooting, defacing or destroying permanent survey monuments including boundary markers. These monuments consist of concrete markers imbedded in the earth and bear a bronze disc on the top face. Some of the markers are at earth and rock surface, while others may extend approximately six inches above the surface. A black and white diagonally striped stake guards these monuments.

16. Water Resource Management

a. To satisfy its water demand, MCB CamPen is more than 99 percent reliant upon native water from the four streams and associated aquifers running through or underlying the Base. Since the Base's inception in 1942, more than 70 percent of this native water supply comes from the ground

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aquifers in the Santa Margarita River (SMR) watershed, one of the most litigated stream systems in the history of the State of California. In short, to satisfy its military, municipal, industrial, and agricultural water demand, MCB CamPen is reliant upon its legal rights to SMR water.

b. Water in semi-arid Southern California is a scarce commodity and, consequently, the Base's native water resources are limited in nature and invaluable. Water is of such critical importance that its economical use must be of continuing concern to all personnel and to all organizations operating and residing on the Base. It is the continuing policy of the CG MCIWEST-MCB CamPen, to use water efficiently and to exercise water resource management using a comprehensive and integrated operational, planning, and strategic approach. This policy includes restoration, improvement, and preservation of precious water resources in the military as well as in the public interest. This latter consideration includes management of native water resources in a manner that supports the in-stream requirements of the ecosystem, to include riparian and estuarine habitat and species. And in particular water resources are to be used to protect those flora and fauna determined to be "threatened" or "endangered." The policy and practices attending water use and water resource management on MCB CamPen relate to both supply (quantity) and pollution prevention and water quality concerns.

c. To ensure the continued reliability of the Base's native water supply, the Office of Water Resources (OWR) is charged with coordinating the Base-wide implementation of comprehensive, integrated water resource management principles pertaining to water use and to wastewater reclamation and re-use on MCB CamPen. The water resource management activities over which OWR exercises its planning and strategic initiatives include, but are not limited to:

- (1) Groundwater basin management;
- (2) Water conservation and reuse;
- (3) Wastewater and storm water collection and re-use;
- (4) Defense and enforcement of water rights and oversight of water rights and water quality litigation, both judicial and administrative;
- (5) Coordination and interface with outside state and federal administrative and regulatory agencies handling water resource and wastewater management issues;
- (6) Analysis of water quality data, both on and off the Base. The Director, OWR, will chair the Base Water Steering Committee. OWR will also represent the Base in regional water resource management and planning efforts and organizations, including the San Diego County Water Authority (SDCWA), and other local, regional, state, and federal associations, councils, committees, and discussion groups that address water resource and wastewater management issues and initiatives. Additionally, the Director of OWR sits as a representative of the United States on Case 1247 Watermaster SMR Steering Committee.

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(7) Management of Lake O'Neill and associated diversion/conveyance structures/percolation ponds in order to ensure that sufficient water is diverted and stored to meet MCB CamPen's mission and preserve its valuable water rights.

d. Management of water resources that are not derived from native water, including water provided from other sources to the "Naval Enclave" which consists of MCB CamPen; MCAS CamPen; the NHCP; and the NWS Fallbrook Annex. The Naval Enclave became a member of the SDCWA in 1977. As such, the enclave has an entitlement to receive up to 15,000 acre-feet of imported water. Currently, only San Mateo Point Housing and the NWS receive imported water against this entitlement.

e. Individual/unit responsibilities for the protection and conservation of water resources will include the following:

(1) No hazardous materials of any kind, trash/garbage, or other refuse will be dumped or allowed to be introduced into any groundwater basin, stream, or water body.

(2) Swimming in lakes, ponds, or streams is prohibited except as expressly authorized by the OWR Director after appropriate coordination.

(3) The use of field heads and urinals is prohibited. Cat holes will be utilized by squad-size units or smaller on the move. Larger units or stationary units of any size will schedule pre-location of chemical heads prior to their exercise. Citing and maintaining of chemical heads will be in accordance with BO 3500.1, MCB CamPen, Ranges and Training Areas Standard of Operation (SOP).

(4) Sand, gravel, etc., may be removed only from designated areas and then only under conditions as approved by the CG MCIWEST-MCB CAMPEN (AC/S G-F (Facilities)).

(5) Pumping water from any of the various lakes, ponds, streams, wells, or other storage areas, or citing irrigation pumps, well drilling equipment, field showers, or field water purification units requires compliance with BO 5090.2 and coordination with the OWR Director.

(6) The construction of new or alteration of existing dams, barriers, spreading works, etc., will not be undertaken without specific approval. All such requests will require NEPA compliance and will be coordinated through the OWR Director.

(7) All personnel will take special precautions to avoid damaging or destroying observation wells. These wells consist of 6-to-16 inch diameter pipes extending 18 inches or more above the ground, painted yellow, and having locked or screw-type caps.

f. MCB CamPen will conserve water using a multi-faceted approach including but not limited to:

(1) Landscape irrigation of all lawns, flowers, gardens, athletic fields, parade decks, and other areas requiring irrigation will be restricted to the hours between 1800 and 0900.

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(2) Landscape irrigation will not be allowed to wet adjacent areas such as sidewalks, driveways, parking lots, or streets. Irrigation will not be conducted in any manner that causes water to accumulate in puddles, depressions, or runs off into streets, channels, or storm drains. Landscape irrigation will not be conducted in any manner that results in free-standing water or soggy conditions to exist once irrigation is turned off.

(3) Landscape irrigation will not be allowed during or within four days following rainfall equaling 1/2 inch of water or greater as reported in the local news media.

(4) Maintenance is a critical part of any Base-wide effort, and it is critical to water conservation. Leaks in all water systems must be reported to the FMD by use of the Work Request submittal system (MAXIMO). Reports will be submitted within one working day of the leak being identified and the reports will be the responsibility of the Area Commander or the senior Marine/civilian in the nearest building.

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Section 3

Family Housing Department

1. General

a. Information. BO P11101.31 and this section provide instructions and basic information for the administration and operation of family housing facilities at MCB CamPen, to include policies and regulations for management, occupancy and dispossession. These policies are derived from and supplement existing Department of the Navy (DoN) and Marine Corps directives. Requests for exception to the provisions of these established policies will be made in writing to the CG MCIWEST-MCB CAMPEN, via the Director, Housing Division.

b. Regulations. These regulations are designed to ensure the prudent and economical management and maintenance of all family housing, to include assignments, referrals, dispossessions, involuntary terminations, records, and reports, for all family housing aboard MCB CamPen.

2. Organization and Management. All family housing aboard MCB CamPen is privatized. The CG MCIWEST-MCB CAMPEN retains cognizance over family housing and residents through his authority and responsibility to maintain good order and discipline aboard the installation. AC/S G-F (Facilities) is responsible for all family housing functions and exercises this responsibility through the Housing Director. The Family Housing staff is charged with oversight of PPV housing aboard MCB CamPen.

3. Entitlement

a. Family housing constructed aboard this Base was intended to compensate for the lack of adequate off-base housing. There is no legal requirement to provide on-base housing to personnel assigned to MCB CamPen. However, the Government provides all married service members and certain bachelor service members a Basic Allowance for Housing (BAH) to cover a percentage of housing costs.

b. In the case of privatized housing, the service member's BAH is provided to the PPV partner as a form of rent; this is how the partner recoups investment costs. Should both spouses be service members in receipt of BAH, the spouse receiving the higher BAH provides his/her BAH as rent, while the other spouse retains BAH at the "without dependents" rate.

c. No person will occupy, as living quarters, any building aboard MCB CamPen without prior approval by AC/S G-F (Facilities).

4. Quarters Designation. The CG MCIWEST-MCB CAMPEN will designate quarters by category. Family housing designated for various grades of officer and enlisted service members will generally be assigned to personnel in the grades for which housing is constructed unless precluded by renovation or redesignation. When necessary, to best meet a current need, family housing may be temporarily assigned to personnel not more than one grade/category senior or junior than the designated grade category.

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5. Key and Essential Personnel. When an officer or enlisted service member is assigned to a designated key and essential billet, that person will be placed at the top of the waiting list, and may be assigned to the first quarters available. The following billets are designated key and essential:

- a. CG MCIWEST-MCB CAMPEN.
- b. Chief of Staff (C/S), MCIWEST-MCB CAMPEN.
- c. Sergeant Major (SgtMaj), MCIWEST-MCB CAMPEN.
- d. Provost Marshal, MCIWEST-MCB CAMPEN.
- e. CG, I Marine Expeditionary Force (I MEF).
- f. C/S, I MEF.
- g. SgtMaj, I MEF.
- h. Command Master Chief, I MEF.
- i. CG, 1st Marine Division (1st MarDiv).
- j. C/S, 1st MarDiv.
- k. SgtMaj 1st MarDiv.
- l. Command Master Chief, 1st MarDiv.
- m. CG, 1st Marine Logistics Group (1st MLG).
- n. C/S, 1st MLG.
- o. Sergeant Major, 1st MLG.
- p. Command Master Chief, 1st MLG.
- q. Commanding Officer (CO), Marine Corps Air Station (MCAS CAMPEN).
- r. CO, NHCP.
- s. Command Master Chief, Naval Hospital.

6. Eligibility. Eligibility for assignment to MCB CamPen family housing will be in accordance with current orders and policies and the provisions of BO P11101.31, Family Housing Regulations. Military personnel who are entitled to BAH (at the "with dependents" rate, or at the "own right" rate when both spouses are service members) with accompanying family members, and are permanently attached to organizations at MCB CamPen are eligible for family housing aboard MCB CamPen.

7. Assignment and Termination

a. All military personnel eligible for family quarters, assigned to duty aboard MCB CamPen, must report to the Director, Family Housing Branch, Building 1138, 98 San Jacinto Road, for assignment to family housing or for off-base referral.

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b. Members who elect to remain in privatized quarters, and do not return to this installation upon completion of unaccompanied overseas tour, are required to clear quarters within 90 days after detachment from the overseas duty station. Exception to this policy may be considered on a case-by-case basis upon written request to the CG MCIWEST-MCB CAMPEN.

c. Termination of assignment to all family housing shall be made in writing by the Director, Family Housing Branch or the PPV partner.

d. Upon receipt of permanent change of station (PCS) orders, sponsors and their families, under normal circumstances, must vacate family housing within 30 days after effective date of orders. The exception to this policy is a member assigned to an unaccompanied overseas tour who requests in writing, and receives approval, for continued occupancy as governed by current directives.

e. Personnel who are discharged, released from active duty, or retire from military service, must normally vacate their family housing no later than the last day of active military service. Requests for exceptions to this provision may be made in writing to the Director, Family Housing Branch.

f. Personnel ordered to an installation on a temporary duty basis, en route to new permanent duty station, or are temporary additional duty (TAD) with an organization under the unit rotation program, are authorized to retain quarters for dependents until temporary duty is completed or final duty station is determined. Personnel ordered to MCB CamPen on a temporary basis are not eligible to apply for on-base family housing.

g. Personnel who are classified as deserters, on unauthorized absence, or have otherwise abandoned family quarters forfeit their entitlement to family housing. All other provisions for the termination of assignment to family housing are in BO P11101.31 and MCO P11000.22, Marine Corps Housing Manual.

8. Application

a. DD Form 1746. Applicants for family housing will submit a DD Form 1746, Application for Military Family Housing, along with a copy of official orders to the Family Housing Office. Application forms and orders may be submitted by mail, email, facsimile, or in person by the applicant, or by a member of the applicant's immediate family, with a valid power of attorney, at any time following the receipt of PCS orders. The applicant will be placed on the waiting list upon receipt of the DD Form 1746. Only when the reporting endorsement, dependency verification, sex offender disclosure, Privacy Act Disclosure, BAH verification and custody documents, if applicable, have been received, will the applicant be eligible for assignment to housing.

b. Should both spouses be active duty military, the spouse with a dependent DD Form 1751 stationed at MCB CamPen will be the primary applicant. If they have no dependents, the higher-ranking spouse stationed at MCB CamPen will be the primary applicant.

c. Housing Waiting Lists. Waiting lists of applicants are maintained by control date. The applicant in the number one position will be offered the first available unit appropriate for his or her category and family

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composition. Selection of units by address is not permitted. Applicants may refuse quarters once without displacement on the list; a second refusal will remove the applicant from the wait list and he/she may reapply with no waiting period and a new control date will be established based on the new date of application. Applicants may voluntarily remove their names from the waiting list and they will be permitted to reapply for housing with no waiting period and a new control date will be established based on the new date of application. Assignment to privatized housing aboard MCB CampPen will be made in writing.

9. Assignment of Quarters

a. House size is based on the applicant's pay grade and family size. Applicants for family housing will generally be assigned quarters based upon the criteria of one bedroom per child (if available inventory allows) except as follows:

(1) Enlisted service members in the grades of E-4 through E-5 will qualify for a minimum of two bedroom NCO quarters.

(2) Enlisted service members in the grades of E-6 through E-9 will qualify for a minimum of three bedroom SNCO quarters.

(3) Officers in the grades of WO-1 through O-3 will qualify for a minimum of three bedroom Company Grade quarters.

(4) Officers in the grades of O-4 through O-5 will qualify for a minimum of three bedroom Field Grade quarters.

(5) Officers in the grade of O-6 will qualify for a minimum of four bedroom Senior Grade quarters.

(6) General Officers will qualify for designated General Officer quarters (GOQs).

b. Deviation from assignment policy requires approval of the CG MCIWEST-MCB CAMPEN, or designated Housing Division representative, via the Exception to Policy Request.

10. Reassignment

a. Once assigned to a set of adequate quarters, a resident will not normally be reassigned to another set of quarters during their tour of duty.

b. Residents of quarters who become eligible or ineligible for a specific set of quarters, because of changes in pay grade (enlisted to officer promotion) or number of family members, may request reassignment of quarters. Requests to relocate will be made in writing and contain a detailed explanation as to why the current quarters no longer satisfy the resident's requirements. All requests will be considered on a case-by-case basis. Upon approval, a resident's name will be placed at the bottom of the appropriate waiting list with a new control date determined by the circumstances for the relocation. Reassignment of quarters at the resident's request or convenience will be at the resident's expense. Only moves classified as being for the convenience of the government will be made at government expense.

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c. Enlisted personnel promoted to officer rank must report this change and request reassignment. In this case, the government will bear the expense of moving the household goods. Officers who are married to enlisted personnel are not eligible for assignment to officer housing, and thus not eligible for assignment to family housing aboard MCB CamPen.

d. Reassignment may be necessary due to unforeseen medical reasons. The cost may be borne by the government depending on the circumstances.

(1) For dependents, a recommendation letter must be provided by the MCB CamPen Exceptional Family Member Coordinator.

(2) For military personnel, a recommendation must be provided by competent military medical authority.

(3) Wounded Warriors requiring assignment or reassignment to family quarters will be designated as priority moves.

e. Reassignment may be required due to maintenance, renovation, rehabilitation or demolition of quarters. When directed by the CG MCIWEST-MCB CAMPEN, the cost of the move will be borne by the government.

11. Special Retention of Housing

a. Authority to remain in family housing after separation or date of detachment from MCB CamPen

(1) At least 60 days prior to End of Active Service (EAS), retirement, PCS or Permanent Change of Assignment (PCA) orders, the resident must submit a written request for retention of housing to the Director, Family Housing Branch via his/her command and their community housing office. Battalion/squadron-level command endorsement must include type and reason for discharge, date resident starts terminal leave, actual date of discharge, gaining command (for PCS and PCA orders), new unit, and indication if resident will attend school prior to reporting to gaining command for duty. A point of contact with phone numbers will be included in command endorsement.

(2) Residents assigned to Marine Corps Recruit Depot (MCRD), San Diego, and MCAS, Miramar who currently reside at MCB CamPen may request in writing to retain their quarters.

b. Retention of quarters by family members of absentee sponsors.

Family members of absentee sponsors (sponsors serving on an unaccompanied dependent restricted overseas tour of duty) may be authorized to retain quarters during the sponsor's absence.

(1) Sponsors must submit a request for retention of quarters 60 days prior to overseas departure for continued occupancy of family members.

(2) To be eligible for retention by family members, the sponsor must have been assigned, in writing, to family housing prior to the date of detachment from their MCB CamPen command.

(3) Residents retaining housing under this policy, and who are reassigned to MCB CamPen upon completion of their dependent restricted tour of duty, may continue to occupy quarters upon their return.

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(4) Residents retaining housing under this policy, but who are reassigned following their dependent restricted tour to other activities, are required to vacate quarters within 90 days of detachment from overseas duty station.

c. Retention of quarters when the sponsor is TAD, deployed, or serving on an unaccompanied tour and family members are absent from quarters.

(1) When sponsors are serving on TAD, deployment, or an unaccompanied tour, which causes them to reside away from assigned family housing, and family members who desire to be absent themselves from family housing at the same time, retention of housing may be granted for unusual circumstance; refer to BO P11101.31, Family Housing Regulations for details.

(2) Absence from quarters by sponsor and family members for periods exceeding 90 days will be considered abandonment of family housing unless the absence is approved.

d. Termination of assignment after receipt of orders. When the occupant receives PCS/PCA orders, or other specific types of orders as indicated herein, that individual and his or her dependent(s) must, under normal circumstances, vacate family housing within a maximum of 30 days after the effective date of the orders. However, when the 30-day termination would cause undue hardship to the occupant the CG MCIWEST-MCB CAMPEN may authorize the individual to retain occupancy for a period not to exceed 180 days after the effective date of the orders. Authorized occupancy of quarters during this period must not delay reporting for duty in accordance with orders.

12. Termination of Occupancy

a. Termination of assignment to family housing is required for the following reasons:

(1) When MCB CamPen ceases to be the sponsor's permanent duty station.

(2) Death of a sponsor or sole family member. Normally the family will be allowed to retain quarters for 179 days beyond the death of the sponsor or sole family member.

(3) Unacceptable or wanton behavior by the resident or guest. This includes behavior that is destructive to the morale, peace, or harmony of the neighborhood, threatening to other residents or their property, or not considered in the best interest of the Marine Corps.

(4) Unacceptable care or destruction of assigned housing unit or related property and landscaping.

(5) When the sponsor has been officially declared a deserter.

(6) When required to preserve military discipline as determined by the CG MCIWEST-MCB CAMPEN.

(7) When the sponsor is released from active duty, separated from the service, transferred to the Fleet Reserve, or retired.

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(8) When sponsor's dependent(s) no longer reside with him/her, for any reason, including voluntary separation, legal divorce, legal separation or court order, eligibility for PPV housing expires within 30 days. The provisions of this paragraph do not apply to absences of the active duty member from assigned quarters caused by operational deployments. When family members are absent from quarters for more than 30 consecutive days, the PPV Partner must be notified and provided with contact information along with a return date.

(9) When a housing authority (Family Housing Branch or PPV Partner) approves a resident's request to voluntarily vacate.

(10) In an act of apparent abandonment, and as a result of a resident's voluntary action, cease to reside in family housing.

b. Termination can be affected at any time based on one of the above circumstances, or as directed by competent authority.

13. PPV Furniture and Furnishings. Quarters are equipped with a stove/range, refrigerator, built-in dishwasher, and garbage disposal. In no case will the range or refrigerator be removed to use a privately-owned appliance.

14. Off-Base Housing Referral

a. Information

(1) The Referrals Section is part of the Applications and Referrals Branch within the Family Housing Branch. The Referrals Section is established to assist personnel with their off-base housing needs. The Referrals Section will assist in locating adequate quarters at reasonable cost without regard to race, creed, color or national origin.

(2) The Referrals Section maintains extensive information concerning off-base housing availability, and can assist personnel in locating suitable housing. The off-base Housing Referral Section also offers a convenient, complimentary listing service to landlords desiring to lease or rent their privately owned property. Information and forms pertinent to FHA and VA sales to prospective military home purchasers are available.

b. Policy

(1) All personnel reporting to MCB CamPen, with or without dependents, will report to the Director, Family Housing office, building 1138, before making a rental commitment, or purchasing a home, in the civilian community.

(2) The primary purpose of this policy is to prevent personnel from contracting for housing which does not meet the criteria for use of military personnel, particularly those involving discrimination or substandard housing. Information regarding schools, churches, shopping areas and utility companies are furnished for the prospective tenants, as are maps and local real estate information brochures.

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(3) Complaints, whether originated by the tenant or landlord, should be referred to the Housing Referral Section for review and action. The off-Base housing referral section will act as an impartial mediator in an attempt to resolve the problem. The off-base housing referral office may refer complaint cases to commands for assistance involving the requirement for military personnel to fulfill obligations such as delinquent rental payments, unpaid charges for cleaning/damages in excess of security deposits, etc.

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Section 4

Billeting/Bachelor Housing Department

1. Purpose. This section provides instructions and information for the administration and operation of the MCB CamPen Non-Appropriated Billeting Fund Transient Personnel Quarters and Bachelor Housing Permanent Personnel Quarters, to include policies and regulations for management, occupancy and disposition. These regulations are derived from and supplement existing DoN and Marine Corps directives. The requirements, instructions and criteria presented will be adhered to except where option of compliance is stipulated. Requests for exception to the provisions of these established policies will be made in writing to the CG MCIWEST-MCB CAMPEN, (Director, Billeting/Bachelor Housing Branch (B/BHB)).

2. Organization and Management

a. The AC/S G-F is responsible for all bachelor housing functions and exercises this through the Director, B/BHB in matters relative to the administration, operations and management of billeting functions of MCB CamPen.

b. Assignments and termination for MCB CamPen Billeting Fund Transient Personnel Quarters, a Non-Appropriated Fund Instrumentality (NAFI), are managed by the NAFI Billeting Manager. Assignments and termination for all Billeting/Bachelor Housing Permanent Personnel Quarters (PPQs) is delegated to the Area Commanders with the exception of the BOQ Harborsite Inn which is managed by the Billeting Office.

c. The construction of facilities (new work) is defined by chapter 10, Section 1, of this Order and the repair and maintenance of bachelor housing facilities is covered by chapter 10, Section 2, of this Order.

d. Temporary exceptions to the Billeting Bachelor Housing management policies in this Order will be published by the CG MCIWEST-MCB CAMPEN via separate correspondence.

3. Entitlement. Billeting is provided to authorized transient personnel and permanent party bachelor personnel. Entitlement is based on military necessity as established by the DoD, DON, Marine Corps directives, availability of facilities, and certain authorizations established by law. Billeting designated for officers will not be assigned to enlisted personnel nor will officers be assigned to billeting designated for enlisted personnel. An exception to this entitlement is during a transition period when housing is being re-designated to balance the ratio between enlisted and officer housing, or as special demands require (i.e., mobilization).

4. Classification and Designation of Billeting/Bachelor Housing. Bachelor housing facilities at MCB CamPen are classified as adequate, inadequate, or substandard according to construction standards and Minimum Standards of Adequacy (MSA) as defined in the USMC BEQ Campaign Plan 9 November 2006.

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5. Quarters Designation. Designation of quarters by category, officer or enlisted, as approved by the Commandant of the Marine Corps (CMC), will be made by the CG MCIWEST-MCB CAMPEN. Billeting facilities designated for officer and enlisted personnel will generally be assigned in the grades for which housing is constructed and/or designated.

6. Quarters Occupants. Personnel assigned to Transient Personnel Quarters (TPQ) or PFQ are subject to the provisions of this Order in regards to all rules and regulations pertaining to the occupancy and use of government facilities.

7. Housing Area Locations and Designated Authorities. Area Commanders have overall delegated responsibility for bachelor housing within their assigned areas. This authority cannot be re-delegated. Unit commanders assigned to an area are expected to comply with policies and procedures as set forth by the appointed Area Commander. Designated authorities will operate under the guidance established by the DoD 4165.63-M (NOTAL), MCO P11000.22, and this Order. Area Commanders will ensure BEQ Managers in the grade of E-5 and above are assigned (in writing) for all BEQs within their cantonment; a copy of this letter will be forward to the Director, B/BHB. Also, each BEQ Manager must complete the BEQ Managers Course and Unaccompanied Housing Module (UHM) training offered by the B/BHB within 60 days of assignment as BEQ Manager.

8. Eligibility. All bachelor enlisted (E1 - E5) personnel permanently attached to organizations at MCB CamPen are eligible for assignment based on current MSA and/or available bachelor quarters. Additionally, geographical bachelors will be billeted in inadequate quarters only on a space-available basis. Eligibility for assignment to MCB CamPen bachelor quarters is managed by B/BHB and will be in accordance with current regulations and the provisions of this Order.

9. Geographical Bachelor. A geographical bachelor is an individual who is married, in receipt of BAH with dependents, entitled to transportation of household goods and dependents and, for whatever reason, is unaccompanied by his/her dependents (i.e., Military Protective Order (MPO) restriction, 30-days prior to discharge, deployment, or re-deployment).

a. Geographical bachelors shall be assigned inadequate quarters only on a space-available basis. Space available assignments may be terminated after a reasonable notice (minimum 72 hours) when the space is needed for occupancy by personnel in higher priority categories (i.e., bona fide bachelors or duty transients). Under no circumstance will a geographical bachelor be assigned to a room/space in bachelor housing facilities at the expense of bona fide permanent party bachelor personnel, activated reservists, or transients in training for deployment.

b. Assignments and termination of Space "A" bachelor housing for geographical bachelors will be "First In, First Out".

c. Geographical bachelors may be assigned to the temporarily designated MCB CamPen geographical bachelor quarters in accordance with the current edition of BO 11101.37, Geographic Bachelor Assignment Policy.

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10. Assignment and Termination of Quarters

a. All assignments of Bachelor Housing PPQ, under management of the Area Commander, will be made in writing by the Area Commander or his/her direct representative.

(1) All eligible permanent personnel are to be assigned to bachelor quarters or be authorized BAH entitlement.

(2) When adequate quarters become available, the CG MCIWEST-MCB CAMPEN may terminate BAH entitlement and require military personnel (private through sergeant) to live on-base.

(3) The CG MCIWEST-MCB CAMPEN may assign bona fide bachelor Corporals (or pay grade equivalent) and below to on-base government bachelor quarters even if the quarters are inadequate.

(4) Bona fide bachelor Sergeants should be assigned to adequate on-base bachelor quarters, if available. Sergeants and above will not be involuntarily assigned to inadequate bachelor quarters except for reasons of military necessity. Personnel assigned (voluntarily or involuntarily) to government quarters (adequate or inadequate) forfeit BAH.

(5) The assignment of an individual to any BEQ aboard MCB Campen (or movement of that individual between BEQs or rooms within the same BEQ or termination from a BEQ) will be documented using the UHM system; there are no exceptions to this mandated requirement. BEQ Managers must continuously coordinate with unit commanders to ensure complete accuracy of UHM information of all personnel assigned to BEQs.

b. Relocation after Assignment. Normally, once an assignment to quarters is made it will be permanent during the individual's tenure of duty. Personnel will be considered for change of quarters only if the individual concerned is due to remain on station for a minimum of six months. Applications for reassignment to different quarters for enlisted personnel are submitted on an AA Form (NAVMC 10274) through their chain of command to the Area Commander. Exceptions may be considered for the following reasons:

(1) When promotion or reduction makes the individual eligible for a different category of MSA. Personnel already assigned to bachelor housing who are selected for the next higher rank, and so request, will go through their chain of command to the Area Commander for approval. Moving costs will be borne by the applicant if the relocation move is made for personal convenience.

(2) When due to particular circumstances, such as the necessity for repair, painting, or overhaul of quarters, and when the CG MCIWEST-MCB CAMPEN or the Area Commander considers it necessary that the quarters be vacated to properly accomplish the necessary work.

(3) Active duty members married to another active duty member and not co-located or not having established a joint household within reasonable commuting distance of where permanently stationed, are entitled to bachelor quarters as a bona fide bachelor.

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c. Termination of Assignment. Requests for termination of assignment to all BEQs made at the unit level (regiment, squadron, battalion, etc.), will be made in writing and forwarded to the Area Commander for approval and shall not be effective earlier than the date the quarters are actually vacated and approval of the final inspection. Assignment to bachelor housing shall be terminated for the following reasons:

(1) Personnel who are discharged, released from active duty, or retire from military service must normally vacate their bachelor housing unit no later than the last day of active military service.

(2) Personnel who are classified as deserters, on unauthorized absence, or have otherwise abandoned bachelor quarters, forfeit their entitlement to bachelor housing. Disposition of personal property, household effects, and the cleaning of quarters will be in accordance with current regulations.

(3) When there is a change in the marital status upon which an individual's eligibility was based.

(4) Requests to vacate quarters to reside in off-base housing will be evaluated on a case-by-case basis.

(5) When a Marine is deployed or in a temporary active duty (TAD) status exceeding 20 weeks.

11. Occupant Responsibilities and Inspection of Quarters. Upon assignment, an inspection of the quarters and an inventory of property will be made by the BEQ Manager and the potential occupant. The prospective occupant is required to read and complete an Occupant Agreement - Condition of Occupancy Form for Military Bachelor Housing (Figure 9-1). The Area Commander shall require each BEQ occupant to read, understand, and sign a Condition of Occupancy Agreement which will contain all the requirements of paragraphs 11a and 11b. The bachelor housing representative will fill out the inspection and inventory forms indicating the condition of the room and Personal Support Equipment. Equipment is defined as any furniture, bedding (sheets, pillows, pillow cases, and blankets), or safety items (smoke alarms/fire extinguishers). Furnishing is defined as any attached lighting fixtures/shades or draperies/blinds. If the prospective occupant has comments on items noted during inspection, such comments will be entered on the appropriate form. Upon completion of the inspection the occupant will be required to sign the forms indicating his/her agreement with the inventory and condition of any property being assigned to/received from custody. There will be a 15-calendar day grace period during which the occupant may amend the comments.

a. Bachelor quarters occupants shall be responsible for routine housekeeping and for reporting items for repair or replacement to the appropriate bachelor quarters management personnel. All occupants shall be clearly informed of their responsibilities and potential liabilities when assigned government quarters. The assigned occupant is liable for loss or damage to any government quarters, equipment, or furnishings caused by abuse or negligence of the occupant, and the occupant's dependent(s) or guest(s). The occupant is responsible for correcting any loss or damage caused by abuse or negligence, and to reimburse the government.

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(1) Occupant Use. The occupant(s) shall use the premises solely as a residence for themselves. The residence may not be shared with, or occupied by, unauthorized personnel. Use of the quarters for any other purpose, including the shelter of any unauthorized person(s), is prohibited.

(2) Good Repair. Except as otherwise provided herein, the occupant will maintain the property in good repair, and habitable condition. The BEQ Manager shall be responsible to ensure all work requests for repairs are submitted, monitored, and completed, and are not due to the abuse or negligence of the occupant(s) or their guests during occupancy.

(3) Alcohol Consumption. No one under the age of 21 is allowed to consume, or have in their possession, alcoholic beverages in, or on, BEQ premises. Alcoholic beverages include all distilled spirits, wine, beer, and ale, except those prescribed for medicinal purposes. The three terms used in this Order are defined as follows: Distilled Spirits and Fortified Wines - includes all types of liquor and wine containing more than 17 percent alcohol by volume; Unfortified wines - includes all types of wines that have an alcoholic content of not more than 17 percent by volume; and Malt beverages - includes all types of beer, lager, malt liquor and ale containing more than one half of one percent and not more than six percent alcohol by volume. Personnel in the grades of E-3 and below, over the age of 21, may have in their possession a maximum of one six pack of malt beverage or one bottle of unfortified wine on BEQ premises. Personnel in the grades of E-5 and E-4 may have a maximum of two six packs of malt beverage or two bottles of unfortified wine on BEQ premises. Personnel in the grades of E-5 and below may not have distilled spirits or fortified wines on BEQ premises. Personnel in the grades of E-6 and above have no restrictions on quantity or type of alcoholic beverage, but are expected to use common sense and discretion in their use.

(4) Visitation Procedures. Visitors and guests are synonymous and are defined as anyone who is not a resident of the BEQ or a specific room. Visitors are not permitted in the BEQ between the hours of 2200 to 0600. All visitors from outside the command will check in and out with the appropriate Duty Non-Commissioned Officer (DNCO) or BEQ Manager when conducting their visits. Particular attention should be paid to monitoring visitations by opposite gender personnel. Overnight stays by visitors are not authorized. Area Commanders should ensure visitors and areas are sufficiently monitored to protect the good order of the area.

(5) Room Decorum. Rooms should be kept in a neat, clean, and orderly manner. Decor is left to unit commanders, but care should be taken to ensure rooms are not damaged by decorations. Displaying paraphernalia from any organization that espouses supremacist causes; attempts to create illegal discrimination based on race, creed, color, sex, religion, or national origin; advocates the use of force or violence; or otherwise engages in efforts to deprive individuals of their civil rights is prohibited. The display of paraphernalia that advocates illegal drug use and the display of pornographic material are also prohibited. Room organization does not have to be identical throughout each barracks. Limited individuality is encouraged for a better quality of life environment.

(6) Visible Presence. Area Commanders will ensure Duty and unit NCO, SNCO, and Officer personnel in the chain of command maintain a visible presence by conducting frequent tours of the area

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and those BEQs within the cantonment area. BEQ regulations should be understood and visitors monitored. The main thrust of this presence is to prevent any breaches to good order and discipline. If such a breach takes place, timely intervention is essential. Weekends, holidays, or times when units are out of the area, are especially vulnerable times, and special attention must be paid to the security and well-being of the area during these periods.

(7) Pets. Pets of any kind are not authorized in bachelor housing. Damage and costs for repairs caused by noncompliance will be the occupant's responsibility. Service, Working, and Therapy Dogs requests will be handled on a case-by-case basis; those requests will be routed through the unit commander to Area Commander to the Billeting/Bachelor Housing Director for decision by the CG MCIWEST-MCB CAMPEN.

(8) Condition of Property. The unit BEQ Manager and the occupant(s) will inspect the property, and both parties will agree that the property is in a fit and habitable condition. Any discrepancy items noted by the occupant(s) shall be annotated on the BEQ Room Inventory Receipt. If discrepancies are not identified to the unit BEQ Manager within the 15-day period, the unit BEQ Manager should consider the property to be in acceptable condition and suitable for occupancy.

(9) Loss or Damage of Property. The occupant(s) shall use all fixtures, facilities and appliances in, or on, the premises in a reasonable manner. If the occupant(s) or guests willfully or negligently destroys, defaces, damages, impairs or removes any part of the premises (including fixtures, facilities and appliances), beyond normal wear and tear, or willfully, or negligently permits any person to do so, the occupant(s) will be held responsible for the damages.

(10) Notice of Defects or Malfunction. The occupant(s) shall promptly notify their BEQ Manager whenever the structure, equipment, or any fixture contained therein, becomes defective, broken, damaged, or malfunctions in any way.

(11) Occupant Conduct. Occupant(s) shall conduct themselves in a manner that will not disturb their neighbors. Occupant(s) shall be considered responsible for their own and their guests' acts and behavior. Failure to maintain acceptable behavior, good order, and discipline will be the subject of appropriate disciplinary action.

(12) Health, Safety and Security. The occupant(s) shall comply with all health, safety and security regulations promulgated by the CG MCIWEST-MCB CAMPEN, Area Commander, and unit commanders.

(13) Smoke Detectors. It is the joint responsibility of the occupant(s) and the BEQ Manager to check smoke detectors periodically and replace batteries, as necessary, to keep smoke detectors in proper working condition. Report any malfunctions to the BEQ Manager immediately. It is prohibited for residents to tamper with, disable, or disassemble smoke detectors.

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(14) Insurance. It is recommended that BEQ occupant(s) who may be held liable for damage or loss to the bachelor housing quarters' equipment and/or furnishings obtain a comprehensive insurance policy which provides for protection of their personal property and the quarters to which they are assigned.

(15) Redecoration and Alterations. The occupant(s) shall obtain written approval from the Area Commander before redecorating or making any alterations.

(16) Periods of Absence. The occupant(s) shall notify the BEQ Manager whenever extended absences of 30 days or more from quarters are anticipated.

(17) Access to Property by the Area Commander and Duly Designated Representatives. The Area Commander or a duly designated representative may enter the premises in order to conduct routine inspections of personnel, buildings, furniture/personnel support equipment and fixtures, to make necessary repairs, alterations, or improvement, and to supply necessary or agreed upon materials, goods, or services within the area under their control. Such inspections may be conducted by the command to ensure the room is properly equipped, functioning properly, and the occupant is maintaining proper standards of readiness, sanitation and cleanliness.

(18) Room Keys. The occupant will sign for and be responsible for a room key (hard or electronic hotel style key card). The occupant will pay a replacement charge determined by the FMO for any lost or damaged hard keys per Chapter 10, Section 2 paragraph 3 of this Order.

(19) Smoking. Smoking is prohibited in all portions of bachelor enlisted quarters (to include individual rooms, common areas, passageways, laundry rooms, recreational/entertainment rooms, stairwells, etc.) located aboard MCB CampEn. Smoking is only permitted in designated smoking areas.

b. Upon termination of assignment to quarters an inspection of the quarters and an inventory of property will be made by a representative of the BEQ Manager and the occupant. The inspection will be scheduled with the BEQ Manager within five working days prior to departure date.

12. Utilization

a. Occupancy Standards. Maximum practical occupancy of adequate bachelor quarters shall be maintained while complying with the Commandant's unit integrity goals. Occupancy rates of 95 percent for adequate housing designated for E-5 permanent personnel 98 percent for E-4 personnel and below, and 75 percent for adequate transient or TAD housing are the CG MCIWEST-MCB CAMPEN utilization goals. Geographical bachelors, reservists and other no-cost residents are not to be used to calculate occupancy rates.

b. Military Necessity. Regardless of standards of adequacy, military necessity shall be the overriding consideration in determining occupancy requirements when, in the judgment of the CG MCIWEST-MCB CAMPEN, the billeting of an individual in a government-owned or controlled facility is required for mission accomplishment, contingency operations, training, or maintenance of a disciplined force. Mandatory assignments to bachelor

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housing to reduce BAH payments or to reduce per diem allowances may not be considered military necessity. When military necessity is invoked by the CG MCIWEST-MCB CAMPEN for purposes of assigning personnel to government housing, the nature and reasons for the military necessity shall be specified.

c. Unit Integrity. Application of the unit integrity concept shall take precedence in use of allocated quarters issued by the Area Commanders. As prescribed in ALMAR 106/98. Area Commanders shall review unit space allocations as required and make necessary adjustments between units/organizations. The B/BHB shall coordinate with the Area Commanders for the assignment of personnel from outside organizations into unit-managed space to obtain maximum practical use and to preclude unnecessary BAH and per diem payments.

d. Room Assignments. Maximum occupancy must be met wherever possible. Area Commanders shall ensure that billeting spaces are effectively used. Individuals should be assigned to the 2+0 standard as directed by the CMC; if that is not possible, personnel should be assigned to rooms in accordance with the specific BEQ construction standards (3-2-1, 2x2, 1x1) until all permanent personnel are no longer billeted in room configured, gang head, or open squad-bays. When a deviation from the 2+0 standard is made, the BEQ Manager must notify the B/BHB as to the number of personnel assigned and reason for the deviation. Married personnel or other personnel in receipt of BAH "will not" retain/maintain a room in the BEQ.

e. Basic Allowance for Housing (BAH). Unit commanders may not authorize the entitlement of BAH except for SNCOs and Officers. Approval of all other requests resides solely with the CG MCIWEST-MCB CAMPEN. This administrative control is essential to ensure maximum use of adequate housing and preclude unwarranted BAH payments. Paragraph 15 provides detailed guidance on BAH requests. Figure 9-2 depicts personnel authorized to approve BAH requests.

13. Occupancy

a. Occupancy Eligibility. The following categories of personnel, listed in order of priority, are authorized to occupy permanent personnel bachelor housing:

- (1) Military necessity personnel.
- (2) Permanent party military bachelor personnel not drawing BAH (i.e., bona fide bachelor personnel).
- (3) Permanent change of station (PCS) students unaccompanied by dependents.
- (4) PCS military personnel who are:
 - (a) Divorced, unaccompanied, and receiving BAH for dependent support.
 - (b) Legally separated, unaccompanied, and receiving BAH at the with-dependent rate.
 - (c) Geographical bachelors on a space available basis.

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b. Dependent Occupancy of Bachelor Quarters. Permanent personnel bachelor quarters will ordinarily be used to lodge only active duty bona fide bachelor personnel. However, in times of emergency declared by the CG MCIWEST-MCB CAMPEN, the Area Commander may authorize dependents to reside in bachelor quarters on a space available basis.

c. Male/Female Occupancy. MCO P11000.22 and MCB CamPen policy requires that women Marines be appropriately integrated with male Marines when the unit occupies a modern "motel style" barracks. When there are not sufficient motel style barracks to accommodate an entire unit, commanders will develop a billeting plan that provides men and women equitable use of existing facilities. The practice of designating a block of rooms for women Marines or an entire barracks or wing of a barracks for women Marines will be avoided to the maximum extent possible. Within this policy, the following guidelines for BEQs will be observed to ensure that Marines are provided an adequate level of privacy:

(1) All occupants of a given room will be of the same gender.

(2) Where each room has private bath and toilet facilities, room assignments will be made without regard to gender.

(3) Where adjoining rooms are connected by a shared bathroom, all rooms with access to the shared bathroom will be assigned to personnel of the same gender.

(4) Where rooms have no individual bathroom facilities, separate central bath and toilet facilities will be designated for males and females. Under these circumstances, males and females will be isolated by wing or deck so that men and women are not required to traverse the same common areas or passageways en route to and from their bath facilities. When such a facility is not or cannot be divided to isolate males and females, it will be designated for either men only or women only depending on the needs of the command.

d. Guests and Residents Identification. Guests and residents shall have the Armed Forces Identification Card, Uniformed Services Identification and Privilege Card, or other official identification. Adequate measures shall be taken to prevent the use of bachelor quarters by unauthorized persons.

14. Diversions/Redesignations of Bachelor Quarters. Adequate bachelor quarters buildings, or portions thereof, will not be redesignated (permanent, category code change) to uses other than billeting without written approval by CMC (LFF). Adequate bachelor quarters buildings, or portions, thereof, may be diverted (temporary change) to uses other than billeting by the CG MCIWEST-MCB CAMPEN without CMC approval for a period not to exceed one year. Diversions of adequate quarters will not be extended beyond one year without written approval of the CMC (LFF). Requests to divert or re-designate bachelor quarters, or any portion thereof, shall be submitted by the respective Area Commander to the CG MCIWEST-MCB CAMPEN, via Director, B/BHB and will contain the following information:

a. Justification for diversion/re-designation.

b. The use to which the space will be diverted/re-designated.

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- c. Bachelor quarters deficit and the number of Privates through Sergeants drawing BAH at the without-dependents rate.
- d. Building and room number(s) and number of spaces in each building to be diverted/re-designated.
- e. Effect of the diversion/re-designation.
- f. Number of personnel to be relocated as a result of the diversion/re-designation and to what facilities the personnel will be relocated to.
- g. The alternative means, if any, of providing the required space in lieu of diverting/re-designating bachelor quarters.

15. Basic Allowance for Housing (BAH). Unit commanders and Area Commanders may not authorize payment of BAH except as noted previously in paragraph 12e, or elsewhere in this Order (Figure 9-2). Written approval is only issued by the CG MCIWEST-MCB CAMPEN. A service member without dependents in grade E-5 or below who is offered an assignment of adequate government quarters, or is assigned government quarters but elects not to occupy such quarters and resides in private quarters at own expense, is considered to be assigned to government quarters and not authorized BAH. Therefore, such member is authorized BAH-Partial; reference Joint Federal Travel Regulations (JFTR). This administrative control is essential to ensure maximum use of adequate housing and preclude unwarranted BAH payments.

a. MCO P11000.22 as well as the USMC BEQ Campaign Plan (dated 9 November 2006) sets forth overall policy for the use, occupancy and assignment of personnel to Marine Corps bachelor housing assets. It also establishes that the authority to approve/disapprove BAH requests rests with the CG MCIWEST-MCB CAMPEN.

b. The CG MCIWEST-MCB CAMPEN is the final approval/disapproval authority of requests for BAH from bona fide bachelor personnel, except as noted herein.

c. Requests for BAH are divided into two distinct categories as shown below:

(1) Entitlement by public law.

(2) Those personnel meeting the qualifying standards established for good and sufficient reasons, indicated in paragraph 15e(1), or extraordinary circumstances in paragraph 15e(2).

d. All military ranks used in this section are those of the United States Marine Corps. Corresponding ranks, by pay grade, of personnel of the other branches of military service apply.

e. Policy. To the maximum extent possible, full use of each BEQ, under the management responsibility of the Area Commander concerned, will be enforced prior to recommending approval of BAH. For purposes of this Order, full use is defined as a minimum occupancy rate of 95 percent of all BEQs across MCB CamPen. MSA for enlisted personnel are set forth in the USMC BEQ Campaign Plan (dated 9 November 2006). The below listed qualifying standards must be met, prior to submission of a request for BAH, in order to be considered as an exception to this policy:

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(1) Allowable Exception. All Staff Sergeants and above are entitled to elect BAH option in lieu of assignment to government quarters upon reporting for duty on PCS orders or may elect this option at any time thereafter, (Figure 9-3 for Officer/SNCO BAH Process Flow Chart).

(2) Extraordinary Circumstances. Personnel meeting the standards for the rank categories shown below may be entitled to receive BAH providing they qualify under the rules established in paragraph 15-j, (Figure 9-4 for the BAH Process Flow Chart).

(a) Sergeants who meet the criteria established in paragraph 15j, (Figure 9-5 for the Sergeant BAH Process Flow Chart).

(b) Corporals and Below. Primary billeting for Corporals and below is on-base. All BEQs located aboard MCB CampPen are adequate for these Marines. Corporals and below may qualify for BAH only if they meet the criteria established in paragraph 15j, (Figure 9-6 for Corporal BAH Process Flow Chart).

(3) Extraordinary Circumstances. Enlisted personnel may qualify under this category providing individual extenuating circumstances are such that residence in government bachelor quarters would not be in the best interest of the Marine Corps, and/or for the health and welfare of the individual concerned. Requests based on this standard will be considered strictly on a case-by-case basis. When requests for BAH under this standard are of such a sensitive nature that restrictive viewing is warranted, the justification may be submitted under sealed separate correspondence. A standard AA Form (NAVMC 10274) will be used when requesting BAH and must include the information contained in this Order (Samples of NAVMC Form 10274 are contained in Figures 9-7 through 9-14). Examples of cases which would not qualify under this standard are: to establish a household pending marriage; a place of quiet to study for off-duty education; a reward for outstanding performance; differences in age groups; excessive personal belongings which were not shipped at government expense; verbal authorization without supporting documentation, and pets.

f. Dislocation Allowance (DLA). Upon approval of BAH, eligible individuals might also be entitled DLA, dependent upon a case-by-case review. Bachelor personnel reporting on PCS orders for duty aboard MCB CampPen, and who are not assigned permanent bachelor quarters within sixty (60) days may be entitled to DLA in accordance with the JFTR.

g. Processing Procedures for BAH Requests. Requests for BAH will be processed in accordance with the procedures established herein. These procedures are minimum requirements and are not all inclusive.

(1) Staff Sergeants and Above. Bona fide bachelor Staff Sergeants and above reporting on PCS orders to units located aboard MCB CampPen, who elect to receive BAH in lieu of assignment to government quarters, will be advised of their entitlement before joining their respective units. These personnel must have in their possession copies of their original orders with reporting in endorsements and a copy of their most current Leave and Earning Statement (LES). Those who have been provided with government quarters, and elect to vacate those quarters to establish off-base residency, must receive checkout clearance from the BEQ Manager prior to reporting to their CO for BAH processing. The "Checkout Clearance" Form issued by the BEQ Manager must be presented for BAH processing, (Figure 9-3).

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(2) Sergeants may submit a request for BAH own right, under Extraordinary Circumstance Rule 6, when the barracks occupancy rate for the entirety of MCB CampPen is at a minimum of 95 percent. A standard AA Form (NAVMC 10274) will be used when requesting BAH and must include the information contained in figure 9-13 of this Order. The AA Form (NAVMC 10274) will be submitted to the unit commander who will verify the document for accuracy. The AA Form (NAVMC 10274) is then forwarded, with endorsement, to the Area Commander who will verify completeness of the BAH package, and if all is in order, will approve the request and assign an effective date. The BAH package is then returned to the unit commander for entry into the unit diary. Figure 9-5 depicts the flow chart for the Sergeants' BAH process. A copy of the approved BAH package is forwarded to the CG MCIWEST-MCB CAMPEN (Attn: B/BHB). Sergeants are ordered NOT to vacate government quarters until such time as written approval from the Area Commander has been received.

(3) Corporals may submit a request for BAH own right, under Extraordinary Circumstance Rule 7, when the barracks occupancy rate for the entirety of MCB CampPen is at a minimum of 98 percent. A standard AA Form (NAVMC 10274) will be used when requesting BAH and must include the information contained in figure 9-14 of this Order. The AA Form (NAVMC 10274) will be submitted to the unit commander who will verify the document for accuracy. The AA Form (NAVMC 10274) is then forwarded, with endorsement, to the Area Commander who will verify completeness of the BAH package, the area occupancy rate and, if all is in order, will approve the request and assign an effective date. The BAH package is then returned to the unit commander for entry into the unit diary. Figure 9-6 depicts the flow chart for the Corporals' BAH process. A copy of the approved BAH package must be forwarded to the CG MCIWEST-MCB CAMPEN (Attn: B/BHB). Corporals are ordered not to vacate government quarters until such time as written approval from the Area Commander has been received.

(4) All requests for Sergeants and below, except those submitted in accordance with paragraphs 15g(2) and 15g(3), will be submitted to the CG MCIWEST-MCB CAMPEN (Attn: B/BHB) via the applicable unit commander(s) and Area Commander concerned for approval/disapproval using the standard AA Form (NAVMC 10274). Figure 9-4 depicts the flow chart for the Sergeants and below BAH process when applying for BAH under Extraordinary Circumstance Rules 1 through 5 (Figure 9-7 through Figure 9-14). Figures 9-15 through 9-17 are sample unit commander and Area Commander endorsement letters. Figure 9-18 is a sample unit commander and Area Commander approval letter. The AA Form (NAVMC 10274) must include the following information:

(a) Basic reason for requesting BAH, citing the appropriate paragraph or rules of this Order; whether residing in the BEQ or, if applicable, the off-base address; supporting documents, as enclosures, to substantiate the request when required and; any other pertinent information deemed necessary to support the request.

(b) Date Current Tour Began (DCTB).

(c) Expiration of Active Service (EAS).

(d) Pay Entry Base Date (PEBD).

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(e) Marital Status.

(f) Work Phone Number.

(5) Members Married to Active Duty Spouses

(a) Requests from members with active duty spouses who, through official orders, are geographically separated, will normally be treated as members without spouse/family member(s). Requests should be addressed to the unit commander for approval and processing in accordance with JFTR and MCO P1080.40.

(b) Members who, through civil court orders, attain the status of legally separated or divorced, and if there were children born of the marriage, the non-custodial spouse who may be required to pay child support, would be entitled to BAH without spouse/family member(s) in accordance with the JFTR.

(c) Members who, through civil court orders attain the status of legally separated or divorced, and there are no children of the marriage, then both members are classified as bona fide bachelors, and are not entitled to receive BAH unless approved by this command.

h. Action

(1) Unit Commanders

(a) Ensure that all Staff Sergeants and above who report for duty on PCS orders, who elect to receive BAH in lieu of assignment to government quarters, are provided with BAH and the possible entitlement to DLA.

(b) Ensure that all bachelor enlisted personnel in the rank of Sergeant and below, are provided with billeting space upon their initial arrival for duty either on PCS, intra-base transfer, Fleet Assistance Program (FAP) orders, etc. When adequate quarters are not immediately available for Sergeants and below, they may be assigned temporarily to less than adequate quarters pending permanent assignment. Under no circumstances are enlisted personnel to be informed verbally that adequate quarters are not available and that they may seek off-base accommodations.

(c) Ensure that personnel submitting an AA Form (NAVMC 10274) understand that submission of a BAH request does not constitute approval to vacate an assigned BEQ and move off-base. The final approving/disapproving authority must be initiated by this Command except as noted herein.

(d) Review each BAH request to ensure compliance with the provisions of this Order prior to completing the unit commander's endorsement.

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(e) Review, endorse, and process requests for BAH for members with an active duty spouse, when both members are geographically separated due to official orders, in accordance with the provisions and instructions contained in the JFTR and MCO P1080.40.

(f) Upon receipt of final approval from CG MCIWEST-MCB CAMPEN, take appropriate action for the individual's termination of assignment to the BEQ and administrative processing to start BAH Own-Right through the unit diary, per the JFTR.

(2) Area Commanders. Review each BAH request and unit commander's endorsement prior to completing the Area Commander's endorsement.

(3) Director, Billeting/Bachelor Housing Branch (B/BHB). Review each BAH request, and the appropriate endorsements, for compliance with the provisions of this Order, prior to making final determination of approval or disapproval.

(4) Housing Referral Office and/or B/BHB. Provide instruction on lease or rental agreements to personnel with approved BAH requests and provide endorsement of action completed to unit commanders.

i. Termination of BAH Authority and Payments. Unit commanders may issue letters of BAH termination and order such personnel back aboard MCB CamPen with involuntary assignment to a BEQ. Unit commanders must take appropriate administrative action to terminate the BAH entitlement per the JFTR. This does not require CG MCIWEST-MCB CAMPEN approval, and is strictly a command prerogative for reasons of:

- (1) Good order and discipline.
- (2) Mission accomplishment.
- (3) Contingency operations and training requirements.
- (4) Military necessity.

j. Extraordinary Circumstances of BAH Without Dependents Authorization

(1) Rule 1. A pregnant active duty Marine, with no dependents, may reside in bachelor quarters for the full term of her pregnancy. Upon her request and consistent with the needs of the Marine Corps, the CG MCIWEST-MCB CAMPEN may authorize a pregnant Marine to occupy off-Base housing and be paid BAH (if applicable at the "without dependents" rate) after her 16th week of pregnancy. However, from the 20th week, the CG MCIWEST-MCB CAMPEN will approve such a request without option. All approvals for BAH will be filed into the Marine's OMPF with a local copy to be retained by the individual's command. Personnel in this category are required to submit, as an enclosure to the AA Form (NAVMC 10274), a medical officer's certification of pregnancy and anticipated delivery date.

(2) Rule 2. Personnel who were previously authorized BAH and resided off-base at their last or present duty station, and accumulated a significant amount of household goods and personal effects shipped at government expense to MCB CamPen. The past six months LESs indicating previous full BAH payments and a government bill of lading/shipping documents are required as an enclosure to the AA Form (NAVMC 10274).

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(3) Rule 3. Personnel who can show proof of ownership in their name of a private residence or mobile home, within 50 miles of MCB CamPen.

(4) Rule 4. Personnel who have sustained a loss of their only spouse/family member through death, divorce, or legal separation, as determined by a civil court ruling. A copy of the Death Certificate or a complete copy of the Civil Court Legal Separation or dissolution of marriage documents is required as enclosure(s) to the AA Form (NAVMC 10274). Sergeants and below should request BAH Own-Right for up to 90 days while awaiting final dissolution of marriage in advance.

(5) Rule 5. Per MCO P1751.3, personnel who gain legal guardianship of a family member and who are awaiting CMC approval for dependent certification and BAH with dependents. Both sponsor and acquired spouse/family members must be collocated in a residence within 50 miles of MCB CamPen. Legal court documents are required as enclosure(s) to AA Form (NAVMC 10274). Per JFTR, dependency MUST be determined BEFORE a housing allowance is authorized.

(6) Rule 6. Sergeants who cannot be billeted to MSA when the overall occupancy rate for barracks across MCB CamPen is 95 percent or greater.

(7) Rule 7. Corporals who cannot be billeted to MSA when the occupancy rate for barracks across MCB CamPen is 98 percent or greater.

16. Transient Quarters Management

a. Government Transient Quarters. Transient quarters are operated under the cognizance of the Billeting Manager, Non-Appropriated Fund (NAF) Billeting Section, primarily to provide a service to duty transient personnel and students on TAD orders, and to conserve appropriated funds through reduced per diem payments.

(1) Sufficient quarters have been set aside to accommodate TAD transient personnel. Certificates of non-availability may not be issued to duty transients, either military or civilian, when adequate billeting is available. When designated transient quarters are fully occupied, transients may voluntarily occupy PPQ, if available. TAD transients will be assessed no charge for PPQ use unless billeting fund services are extended to those quarters.

(2) The following personnel are entitled to designated transient quarters on a confirmed reservation basis:

(a) Military personnel and DoD civilians on TAD orders.

(b) American Red Cross and Navy Relief Society officers or employees on official business.

(c) U.S. and foreign civilians traveling as guests of the Armed Forces.

(d) Reserve personnel in a TAD status, unit training status, and annual trainees on individual orders.

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(e) TAD foreign nationals or foreign military trainees engaged in or sponsored by military assistance or similar training programs unless prohibited by the Status of Forces Agreement.

(f) Family members on medical TAD orders.

(g) Military personnel, and/or their family members (over the age of 18), arriving at, or departing from, overseas installations on PCS orders when MCCS Temporary Lodging Facilities (TLF) are not available.

(h) Family housing members whose assigned housing unit has been damaged by flood, fire, or other similar type incidents that do not allow continued occupancy of quarters.

(i) Official guests of the CG MCIWEST-MCB CAMPEN or tenant commands (guest speakers, visiting civilian chaplains, etc.).

(3) The following personnel may occupy designated MCB Campen Transient Quarters on a space available basis:

(a) Retirees, military personnel on leave, family members or guests of military personnel assigned to the activity.

(b) DoD civilian employees and their families arriving or departing incident to PCS when MCCS TLF is not available.

(c) Personal guests of the CG MCIWEST-MCB CAMPEN or tenant commanders.

(4) For personnel who are neither on TAD nor traveling as guests of the Armed Forces, the maximum period for occupying transient quarters is 30 days. The 30-day limit may be waived by the CG MCIWEST-MCB CAMPEN on a case-by-case basis for reasons of military necessity or personal hardship.

b. An advance reservation system has been established which enables personnel to determine the availability of adequate government quarters. The system is capable of providing at least 365 days advance notice of non-availability of quarters. If circumstances preclude requesting reservations in advance, the traveler will report to the Billeting Office (building 1341) for assignment to available accommodations, unless the traveler's orders direct otherwise. Reservations shall be accepted only when accommodations can be made available for the entire temporary duty period. Personnel on official TAD will be assessed a "No-Show" charge, not to exceed the cost of a single night's lodging, if they fail to cancel their reservation at least 24 hours prior to the required check-in time.

17. Non-Duty Transients. Non-duty transients may be accommodated on a space available basis only. Non-duty transients shall be advised at the time of registration that occupancy is strictly on a day-to-day, space-available basis, and that they must vacate no later than the following day if the quarters are required for duty transients.

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18. Certificates of Non-availability of Quarters

a. Certificates of Non-availability (CNA) of quarters or endorsement of orders are provided when adequate government transient quarters (owned or contracted) are not available for military and DoD civilian personnel on TAD orders. MSA in the Marine Corps Housing Management Manual provide the only acceptable criteria for determining adequacy of quarters for the issuance of a CNA. Personnel are not provided with a CNA when they occupy inadequate government quarters voluntarily, or involuntarily, due to military necessity. A CNA is provided to personnel who elect to use an MCCA managed TLF when adequate government transient quarters are not available. A MCCA-managed TLF is not considered "government quarters" for purposes of computing pay and allowances and its use is always on a voluntary basis.

b. If unique or specialized billeting requirements are requested by an individual or by a person in charge of a crew, team, or a group traveling together, and no statement to support this request is contained in the travel orders, CNAs will not be provided if quarters are available.

c. Post-dated CNAs will not be furnished to military or DoD civilian personnel on official orders who fail to obtain certificates of non-availability from the Billeting Office prior to making billeting arrangements off-base.

19. Billeting Fund Revenues

a. Service Charge Policy. Service charges are collected to generate revenue necessary to meet expenses and reserves. Service charges are established to pay for housekeeping services, supplies, enhanced amenities, and other non-appropriated costs incident to the operation of the transient quarters. Where no service is provided, either housekeeping service or enhanced amenities, no charge will be levied.

b. Rates. As a general rule, service charge rates are commensurate with the level of service provided as approved by the CG MCIWEST-MCB CAMPEN.

(1) Permanent Personnel Bachelor Housing Residents. Service charges for permanent personnel residents shall be established at the minimum amount necessary to pay for elected housekeeping service within the confines of their personal living spaces. Permanent residents have the option to clean their own living area and not pay a service charge for housekeeping service. The Billeting Manager, or designated representative, will conduct inspections of quarters to ensure that proper standards of cleanliness are maintained. These inspections will be held in conjunction with other facility inspections to the maximum extent practicable. If a member does not maintain assigned quarters in an acceptable manner, appropriate action will be taken, to include the mandatory use of housekeeping service.

(2) Official Duty/Transient Personnel. Service charges will be levied on military and civilian personnel on TAD orders. The original orders of transient personnel shall be endorsed indicating the number of consecutive days and inclusive dates of residence in transient quarters and the amount of the service charge paid. Transient personnel on official duty who are not authorized per diem allowance for lodging must personally bear the service charge expense.

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(3) Reserve Components. Members of the Marine Corps Reserve or the Reserve components of other Armed Services performing active duty training or inactive duty training shall be required to pay service charges that are commensurate with the level of service provided by the billeting fund. Members belonging to mobilization (volunteer) units should be billeted in permanent quarters where they will not be required to pay service charges. If orders read "No pay or quarters allowance" members should be billeted in permanent quarters unless they elect to reside in transient quarters at their own expense.

(4) Midshipmen/Cadets. Naval Reserve Officer Training Corps (NROTC) midshipmen, U.S. Naval Academy midshipmen, Coast Guard midshipmen, West Point cadets and Air Force Academy cadets shall be required to pay service charges commensurate with the level of service provided by the billeting fund. The following service charge billing procedures will be observed:

(a) The cost of services provided to NROTC midshipmen undergoing training will be charged to the Chief of Naval Education and Training, Reserve Personnel (Navy funds), as reimbursement to the billeting fund.

(b) Service academy midshipmen and cadets receiving per diem will be required to pay service charges directly to the billeting fund.

(c) For midshipmen and cadets not receiving per diem, the cost of services provided will be billed to the superintendent of the appropriate service academy.

(5) Foreign Military Members. Members of foreign military service will pay service charges that are commensurate with the level of service provided by the billeting fund.

20. Smoking. Smoking is prohibited in transient quarters. Smoking is allowed only in designated smoking areas.

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Occupant Agreement
Condition of Occupancy Form for Military Bachelor Housing

1. Occupancy. Room # _____ is assigned to _____
(Print Name)
to be occupied as military bachelor housing of the United States on _____
(Date). This room is shared room with _____
(Print Name).
2. Occupancy Use. The occupant shall use the premises solely as a residence for themselves. Use of the room or space for any other purpose, including the shelter of any additional number of persons, is prohibited.
3. Condition of Property. The barracks manager and the occupant have inspected the room, and both parties agree that the room is in fit and habitable condition. Any discrepancy item noted by the occupant shall be submitted in writing and received by the barracks manager within 15 days of occupancy. The barracks manager is responsible for ensuring prompt resolution of these items.
4. Plumbing and Appliances. The occupant shall keep the premises, including all plumbing fixture, facilities, and appliances, as clean and safe as condition permits, and shall attempt to unclog and keep clear all waste pipes, drains, and water closets where possible. At the termination of occupancy, the room shall be in good clean condition, normal wear and tear excepted.
5. Good Repair. The Installation Commander shall maintain the property in good repair and habitable condition and shall be responsible for all repairs not due to abuse or negligence of the occupant during occupancy. The occupant is responsible for identifying any required repairs or replacement of equipment provided due to normal wear and tear to the barracks manager for resolution.
6. Use and Repair of Facilities. The occupants shall use all electrical, plumbing, sanitary, heating, ventilating, and other fixtures, facilities and appliances in or on the premises in a reasonable manner. Any damage caused by either the occupants, or their guests beyond normal wear and tear is the responsibility of the occupant and shall be repaired at the occupant's expense.
7. Damaging Property. If the occupant willfully or negligently destroys, defaces, damages, impairs or removes any part of the premises (including fixtures, and appliances), or willfully or negligently permits any person to do so, the occupant shall be held responsible for the damages.
8. Notice of Defects or Malfunction. The occupant shall promptly notify the barracks manager whenever the structure, equipment or any fixture contained therein becomes defective, broken damaged or malfunctions in any way.
9. Occupant Conduct. Occupants shall conduct themselves in a manner that will not disturb other occupants within their barracks facility.
10. Health and Safety. The occupant shall comply with all health and safety regulations imposed by local command.

Figure 9-1.--Sample of Occupant Agreement

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11. System Overload. The occupant shall not install, or use, any equipment that will overload any gas, water, heating, electrical, sewage, drainage of the assigned premises.

12. Insurance. Occupants are encouraged to obtain an insurance policy which provides for protection of their personal property.

13. Personally-Owned Items. The occupant shall obtain written consent from the unit commander prior to the placement of any personally owned items within the barracks room/space. Placement of any personally owned items will not impede the traffic flow of the room or block any egresses. Waterbeds are prohibited. The room will be returned to the barrack's manager in a clean and orderly manner.

14. Access to Property by the Housing Manager and their Duly Designated Representatives. Upon reasonable notice to the occupant and at reasonable times, the Installation Commander, or a duly designated representative, may enter the premises to: (a) inspect the property, (b) make necessary repairs, alteration or improvements, and (c) supply necessary or agreed upon services. If the occupants are not at home when the premises are to be entered, the housing representative shall have (in decreasing order of precedence) a representative from the occupants command or unit, or disinterested third party accompany them when entering the quarters.

15. Neglect and Cost. If at any time during the term of this occupancy, the Facilities Maintenance Department is required to make repairs to the property of its equipment for damages caused by abuse or negligence of the occupant's guest, the occupant understands that the repair shall be made at the occupant's expense.

I HAVE READ, UNDERSTAND, AND WILL ADHERE TO ALL OF THE CONDITIONS CONTAINED HEREIN AS WELL AS THOSE CONTAINED IN THE MARINE CORPS BEQ CAMPAIGN PLAN.

_____ Occupant Signature	_____ Date
_____ Occupant Name (printed)	_____ Unit
_____ Barracks Manager	_____ Date
_____ Barracks Manager Name (Printed)	_____ Barracks Number

Figure 9-1.--Sample of Occupant Agreement-Continued

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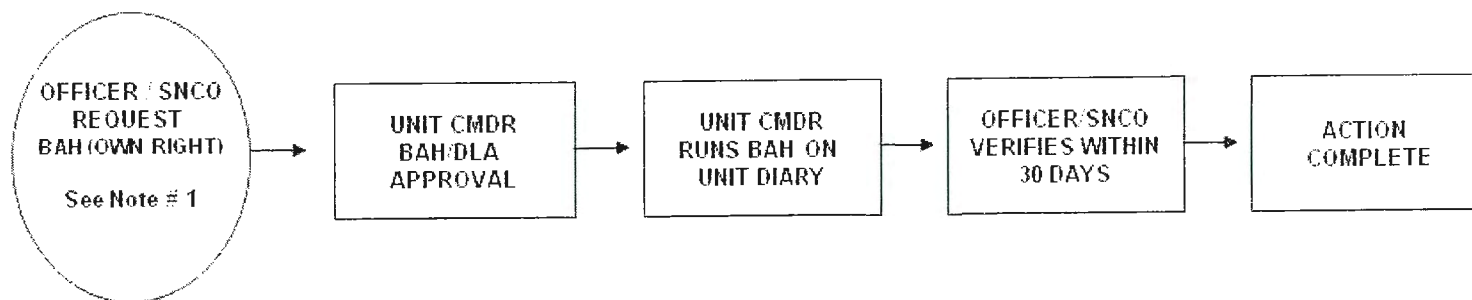
Individuals Authorized to Approve BAH Own Right

If member is	Unit Commander	Area Commander	CG MCIWEST- MCB CAMPEN
Officer/SNCO	X	X	X
Rule one - Pregnant Active Duty Marine may request BAH O/R after her 16th week. However after her 20th week the CG MCIWEST-MCB CAMPEN will approve.			X
Rule two - Personnel who were previously authorized BAH and had personal effects shipped at government expense			X
Rule three - Personnel that can show proof of ownership of a private residence within 50 miles of MCB CamPen			X
Rule four - Personnel who sustained a loss of their only spouse/family member through death, divorce or legal separation			X
Rule five - Personnel who gain legal guardianship of a family member and are awaiting CMC approval for dependent certification and BAH W/D.			X
Rule six - Sergeant who cannot be billeted to MSA in barracks when occupancy across the installation has exceeded 95 percent			X
Rule seven - Corporal billeted in a designated cantonment area that has met or exceeded 98% occupancy			X
Extraordinary Circumstances			X

Figure 9-2.--Individuals Authorized to Approve BAH Own Right

BASIC ALLOWANCE FOR HOUSING (BAH) PROCESS FLOW CHART

OFFICER/SNCO BAH (OWN RIGHT) PROCESS



NOTE #1

paraphrased from

MCO P11000.22

BO P5000.2, Chap 10, Sect 4, Para 15. Staff Sergeants and Above

1. PCS inbound SNCO's and Officers who elect to receive BAH – *Required Documentation: Copy of Original Orders with reporting in endorsement, and a copy of their most current Leave and Earning Statement and a copy of their rental agreement.*
2. SNCO's and Officers who have been provided with government quarters, and elect to vacate those quarters to establish off-base residency – *Required Documentation: Checkout clearance from the BOQ/BEQ Manager and a copy of their rental agreement.*

Figure 9-3. --Officer/SNCO BAH Process Flow Chart

BASIC ALLOWANCE FOR HOUSING (BAH) PROCESS FLOW CHART

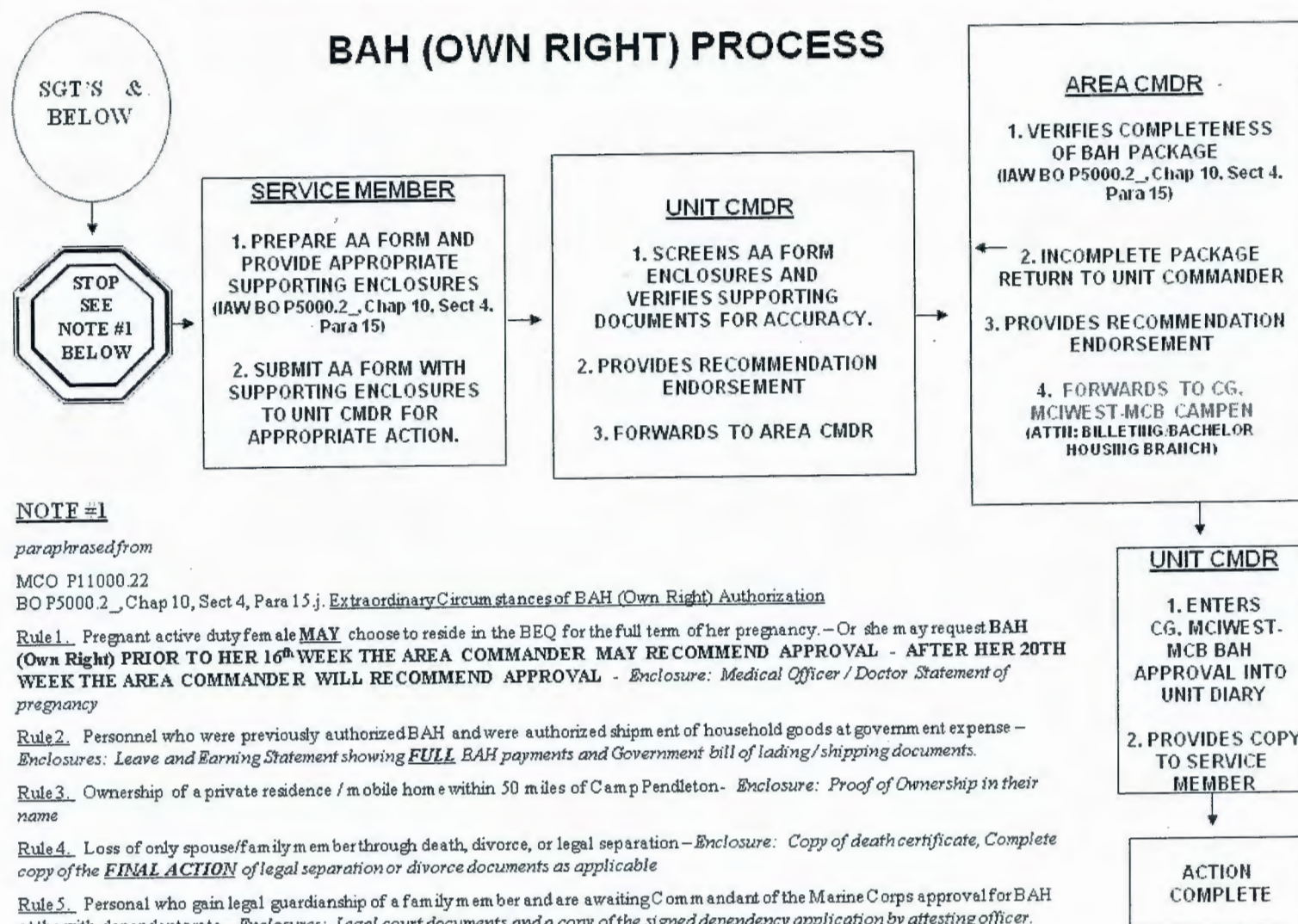


Figure 9-4.--BAH Process Flow Chart

AUG 14 2013

BASIC ALLOWANCE FOR HOUSING (BAH) PROCESS FLOW CHART

SGT'S BAH (OWN RIGHT) PROCESS RULE #6

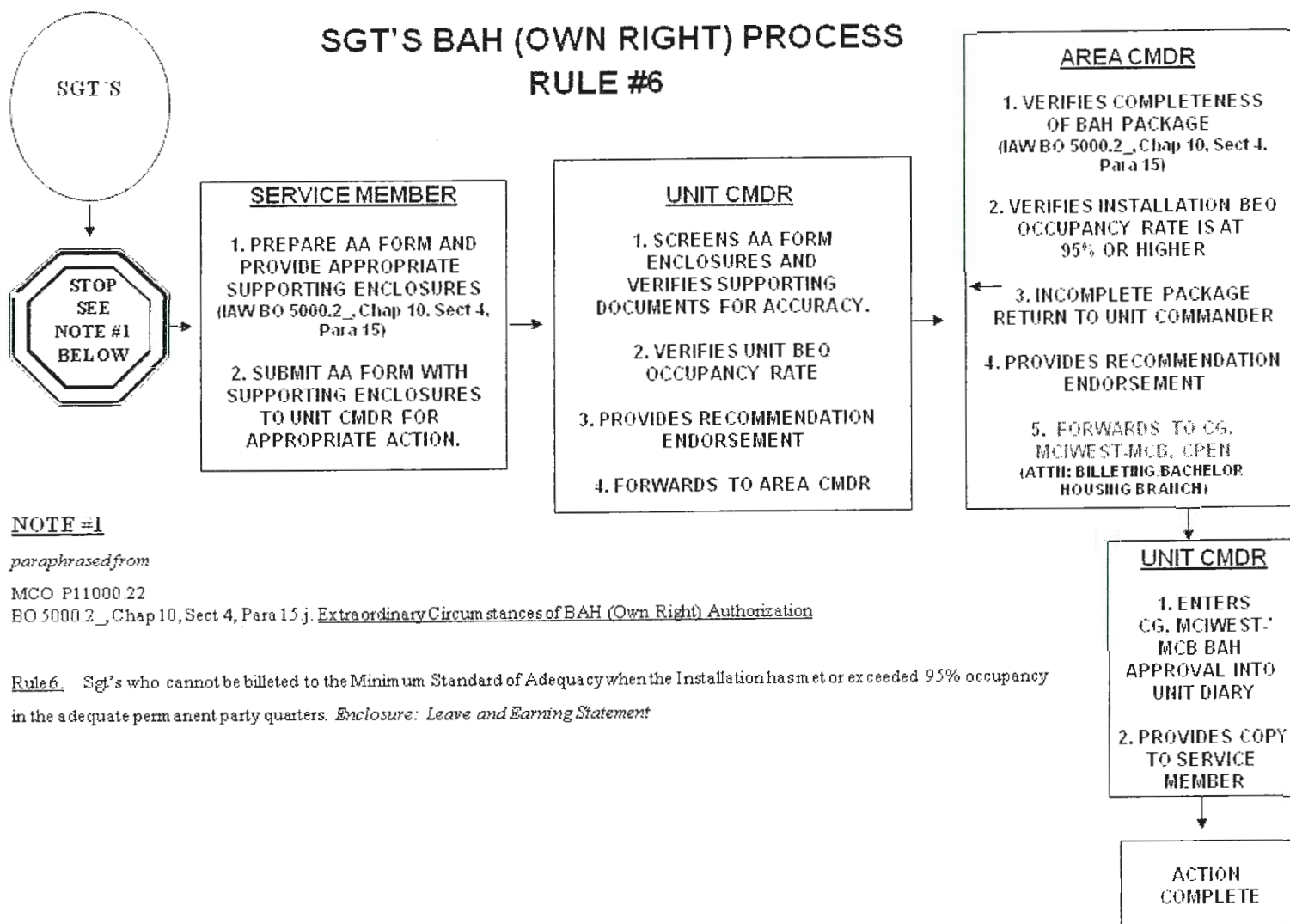


Figure 9-5. --BAH Process Flow Chart - Sergeant (E-5)

AUG 14 2013

BASIC ALLOWANCE FOR HOUSING (BAH) PROCESS FLOW CHART

CPL'S BAH (OWN RIGHT) PROCESS RULE #7

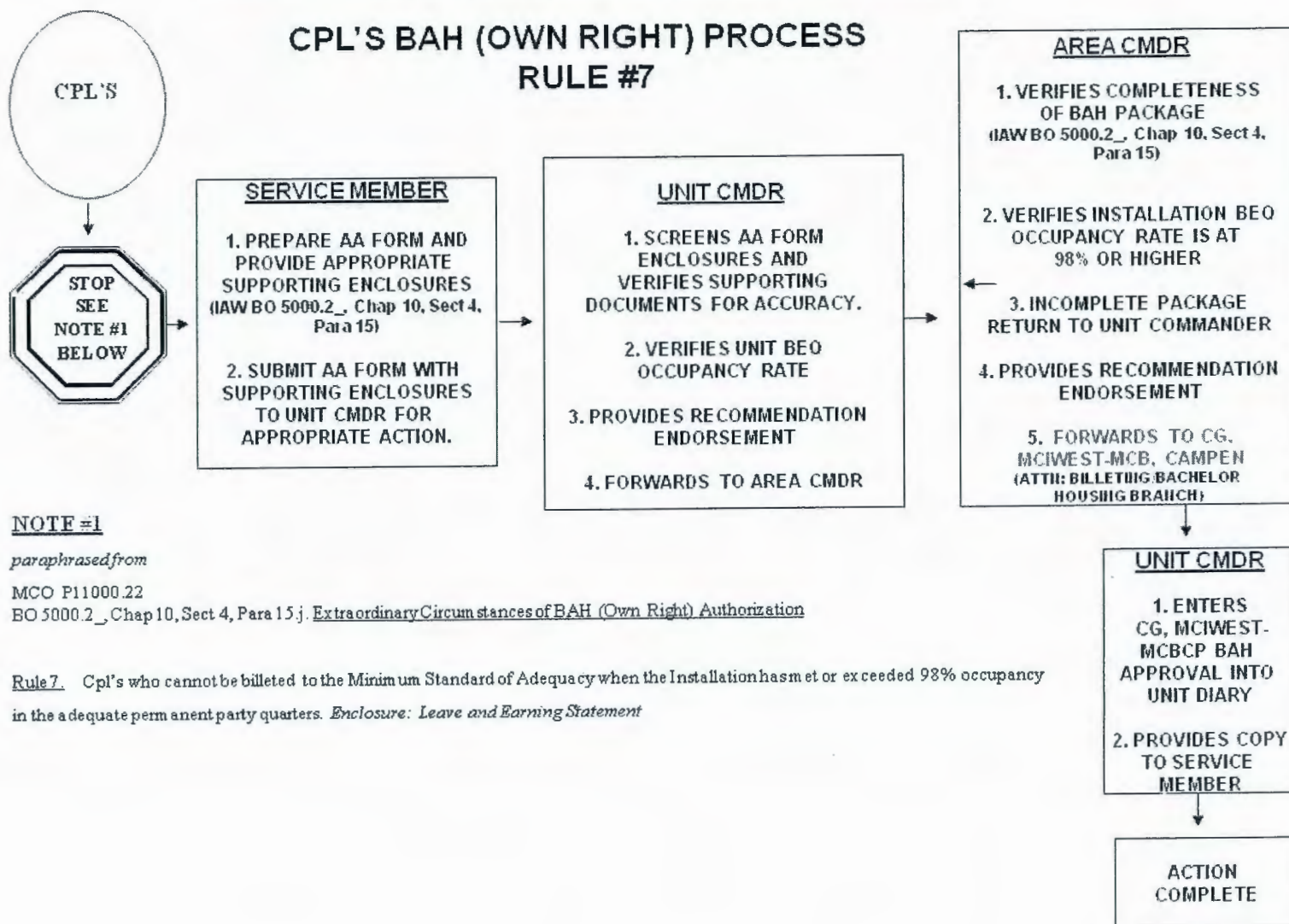


Figure 9-6.--BAH Process Flow Chart - Corporal (E-4)

AUG 14 2013

ADMINISTRATIVE ACTION (5216)

NAVMC 10274 (REV. 3-93) (EF)

Previous editions will be used

SN: 0109-LF-063-3200 U/I: PADS OF 100

1. ACTION NO.	2. SSIC/FILE NO. 7220
3. DATE 2013 01 24	

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.) Sgt Pettigrew, Angela M. EDIP/MOS USMC		5. ORGANIZATION AND STATION (Complete address) Commanding Officer Headquarters and Service Company MLG Camp Pendleton, CA 92055-5004	
6. VIA (As required) (1) CO, HQ & Svc Co, HQ Svc Bn, 1st MLG (2) 13/16 Area Commander		8. NATURE OF ACTION/SUBJECT Request for Basic Allowance For Housing (BAH) Without Dependents Under Rule One	
7. TO: [CG, MCIWEST-MCB CAMPEN Attn: Director, Billeting/Bachelor Housing Branch Building 1341 Camp Pendleton, CA 92055-5013]		9. COPY TO (As required) (1) SNM (2) File (3)SRB	
10. REFERENCE OR AUTHORITY (if applicable) (a) JFTR, Chapter 10 (b) MCO 5000.12E (c) MCIWEST-MCB CAMPENO 5000.2		11. ENCLOSURES (if any) (1) Most current LES (2) Medical Officer Certification	

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. Per the references, I am requesting Basic Allowance for Housing (BAH) Without dependents under Rule One for the following reasons: Enclosures (1) and (2) are provided as supporting documents.

(a) I will be a single parent.

(b) When my child is born, I will need to provide a place for myself and my child to live. I presently reside in Bachelor Enlisted Quarters building ____ Room ____ pending the approval of my BAH package. I understand that vacating the BEQ prior to authorization from the Commanding General is prohibited.

(c) My estimated due date is 01 June 2013.

2. The following additional information is provided:

- (a) DCTB: 120101
- (b) EAS: 150101
- (c) PEBD: 090101
- (d) Marital Status: Single
- (e) Duty Phone: (760) 725-0000

ANGELA M. PETTIGREW
SGT, USMC

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

Designed using FormFlow 2.15, HQMC/ARAE May 98

Figure 9-7.--Example of NAVMC 10274 for Rule #1

AUG 14 2013

ADMINISTRATIVE ACTION (5216)

NAVMC 10274 (REV. 3-93) (EF)

Previous editions will be used

SN: 0109-LF-063-3200 U/I: PADS OF 100

1. ACTION NO.	2. SSIC/FILE NO. 7220
3. DATE 2013 01 24	

4. FROM (Grade, Name, SSN, MOS, or CO. Pers. O., etc.)
Sgt Jaenichen, Alfred A.
EDIP/MOS USMC

5. ORGANIZATION AND STATION (Complete address)

Commanding Officer
Headquarters and Service Company
MLG
Camp Pendleton, CA 92055-5004

6. VIA (As required)

- (1) CO, HQ & Svc Co, HQ Svc Bn, 1st MLG
(2) 13/16 Area Commander

7.

CG, MCIWEST-MCB CAMPEN
Attn: Director, Billeting/Bachelor Housing Branch
Building 1341
Camp Pendleton, CA 92055-5013

TO:

8. NATURE OF ACTION/SUBJECT

Request for Basic Allowance For Housing (BAH) Without Dependents Under Rule Two

9. COPY TO (As required)

- (1) SNM
(2) File
(3) SRB

10. REFERENCE OR AUTHORITY (if applicable)

- (a) JFTR, Chapter 10
(b) MCIWEST-MCB CAMPENO 5000.2

11. ENCLOSURES (if any)

- (1) Most current LES
(2) Government Bill to Lading (Form SF 1208) of Shipping Documents (Form DD 1299) or Do It Yourself Move (DITY) Form 2278
(3) Inventory List of Household Goods verified signed by SNCO or Officer
(4) Lease Agreement if applicable
(5) Copy of Original Orders with reporting endorsement
(6) Vacate letter from BEQ Manager if applicable

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. Per the references, I am requesting Basic Allowance for Housing (BAH) Without dependents under Rule Two for the following reason: Enclosures (1) through (6) are provided as supporting documents.

(a) While assigned to Camp Fuji, Japan, I was in receipt of BAH Without Dependents and resided off-base. During this time I accumulated a significant amount of household goods and personal effects that were shipped at government expense to Camp Pendleton. I presently reside in Bachelor Quarters building ____ Room ____ pending the approval of my BAH package. I understand that vacating the BEQ prior to authorization from the Commanding General is prohibited.

2. The following additional information is provided:

- (a) DCTB: 120101
(b) EAS: 150101
(c) PEBD: 090101
(d) Marital Status: Single
(e) Duty Phone: (760) 725-0000

ALFRED A. JAENICHEN
SGT, USMC

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

Designed using FormFlow 2.15, HQMC/ARAE May 98

Figure 9-8.--Example of NAVMC 10274 for Rule #2

AUG 14 2013

ADMINISTRATIVE ACTION (5216)
NAVMC 10274 (REV. 3-93) (EF)

Previous editions will be used
SN: 0109-LF-083-3200 U/I: PADS OF 100

1. ACTION NO.		2. SSIC/FILE NO. 7220	
3. DATE 2013 01 24			
4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.) Sgt Wutterich, Frank D. EDIPI/MOS USMC		5. ORGANIZATION AND STATION (Complete address) Commanding Officer Headquarters and Service Company MLG Camp Pendleton, CA 92055-5004	
6. VIA (As required) (1) CO, HQ & Svc Co, HQ Svc Bn, 1st MLG (2) 13/16 Area Commander		8. NATURE OF ACTION/SUBJECT Request for Basic Allowance For Housing (BAH) Without Dependents Under Rule Three	
7. TO: [CG, MCIWEST-MCB CAMPEN Attn: Director, Billeting/Bachelor Housing Branch Building 1341 Camp Pendleton, CA 92055-5013]		9. COPY TO (As required) (1) SNM (2) File (3) SRB	
10. REFERENCE OR AUTHORITY (If applicable) (a) JFTR, Chapter 10 (b) MCIWEST-MCB CAMPENO 5000.2		11. ENCLOSURES (If any) (1) Most current LES (2) Vacate Letter from BEQ Manager if applicable (3) Proof of Ownership (Deed, Final HUD, Escrow Papers) (4) Inventory List of Household Goods verified and signed by SNCO or Officer	

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. Per the references, I am requesting Basic Allowance for Housing (BAH) Without dependents under Rule Three for the following reason: Enclosures (1) through (4) are provided as supporting documents.

(a) While assigned to Camp Pendleton, CA, I purchased a private residence in Oceanside, CA. My residence is within 50 miles of Marine Corps Base, Camp Pendleton, CA. My address is 1122 Lucky Charm Ave, Oceanside, CA.

2. The following additional information is provided:

- (a) DCTB: 120101
- (b) EAS: 150101
- (c) PEBD: 090101
- (d) Marital Status: Single
- (e) Duty Phone: (760) 725-0000

FRANK D. WUTERICH
SGT, USMC

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

Designed using FormFlow 2.15, HQMC/ARAE May 98

Figure 9-9.--Example of NAVMC 10274 for Rule #3

AUG 14 2013

ADMINISTRATIVE ACTION (5216)
NAVMC 10274 (REV. 3-93) (EF)

Previous editions will be used
SN: 0109-LF-063-3200 U/I: PADS OF 100

1. ACTION NO.		2. SSIC/FILE NO. 7220	
3. DATE 2013 01 24			
4. FROM (Grade, Name, SSN, MOS, or CO. Pers. O., etc.) Sgt Herbert, Lawrence E. EDIP/MOS USMC		5. ORGANIZATION AND STATION (Complete address) Commanding Officer Headquarters and Service Company MLG Camp Pendleton, CA 92055-5004	
6. VIA (As required) (1) CO, HQ & Svc Co, HQ Svc Bn, 1st MLG (2) 13/16 Area Commander			
7. TO: [CG, MCIWEST-MCB CAMPEN Attn: Director, Billeting/Bachelor Housing Branch Building 1341 Camp Pendleton, CA 92055-5013]		8. NATURE OF ACTION/SUBJECT Request for Basic Allowance For Housing (BAH) Without Dependents Under Rule Four	
10. REFERENCE OR AUTHORITY (if applicable) (a) JFTR, Chapter 10 (b) MCIWEST-MCB CAMPENO 5000.2		9. COPY TO (As required) (1) SNM (2) File (3) SRB	
		11. ENCLOSURES (if any) (1) Most current LES (2) Vacate Letter from BEQ Manager if applicable (3) Complete copy of Divorce Decree or Civil Court Legal Separation (4) Death certificate if applicable (5) Court Order for child visitation & support if applicable (6) Lease agreement if member has vacated government quarters (7) Inventory list of household goods verified and signed by SNCO or Officer	
12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text) 1. Per the references, I am requesting Basic Allowance for Housing (BAH) Without dependents under Rule Four for the following reasons: Enclosures (1) through (7) are provided as supporting documents. (a) I recently received a divorce. My divorce was final on 31 December 2012. I presently maintain a household at 4405 Mission Ave., Apt K-209, Oceanside, CA. (b) I sustained a large amount of household goods while I was married (see enclosure (7)). 2. The following additional information is provided: (a) DCTB: 120101 (b) EAS: 150101 (c) PEBD: 090101 (d) Marital Status: Divorced (e) Duty Phone: (760) 725-0000			
13. PROCESSING ACTION. (Complete processing action in Item 12 or on reverse. Endorse by rubber stamp where practicable.)			

LAWRENCE E. HERBERT
SGT, USMC

Designed using FormFlow 2.15, HQMC/ARAE May 98

Figure 9-10.--Example of NAVMC 10274 for Rule #4

AUG 14 2013

ADMINISTRATIVE ACTION (5216)
NAVMC 10274 (REV. 3-93) (EF)

Previous editions will be used
SN: 0109-LF-063-3200 U/I: PADS OF 100

1. ACTION NO.		2. SSIC/FILE NO. 7220	
3. DATE 2013 01 24			
4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.) Sgt Abello, April B. EDIPI/MOS USMC		5. ORGANIZATION AND STATION (Complete address) Commanding Officer Headquarters and Service Company MLG Camp Pendleton, CA 92055-5004	
6. VIA (As required) (1) CO, HQ & Svc Co, HQ Svc Bn, 1st MLG (2) 13/16 Area Commander			
7. TO: [CG, MCIWEST-MCB CAMPEN Attn: Director, Billeting/Bachelor Housing Branch Building 1341 Camp Pendleton, CA 92055-5013]		8. NATURE OF ACTION/SUBJECT Request for Basic Allowance For Housing (BAH) Without Dependents Under Rule Five	
		9. COPY TO (As required) (1) SNM (2) File (3) SRB	
10. REFERENCE OR AUTHORITY (if applicable) (a) JFTR, Chapter 10 (b) MCO P1751.3 (c) MCIWEST-MCB CAMPENO 5000.2		11. ENCLOSURES (If any) (1) Most current LES (2) Vacate Letter from BEQ Manager if applicable (3) Copy of Dependency Application (1751, NAVMC 10922) (4) Complete copy of legal Court documents	
12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)			
1. Per the references, I am requesting Basic Allowance for Housing (BAH) Without dependents under Rule Five for the following reason: Enclosures (1) through (4) are provided as supporting documents.			
(a) I have been appointed as a foster parent for my biological half sister. I'm currently awaiting the Commandant of the Marine Corps approval for dependent certification and BAH With Dependents.			
2. Overnight visits are not permitted in the Bachelor Enlisted Quarters. I feel it is in the best interest of the Marine Corps that Basic Allowance for Housing (BAH) Without Dependents Under Rule Five be granted so I can establish a residence for my biological half sister and myself. I presently reside in Bachelor Enlisted Quarters building ____ Room ____ pending the approval of my BAH package. I understand that vacating the BEQ prior to authorization from the Commanding General is prohibited.			
3. The following additional information is provided:			
(a) DCTB: 120101 (b) EAS: 150101 (c) PEBD: 090101 (d) Marital Status: Single (e) Duty Phone: (760) 725-0000			
APRIL B. ABELLO SGT, USMC			
13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)			

Designed using FormFlow 2.15, HQMC/ARAE May 98

Figure 9-11.--Example of NAVMC 10274 for Rule #5

AUG 14 2013

ADMINISTRATIVE ACTION (5216)

NAVMC 10274 (REV. 3-93) (EF)

Previous editions will be used

SN: 0109-LF-063-3200 U/I: PADS OF 100

1. ACTION NO.		2. SSIC/FILE NO. 7220	
3. DATE 2013 01 24			
4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.) Sgt Green, Regina R. EDIPI/MOS USMC		5. ORGANIZATION AND STATION (Complete address) Commanding Officer Headquarters and Service Company MLG Camp Pendleton, CA 92055-5004	
6. VIA (As required) (1) CO, HQ & Svc Co, HQ Svc Bn, 1st MLG (2) 13/16 Area Commander			
7. TO: [CG, MCIWEST-MCB CAMPEN Attn: Director, Billeting/Bachelor Housing Branch Building 1341 Camp Pendleton, CA 92055-5013]		8. NATURE OF ACTION/SUBJECT Request for Basic Allowance For Housing (BAH) Without Dependents Under Rule Six	
		9. COPY TO (As required) (1) SNM (2) File (3) SRB	
10. REFERENCE OR AUTHORITY (If applicable) (a) JFTR, Chapter 10 (b) MCIWEST-MCB CAMPENO 5000.2		11. ENCLOSURES (If any) (1) Most current LES	

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. Per the references, I am requesting Basic Allowance for Housing (BAH) Without dependents under Rule Six for the following reason: Enclosure (1) is provided as supporting documentation.

(a) I presently reside in Bachelor Enlisted Quarters building ____ Room ____ pending the approval of my BAH package. I understand that vacating the BEQ prior to authorization from the Commanding General is prohibited. The occupancy rate across the installation is 95 percent or greater.

2. The following additional information is provided:

- (a) DCTB: 120101
- (b) EAS: 150101
- (c) PEBD: 090101
- (d) Marital Status: Single
- (e) Duty Phone: (760) 725-0000

REGINA R. GREEN
SGT, USMC

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

Designed using FormFlow 2.15, HQMC/ARAE May 98

Figure 9-12.--Example of NAVMC 10274 for Rule #6

AUG 14 2013

ADMINISTRATIVE ACTION (5216)
NAVMC 10274 (REV. 3-93) (EF)

Previous editions will be used
SN: 0109-LF-083-3200 U/I: PADS OF 100

1. ACTION NO.	2. SSIC/FILE NO. 7220
3. DATE 2013 01 24	

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.) Sgt Pettigrew, Angela M. EDIPL/MOS USMC		5. ORGANIZATION AND STATION (Complete address) Commanding Officer Headquarters and Service Company MLG Camp Pendleton, CA 92055-5004	
6. VIA (As required) (1) CO, HQ & Svc Co, HQ Svc Bn, 1st MLG (2) 13/16 Area Commander		8. NATURE OF ACTION/SUBJECT Request for Basic Allowance For Housing (BAH) Without Dependents Under Rule Seven	
7. TO: [CG, MCIWEST-MCB CAMPEN Attn: Director, Billeting/Bachelor Housing Branch Building 1341 Camp Pendleton, CA 92055-5013]		9. COPY TO (As required) (1) SNM (2) File (3) SRB	
10. REFERENCE OR AUTHORITY (if applicable) (a) JFTR, Chapter 10 (b) MCIWEST-MCB CAMPENO 5000.2		11. ENCLOSURES (if any) (1) Most current LES	

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. Per the references, I am requesting Basic Allowance for Housing (BAH) Without dependents under Rule Seven for the following reason: Enclosure (1) is provided as supporting documentation.

(a) I presently reside in Bachelor Enlisted Quarters building ____ Room ____ pending the approval of my BAH package. I understand that vacating the BEQ prior to authorization from the Commanding General is prohibited. The occupancy rate across the installation is 98 percent or greater.

2. The following additional information is provided:

- (a) DCTB: 120101
- (b) EAS: 150101
- (c) PEBD: 090101
- (d) Marital Status: Single
- (e) Duty Phone: (760) 725-0000

ANGELA M. PETTIGREW
SGT, USMC

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

Designed using FormFlow 2.15, HQMC/ARAE May 98

Figure 9-13.--Example of NAVMC 10274 for Rule #7

AUG 14 2013

ADMINISTRATIVE ACTION (5216)
NAVMC 10274 (REV. 3-93) (EF)

Previous editions will be used
SN: 0109-LF-063-3200 U/I: PADS OF 100

1. ACTION NO.		2. SSIC/FILE NO. 7220	
3. DATE 2013 01 24			
4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.) Sgt Jaenichen, Alfred A. EDIP/MOS USMC		5. ORGANIZATION AND STATION (Complete address) Commanding Officer Headquarters and Service Company MLG Camp Pendleton, CA 92055-5004	
6. VIA (As required) (1) CO, HQ & Svc Co, HQ Svc Bn. 1st MLG (2) 13/16 Area Commander			
7. TO: [CG, MCIWEST-MCB CAMPEN Attn: Director, Billeting/Bachelor Housing Branch Building 1341 Camp Pendleton, CA 92055-5013]		8. NATURE OF ACTION/SUBJECT Request for Basic Allowance For Housing (BAH) Without Dependents Under Extraordinary Circumstances	
		9. COPY TO (As required) (1) SNM (2) File (3) SRB	
10. REFERENCE OR AUTHORITY (if applicable) (a) JFTR, Chapter 10 (b) MCIWEST-MCB CAMPENO 5000.2		11. ENCLOSURES (if any) (1) Most current LES (2) Vacate letter from BEQ Manager (3) Lease Agreement if applicable (4) Inventory list of household goods verified and signed by SNCO or officer (5) Documentation supporting extraordinary circumstances	
12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)			
1. Per the references, I am requesting Basic Allowance for Housing (BAH) Without dependents under Rule Seven for the following reason: Enclosure (1) through (5) are provided as supporting documents.			
2. I am requesting BAH Without Dependents because I would like to establish a household 30 days prior to my active duty spouse reporting to Camp Pendleton, effective 24 February 2013. I am presently on the waiting list for a two bedroom unit in the Stuart Mesa Family Housing community. I presently reside in Bachelor Enlisted Quarters building ____ Room ____ pending the approval of my BAH package. I understand that vacating the BEQ prior to authorization from the Commanding General is prohibited.			
3. The following additional information is provided:			
(a) DCTB: 120101 (b) EAS: 150101 (c) PEBD: 090101 (d) Marital Status: Married (e) Duty Phone: (760) 725-0000			
ALFRED A. JAENICHEN SGT, USMC			
13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)			

Designed using FormFlow 2.15, HQMC/ARAE May 98

Figure 9-14.--Example of NAVMC 10274 for Extraordinary Circumstances

AUG 14 2013



Command Letterhead
Address

FIRST ENDORSEMENT on Sgt Jones' AA Form of 24 Jan 13

From: Commanding Officer
To: Commanding General, MCIWEST-MCB CAMPEN (Director, Billeting/Bachelor
Housing Branch)
Via: 33 Area Commander, Marine Corps Base, Camp Pendleton
Subj: REQUEST FOR BASIC ALLOWANCE FOR HOUSING (BAH) WITHOUT DEPENDENTS
Ref: (a) MCIWEST-MCB CAMPENO 5000.2

1. Forwarded, recommending approval/disapproval.
2. Per the reference, I have reviewed the basic request and certify that:
 - a. The request does/does not qualify under paragraph/rule _____ of the reference.
 - b. The individual concerned is assigned to BEQ Building Number _____ and the occupancy rate of the Area is _____.
3. The individual has been instructed that vacation of government quarters is not authorized until final disposition of this request has been received.

I. M. COMMANDER

Copy to:
SNM

AUG 14 2013



Command Letterhead
Address

SECOND ENDORSEMENT on Sgt Jones' AA Form of 24 Jan 13

From: 33 Area Commander, Marine Corps Base, Camp Pendleton
To: Commanding General, MCIWEST-MCB CAMPEN (Director, Billeting/Bachelor
Housing Branch)

Subj: REQUEST FOR BASIC ALLOWANCE FOR HOUSING (BAH) WITHOUT DEPENDENTS

Ref: (a) MCIWEST-MCB CAMPENO 5000.2

1. Forwarded, recommending approval/disapproval.
2. Per the reference, I have reviewed the basic request and certify that:

The basic request does/does not qualify under paragraph/rule _____ of the reference.

3. By copy of this endorsement, the subject individual is ordered not to vacate government quarters until such time as written approval from the Commanding General, Marine Corps Installations West - Marine Corps Base, Camp Pendleton for BAH has been received.

A. C. COMMANDER

Copy to:
Unit Cmdrs (as approp)
SNM

AUG 14 2013



Command Letterhead
Address

SECOND ENDORSEMENT on Sgt (Cpl) Jones' AA Form (NAVMC 10274) of 24 Jan 13

From: 33 Area Commander, Marine Corps Base, Camp Pendleton

To: Unit Submitting Request

Subj: REQUEST FOR BASIC ALLOWANCE FOR HOUSING (BAH) WITHOUT DEPENDENTS

Ref: (a) MCIWEST-MCB CAMPENO 5000.2

1. Returned, approved/disapproved.

2. Per the reference, I have reviewed the basic request and certify that:

a. The basic request does/does not qualify under rule 6 (or rule 7, as applicable) of the reference.

b. The occupancy rate for this Installation is _____ percent.

c. I certify that all adequate spaces are filled to capacity in that all rooms assigned are billeting one sergeant per room; or at least two corporals and below per room. Additionally, that there are no geographical bachelors assigned to adequate space and that no adequate spaces are diverted, redesigned or altered for any purpose other than billeting.

3. By copy of this endorsement, the subject individual is ordered not to vacate government quarters until such time as written approval for BAH has been received from myself along with an endorsement from the Housing Referral Office, Building 200011, 98 San Jacinto Road, concerning rental lease agreement.

A. C. COMMANDER

Copy to:

CG MCIWEST-MCB CAMPEN (Attn: B/Bach Hsg Branch)

Cmdrs (as approp)

SNM

Figure 9-17.--Format of Area Commander's Endorsement for Sergeants and Corporals BAH without Dependents

AUG 14 2013

Chapter 10

Assistant Chief of Staff, G-4

1. General. AC/S G-4 is the primary staff section that provides logistics advice to the Commanding General on all Base logistics matters and provides installation level logistics support, to the Base commands and tenant activities except facilities/real estate support which is provided by the GF staff section. The G-4 also serves as the installation liaison to the DeCA Commissaries and DLA Disposition Services activities on the Base. The G4 is organized to execute logistics support through five functional sections: operations, food service, supply, garrison transportation, and distribution management. All support provided by the G-4 is governed by the applicable Department of Defense Regulations, U.S. Navy Regulations; Commandant of the Marine Corps supplementary instructions; and other directives promulgated by this headquarters. The majority of the logistics functions are located in the 22 Area. The G-4 is located in building 2264 and can be contacted by calling 760-756-3209 (both phone and fax).

2. G-4 Operations Section. The Operations Section coordinates logistics staff planning and logistics support to include; mobilization support, warehouse modernization, supply and maintenance analysis, ground ammunition accounting, and issues Commissary Assistance Cards. The Operations Section is located in building 2264 and can be contacted by calling 760-725-3209. Requests for logistical services not covered by the following guidance will be submitted to the Operations Section via naval correspondence.

a. Logistics Staff Planning and Mobilization Support. The Operations section provides logistics guidance to the other staff sections and acts as G-4 representative when the Base Emergency Operation Center is activated. The Operations Section will task the other sections within Logistics for support in manning the Operation Center. The section also conducts mobilization planning and coordinates feasibility of support requests levied by Base, tenant, and visiting commands for mobilization activation or training.

b. Warehouse Modernization Program. This program provides an opportunity (at no cost to the unit) to upgrade storage, maintenance and armory areas with warehouse enhancements such as; security cages, shelving, racking, storage containers, platform trucks, and rolling ladders. The program can also assist with designing storage areas and determining storage aid requirements for MILCON and renovation projects. Commands and tenant organizations desiring this support will submit a request for analysis of their work area to the G-4 warehouse manager.

c. Supply and Maintenance Analysis Team (SMAT). The SMAT provides subject matter experts and augments the CGIP by conducting formal supply and maintenance inspections of Base, some tenant organizations and all MCIWEST installations. The team also provides training to discuss new procedures, policies, and trends found during inspections. Formal inspection visit dates are announced prior to the beginning of the calendar year. The SMAT will also perform courtesy assistance visits at the request of units. During a courtesy visit the team will focus their analysis on MOS training and identifying potential problem areas. The SMAT will issue an informal report only for the unit's internal use. Requests for courtesy visit will be submitted to the G-4 Operations Section.

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d. Ammunition (Ammo) Section. The Ammo Section screens and acts as the approval authority for munitions requests by Base units and activities that hold security/reaction force ammunition, pyrotechnics, and funeral detail blanks within unit armories. The section augments the MCIWEST-MCB CAMPEN Inspector General during CG/COIP and SMAT inspections for munitions accounting, control, storage, and safety procedures. It also maintains staff cognizance of MCB CampPen activities/commands' ammunition malfunction reports and munitions MLSR reports; and submits the Base's annual ordnance forecast for Class V(W) stored at the Ammunition Supply Point (ASP).

e. Commissary Assistance Card Program. This program allows a caretaker to shop at the commissary on behalf of an authorized commissary patron. Authorized patrons must be able to provide proof of eligibility and demonstrate a need for this service (usually a doctor's letter stating the patron is physically unable to shop due to a medical condition). Requests for commissary card will be coordinated with the G-4 main office located in Building 2264 or calling 760-725-3209.

f. DLA Disposition Services. DLA Disposition Services disposes of excess property received from the military services. The inventory changes daily and includes thousands of items: from air conditioners to vehicles, clothing to computers, and much more. That property is first offered for reutilization within the Department of Defense (DoD), transfer to other federal agencies, or donation to state and local governments and other qualified organizations. Every dollar's worth of property reutilized is a tax dollar saved. DLA Disposition Services also supports disaster relief at home, and humanitarian assistance and foreign military sales programs. DLA Disposition Services are located in building 2241, and specific site information for MCB CampPen can be found by visiting DLA Disposition Services website at <http://www.dispositionservices.dla.mil/drmo/pendleton.shtml> or by calling (760)725-4332/3605.

3. Supply Section. Supply support is provided by the Consolidated Material and Service Center (CMSC) from one of five divisions: a retail store, fuels section, a hazardous material program, garrison property section, and supply services section. Unless noted below, most CMSC functions are located in Building 22105. Customer service can be contacted by calling 760-725-4701.

a. CMSC Retail Store. The CMSC Retail Store is responsible for providing supply items necessary for day-to-day operations of all units/activities aboard MCB CampPen on a reimbursable basis. In addition to its store, CMSC also offers an online web shopping capability and direct delivery of the products on Camp Pendleton and to other MCB CampPen installations. Supply items stocked by the store include the following commodity categories: Office supplies, cleaning/janitorial supplies, industrial supplies, hardware, safety supplies, tools, lumber and military unique supplies. CMSC issues unit credit cards which are required to shop at the store. Units will submit their requests for cards via their major subordinate command comptroller.

b. Hazardous Material Consolidation Program (HCP). Executive Order 13423 requires government activities to centrally control and manage Hazardous Materials (HM) using methods to minimize the types and quantities of HM procured, stored, distributed, and used. HM commonly consists of batteries, petroleum, oil, & lubricants (POL), paints, janitorial, and other

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items containing hazardous chemicals. The HCP supports the Base and tenant units to ensure environmental compliance with local, state, and federal regulations. As part of this program, CMSC maintains a HM Reuse Lot. The Reuse Lot will accept the return of serviceable HM products from units no longer requiring the material. If the HM product is still usable or the shelf life can be extended, the Reuse Lot will place the HM in its inventory and offer the material at no charge to any unit/activity needing the material. HM that is not serviceable is considered hazardous waste and the unit will be directed to dispose of it via Environmental Security.

c. Fuels Section. CMSC is responsible for the storage, issue, and accounting of fossil fuels (unleaded gasoline, JP-8 and bio-diesel), CNG, Propane, and other compressed gases to units/activities aboard the Base. The Base is in the process of transferring all fossil fuel responsibilities to DLA-Energy with an expected Initial Operating Capability (IOC) in July 2013. After IOC, DLA-Energy will manage the operation of all military fuel stations aboard the Base. CMSC will remain responsible for CNG, propane and other compressed gases and continue to serve as the interface between all fossil fuel users and DLA-Energy. Fuel keys are required to procure fuel. Units should submit their requests for fuel keys via their major subordinate command comptroller. For information regarding fuel services contact CMSC customer service at 760-725-4701.

(1) Military Fuel Stations. Location and types of fuel available:

Facility		Bulk		Retail					Hours of Operation
Bldg No	Type	JP8	B20	JP8	B20	UNL	E85	CNG	
1400	COCO	X	X	X	X	X	X		Bulk (Mon-Fri) 0800-1800; Retail 24/7
2170	COCO			X		X			24/7
210402	GOGO							X	24/7
2205	COCO				X	X	X		24/7
220166	GOGO							X	24/7
4190	COCO			X		X			24/7
4380	COCO			X		X	X		24/7
430704	GOGO							X	24/7
5270	COCO	X		X	X	X			Bulk (Mon-Fri) 0800-1800; Retail 24/7

(2) Propane and other industrial gases. Compressed industrial gases are stocked at the CMSC Hazardous Material Reuse Lot located directly behind building 22105. Units purchase and return empty cylinders at this location.

d. Garrison Property Section. This section is responsible for the acquisition, issue and management control of garrison property. All requests or identification of requirements will be submitted to the Garrison Property Section. The garrison property warehouse is located in building 2236 and can be reached at 760-725-3447. The section is responsible for the following types of garrison property:

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(1) Personnel Support Equipment (PSE). PSE is furniture, fixtures, and equipment for existing BEQ and BOQ, administrative offices, and mess halls. Replacement of PSE is funded through the Whole Room Concept program.

(2) Sub-Minor Property. Sub-minor property consists of items with unit cost of less than \$5K and do not meet plant property acquisition criteria. Examples are such items as office machines and labor saving devices.

(3) Packaged Operational Rations (PORs). PORs, commonly referred to as Meals Ready to Eat (MREs), are stocked at CMSC to support Base unit training requirements. I MEF units maintain and stock their own MREs. Visiting training units will normally obtain MRE support via their host unit.

(4) Command Support Equipment (CSE). CSE is also known as plant property, station property, or garrison property.

(1) Class 3 plant property. This property includes all Marine Corps owned property with an actual or initial cost of \$5K or more.

(2) Class 4 plant property. This property includes all equipment with an acquisition cost of \$5K in Federal Supply Group 34 which includes industrial tools and items.

(5) CMSC also maintains a pool of temporary loan items which Base or tenant units may occasional need, but are not required to possess on a continuous basis. Temporary loan items include: folding chairs, folding tables, carpet cleaners, and stanchions. Requests for temporary loans will be submitted via the unit Responsible Officer (RO) in writing to the G-4 CMSC at least five working days in advance of the requirement.

e. Supply Services. CMSC provides supply services listed below. Written requests for services should be submitted to G-4 CMSC. Some of these services will require unit funding.

(1) Unit Laundry and Dry Cleaning. Unit (not personal) Laundry and dry cleaning services are contracted services and are located at building 22103. Hours of operation are from 0730 to 1600, Monday thru Friday, excluding federal holidays. Units are required to complete their transactions by 1600 daily. Services are provided to authorized military activities including the Bachelor Enlisted/Officer Quarters, Ward Lodge, South Mesa Lodge, Del Mar Beach Resort, and San Onofre Beach and Cabins. Only those items listed on the "Combined Laundry Request and Receipt (4064)" will be accepted for laundering. CMSC only funds Base units. All other tenant units are charged for services on a reimbursable basis.

(2) Chemical Toilets (CT). Units that need chemical toilets will request them from G-4 CMSC. Chemical toilets fall into two categories - permanent and temporary. Temporary CTs are normally provided on a reimbursable basis and units are responsible for any costs due to damage. CTs will be provided according to the following parameters:

(a) Personnel Support Metric: One CT will be provided for every 20 personnel operating in ranges or training areas. One CT will be provided for every 25 personnel operating in cantonment areas or other 'non-field' locations.

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(b) Distance Support Metric: No Base-funded CTs will be provided at locations where a permanent head facility exists within 500 feet of the proposed CT location. (Note: Units may use their own funds to provide this support if desired).

(c) General Use Locations: One Base-funded Permanent CT will be provided at general use locations such as Physical Training (PT) fields, unit marshaling area (UMA) lots, parade decks, etc. (Units retain the ability to use their funds to provide additional CT support at these locations if desired).

(3) BEQ Washer/Dryer Repairs. CMSC manages a washer/dryer repair program to support the Base BEQs. Units/Customers will call in repair requests to the CMSC Procurement Capacity Management (PCM) Branch. Unit Barracks managers will coordinate the turn in and replacement of unserviceable washers/dryers by submitting a DD Form 1348 to the CMSC Base Property Section. Most washer/dryer support is funded by CMSC, except vandalism and abuse damages which are a reimbursable cost from the using unit.

(4) Lawn Care Equipment. CMSC manages lawn care equipment procurement and repair support to Base and tenant units. Submit requests for new equipment and for repairs the CMSC PCM Branch. Unserviceable equipment will be turned in to the CMSC Property Accounting Section with a completed DD Form 1348. Most lawn care support is funded by CMSC.

(5) Office Copiers. CMSC provides copiers and repair support to Base units only. Leased copiers are provided to those locations that meet a minimum usage level. For those Base units not meeting the minimum requirement, command support desktop copiers are available. Requests for copiers will be submitted to CMSC. Base activities needing copier repair will contact the commercial vendor listed on the copier. Repair problems that persist should be directed to the CMSC PCM Branch. Tenant or external units will use their own funding to lease, purchase, or repair copiers. The required source of supply for leased high capacity copiers is the Defense Automated Printing Service.

4. Food Services

a. The Base Food Service (BFS) Office is located in building 2264 and provides garrison food service support to authorized patrons at the mess halls and as directed in Food Service SOP (MCO 10110.14 Series). Additionally, the BFS office oversees the civilian contractor's management and operation of all mess halls, administers acquisition of Food Preparation and Serving Equipment (FPSE), manages the Operations and Maintenance Marine Corps (O&MMC) budgets, manages cash collection, maintains various subsistence and financial reports, accounts for equipment and procures food service supplies.

b. Units will submit all requests for special mess hall support to the Quality Assurance Evaluator (QAE) administrator. The QAE administrator can be contacted by calling 760-763-5146. Special support includes: field feeding/box lunches, extended mess hall hours, etc.

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5. Garrison Mobile Equipment (GME) Transportation. GME transportation support is provided by the Southwest Region Fleet Transportation (SWRFT) to all Marine Corps Installations and tenant activities in the Southwestern United States. This support is delivered by using commercial vehicles to execute the administrative movement of unit personnel and equipment in and around Southern California, and Western Arizona/Nevada. The use of commercial Garrison Mobile Equipment (GME) rather than tactical equipment reduces the wear and tear while improving the overall combat readiness of tactical combat equipment. Additionally GME specialized engineer equipment (dozers, road graders, sewer pumper trucks etc.) is provided in support of maintenance and upkeep of facilities, roads, and combat training ranges. The SWRFT regional headquarters is located aboard Camp Pendleton in building 22143T and can be contacted by calling 760-725-4323. The regional dispatching office is also located building 22143T and can be contacted by calling 760-725-4354. The Camp Pendleton Site Manager is located in building 22151 and can be reached at 760-725-4946.

a. The general categories of GME support include: providing unit passenger movement often referred to as Transportation of People (TOP); providing unit cargo/equipment movement often referred to as Transportation of Things (TOT); assigning units GME assets for daily use; providing interim use vehicles via a "U-Drive" program; and establishing strategically located Consolidated Vehicle Pools (CVP).

b. GME is made available for official use in the performance of the Marine Corps's installation infrastructure support and war-fighting training missions. GME use must be justified to fulfill a valid mission requirement and used appropriately and according to regulations.

c. To obtain GME support contact:

(1) All requests for transportation support, except class "B" vehicle (permanently assigned vehicles) assignments will be submitted via Transportation Control Planning Tool (TCPT).

(2) Request and justifications for Class "B" assignment will be submitted to the SWRFT Installation GME Fleet Manager (at Camp Pendleton 760-725-4946).

(3) GME vehicle maintenance requests are coordinated with the Installation GME Fleet Manager Maintenance operations sections (at Camp Pendleton 760-725-4779).

6. Distribution Management

a. Distribution management support is provided by the Distribution Management Office (DMO). Distribution management transportation is not the same as garrison transportation. The DMO provides individual service members and units assigned to MCB CamPen and local geographical area the following functions: passenger travel under government orders; off Base freight shipments; personal property (household goods) moves; and personal effects storage. Most DMO functions are located in building 2263, and the DMO administrative section can be contacted by calling 760-725-3816.

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b. Passenger Travel Branch

(1) Commercial Air Travel Section. Commercial air passenger transportation services are provided by the Scheduled Airline Ticket Office (SATO), under a Commercial Travel Office (CTO) contract. Reservations for official TAD travel (international and domestic) are made by the traveler through the web-based Defense Travel System (DTS). International PCS Port Call requests are managed via the Base's IPAC. Domestic PCS travel requests are handled directly by the DMO Passenger Travel Office on a walk-in or appointment basis. SATO can be contacted at 1-866-950-1640.

(2) Passport and Visa Services Section. DMO passport agents are available (by appointment only) to provide instructions on how to complete the necessary documentation to acquire passports for official government need (not personal/vacation travel use) and will forward passport or visa application packets to the assigned agency for adjudication by the Department of State or appropriate foreign consulate. Upon receipt of the passport, the DMO passport agent will contact the member and schedule an appointment to administer the oath and provide the passport or visa. Appointments can be made by calling 760-725-3875.

(3) Commercial Bus Services. DMO personnel support group travel with commercial buses. Submit Bus Charter requests (all I MEF requests must be submitted via the Transportation Capacity Planning Tool (TCPT)) via email, fax (760-725-8634) or in person to the Passenger Travel Branch.

(4) Unit representatives or service members must present official orders to receive airline or bus tickets.

c. Personal Property Branch

(1) This office provides personal property entitlement counseling to members and dependents for government funded household goods shipments, Personally Procured Moves (PPM) and non-temporary storage (NTS) of personal property. Counseling sessions and preparation of the shipment application begins with members logging in to the Defense Personal Property System (DPS) at www.move.mil. Also, members are required to bring four copies of original orders to DMO. Dependents executing a move on behalf of a service member must have four copies of orders plus a Power of Attorney. All transactions and collaboration can be done remotely via e-mail or fax for those members who choose not to or have difficulty in making an in-person visit. A DPS computer lab with 20 workstations and continuous counselor support is available at building 2263 for those members or dependents who desire hands-on assistance. This section also schedules shipment pack/pickup dates and provides quality control services during pickup and delivery of shipment.

(2) The Inbound Section schedules incoming shipments for delivery or can arrange for Storage-In-Transit (SIT). Arriving members should first log into DPS to update their local contact information and desired delivery information. Upon arrival to Camp Pendleton they should contact the inbound section to confirm their local contact (760-725-8666) and delivery request information has been received. Requests for extensions of SIT beyond 90 days (up to 180 days in some cases) are processed and approved by this section. Members must submit their requests as well as documentation to support the reason for the extension before the expiration of the first 90 days of storage.

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d. Personal Effects & Baggage Center (PE&BC)

(1) The PE&BC collects, inventories, stores and determine ultimate disposition of the personal effects and baggage of Marine Corps personnel in the Pacific theater that are reported in a deserter status, deceased/missing, hospitalized for extended periods of time (31 days or more), or incarcerated (for 31 days or more).

(2) This section also arranges commercial storage of personal property and Privately Owned Vehicles (POV) for members who are ordered TAD in excess of 20 weeks or in support of contingency operations in excess of 90 days and live in Transient Quarters or a BEQ and are not in receipt of a Basic Allowance for Housing (BAH). PE&BC can be contacted at 760-725-3090/3519.

(3) Processes the turn-in of used serviceable military clothing to Military Clothing Sales in cases when a member is discharged under "Other Than Honorable" conditions or awarded a Bad Conduct or Dishonorable discharge.

e. Freight Branch

(1) The Freight Branch consists of three sections; Shipping, Receiving, and Rail and Heavy Lift/Scale Operations. The Freight Branch is located in building 2262 and can be contacted by calling 760-725-3608 or 760-763-0339.

(a) Shipping. The Shipping Section provides freight pick-up service from anywhere on the installation. Units can request freight pick up, thereby avoiding arranging transportation. When requesting a freight shipment, a DD Form 1348 or DD Form 1149 denoting the chargeable Transportation Account Code (TAC), destination address with "mark for" instructions, item nomenclature, quantity, and required delivery date is needed prior to shipment booking. All other shipping documentation is prepared by the Freight Shipping Section (i.e., route order, Government Bill of Lading (GBL), Transportation Control Movement Documents (TCMD), etc.).

(b) Receiving. This section physically receives and ships freight arriving at MCB CamPen through commercial shipping modes. Inbound freight is segregated by appropriate consignee then documented, tracked, manifested, and delivered daily to units and tenant activities.

(c) Rail and Heavy Lift/Scale Operations. DMO supports Rail operations and heavy lift requirements. Requests for services need to be coordinated in advance for both services. A certified Scale and Weigh Master are available free of charge to provide commercial weight tickets to commercial or military customers for freight or household goods purposes.

(2) Restrictions. DMO Freight Section does not provide storage, but does provide door-to-door delivery once the freight shipment is processed. Delivery of freight items is coordinated between the carrier, DMO, and appropriate consignee. Since DMO has limited storage capacity, units must receive their freight within 24 hours of receipt by DMO.

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(3) Authorization Letters for Freight Receipt. All units must submit a Letter of Authorization listing personnel authorized to receipt for cargo (contact the Freight Section at the number listed above for a template of the letter). Those letters need to be updated as personnel depart or arrive. Two weeks prior to deployment, unit commanders must submit to the freight office a withdrawal notification of their Letter of Authorization for Freight Receipt and submit a new Letter of Authorization, designating the appropriate Remain Behind Unit or rear party personnel allowed to receive unit cargo.

7. Commissary. AC/S Logistics is the liaison point between MCB CamPen and the Defense Commissary Agency (DeCA). There are two commissaries on Base located in buildings 20850 (760-430-1701) and 51094 (760-725-7136). The following information is provided to assist patrons when using the commissaries aboard MCB CamPen.

a. Authorized Patrons

(1) Patrons are required to wear appropriate attire per BO 1020.1.

(2) Authorized patrons, per DeCA D 40-6, chapter 3, paragraph 3-2A of September 2001 are:

(a) Active duty personnel and their family members.

(b) Retired personnel and their family members.

(c) Reservists and guard personnel and their family members..

(d) Unmarried children under 21 years of age if residing in the household of the service member.

b. Visitors

(1) Authorized patrons are permitted to have visitors accompany them into the commissary; however, only those who have been positively identified as authorized patrons are authorized to make commissary purchases (See paragraph 10.2.e for information of obtaining a commissary assistance card).

(2) Visitors are not required to show identification, sign in, or prove any particular relationship to the authorized patron.

(3) Visitors are subject to the same dress code as authorized patrons.

c. ID Card Verification. Any individual making a purchase from the commissary will be positively identified as an authorized patron at the point of purchase.

(1) Per the DeCA Director of Operations (DO) Policy letter 05-03, customers with expired ID cards are not allowed to shop/purchase merchandise in the commissary. There are no exceptions to this policy. The customer must go to an installation office that issues ID cards to obtain a new ID card before being allowed to shop. Commissary personnel will not confiscate mutilated, altered, or expired ID cards.

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(2) Persons presenting a mutilated or altered ID card will be denied the purchase of the commissary merchandise.

(3) Authorized personnel shall not sell or give away commissary purchases to individuals or groups not entitled to commissary privileges. Personnel are prohibited from using commissary purchases to support a private business. These prohibitions do not apply to food served to guests in the homes of authorized personnel or limit reasonable donations to acceptable charitable organization food drives. As a matter of DeCA policy, sales restrictions limiting amount per purchase may be activated by this Headquarters due to product alerts generated by the Federal Food and Drug Administration, DoD, or command channels. Accordingly, violations of these restrictions will be perceived as potential abuse of commissary privileges and shall provide a basis for suspension of all commissary privileges or permanent revocation of commissary privileges. In addition, disciplinary action under the Uniform Code of Military Justice, civil service regulations, or other pertinent regulations or agreement should be taken against the individual, if the violation(s) warrant such action.

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Chapter 11

Assistant Chief of Staff, G-6

1. AC/S G-6. The G-6 Department provides communications and information systems support in its entirety, to include Mainframe 3270 Access, Information Assurance, Voice, Classified Data, Unclassified Data and NMCI oversight for tenant and operational units aboard MCB CamPen, to improve the combat readiness of the operating forces, as set forth in the most current edition of BO P2000.1, Standing Operating Procedure for Communication-Electronics. The G-6 also provides specified communications services and support to the other installations within the region to include the nonaligned installations (29 Palms and MCRD). Any questions should be directed to the MCIWEST-MCB CAMPEN G-6 Operations Officer. More information regarding G-6 functions, services and procedures may be obtained online: <https://intranet.mciwest.usmc.mil/pendleton/CIS/default.aspx>.

2. Automated Information Systems (AIS)

a. Appropriate use of government owned and leased equipment used to store, process, or transmit data, including internet and electronic mail (e-mail) access and use, is addressed in the current edition of MCO 5239.2, Marine Corps Information Assurance Program (MCIAP) and Marine Corps Information Assurance Operational Standard (IAOPSTD) 007, Information Technology Resource Access Guide.

b. All personnel who require access to AIS must complete the most current version of the System Authorization Access Request (SAAR Form DD-2875) IAW Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act; and MARADMIN 333/08 - MANDATORY REQUIREMENT TO USE STANDARD DEPARTMENT OF DEFENSE INFORMATION SYSTEMS (IS) CONSENT BANNER AND USER AGREEMENT. Completed SAAR forms must be delivered to and approved by the MCIWEST-MCB CAMPEN G-6 Cyber Security Manager (CSM).

3. Area Control Center (ACC)/Defense Message System (DMS)

a. The Area Control Center (ACC) is operated by the AC/S G-6 24 hours a day. The ACC provides Secured Official Naval Message Traffic/Defense Message System dissemination for all authorized tenant commands stationed aboard MCB CamPen in accordance with the most current edition of BO P2000.1.

b. Message Release Authority. Message releasers shall be designated in writing by the CO of each command whose individuals are authorized to release message traffic for their individual unit. This authority will be kept on file at each command's location and the MCIWEST-MCB CAMPEN G-6 MAGTF IT Support Center (MITSC). A message releaser is subject to the restrictions and instructions which apply to the command represented. Such restrictions shall be in accordance with the current edition of NTP 3, BO 2000.1, relating to message drafting and handling procedures.

4. Voice System and Service. The voice telephone system at MCB CamPen is government owned, maintained, and operated. The system supports all telephone service to include the plain old telephone service (POTS) and Integrated Services Digital Network (ISDN) for MCB CamPen. The Defense

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Switched Network (DSN) and Defense RED Switching Network (DRSN) shall be used for official business only, or as authorized in the best interest of the Government, and is the first choice for all switched non-secure and secure voice and dial-up data, video telecommunications between installations serving authorized users. Using the telephone system to dial up Internet Service Providers (ISPs) is not authorized. Request for service and/or trouble calls should be directed to the MCIWEST-MCB CAMPEN G-6 Customer Service Helpdesk.

5. Land Mobile Radio System (ELMR)

a. MCB CamPen's commercial radio communications infrastructure provides MCB CamPen, tenant organizations, and selected installations within the region with reliable two-way communications, enabling the command, control, and coordination of various elements in day-to-day mission accomplishment. The radio infrastructure supporting MCB CamPen and selected tenant organizations uses two separate types of radio networks in different frequency spectrums; a conventional radio network and a trunked radio network.

b. All radio nets and talk groups are created for the use of MCB CamPen units and specific tenant organizations. Therefore, the authority to have access to a specific radio net or talk group rests upon the unit's point of contact and the Approving/Controlling Officer (ACO) of that radio net or talk group.

6. Mainframe Support

a. Mainframe (3270) support provides customer service in the areas of Data Management, Security Administration, and Programming. The environment includes the operating system and executive level software. The processes include primary application support for USMC functional areas of logistics, manpower, and financial.

b. Access to USMC mainframe services is limited to authorized personnel only and requires approval from the respective Functional Application Manager. Access may be requested from MCIWEST-MCB CAMPEN G-6 MITSC as set forth in the most current edition of BO P2000.1.

c. Mainframe Support Division (MSD) under the MCIWEST-MCB CAMPEN G-6 MITSC is the initial point of contact for identifying the nature and scope of all mainframe problems in order to resolve them or refer them to the appropriate personnel.

7. Electronic Keying Management System (EKMS). The MCIWEST-MCB G-6 Regional EKMS Manager provides guidance to the local element (LE) for the proper administration, handling, safeguarding, destruction and reporting of COMSEC material issued by MCB CamPen

8. Spectrum Management/Frequency Allocation. Frequency Management for MCB CamPen is the responsibility of the MCIWEST-MCB CAMPEN G-6 Frequency Manager with frequency management oversight for all installations within the region. Requests for use of the frequency spectrum by any activity/organization on MCB CamPen, regardless of location on the Base, will be directed to the MCB

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CamPen Frequency Spectrum Manager (AC/S G-6, Operations Division). Early consultation with the Base Frequency Manager is encouraged since some coordination may take several months or more for approval. No agency/unit is authorized to operate any communications equipment without approved frequencies. Request for frequency support must be submitted as set forth in the most current edition of BO 2000.1.

9. Public Address (PA) Systems. Manned public address system support is provided to MCB CamPen organizations only when required to conduct training, demonstrations, address large formations of assemblies, and for special events such as ceremonies and parades. Support for PA systems fall into three categories; permanently installed systems, temporarily installed manned systems, and portable "Do It Yourself" systems. Request for PA support must be submitted as set forth in the most current edition of BO 2000.1, Standing Operating Procedure for Communication-Electronics.

10. Access to MCIWEST-MCB CAMPEN G-6 and G-6 Installations/Facilities

a. All personnel, regardless of military or civilian affiliation, visiting/requiring access to MCIWEST-MCB CAMPEN G-6 or G-6 installations/facilities (Facility, Cable huts, rooms) must request access IAW SECNAV 5510.36, SECNAV 5510.30, MCO P5510.14 and/or the most current edition of BO 2000.1.

b. All visitors will submit a Visitor Authorization Letter (VAL), in accordance with references listed above, regardless of civilian or military affiliation, to the MCIWEST-MCB CAMPEN G-6 Security Manager. Final approval of the VAL falls under the purview of the Director of Operations, MCIWEST-MCB CAMPEN G-6.

11. Blackberry, Cellular Phones, Paging Communication System, and Pagers

a. MCB CamPen uses contracted sources to satisfy the requirements for blackberry, cellular, Paging Communication System (PCS), and pager services. The MCIWEST-MCB CAMPEN G-6 will provide a technical review of these contracts and assist Purchasing and Contracting (P&C) in the selection of a vendor that satisfies the requirements of MCB CamPen users. All commands must process requests for blackberry, cellular, PCS, and pager services through P&C to obtain the desired service.

(1) General Guidelines for Blackberry, Cellular, PCS, and Pager usage are set forth below:

(a) The unit will accept the financial responsibilities for the service.

(b) The unit will accept operational control and absolute accountability of all devices provided to the unit.

(c) The unit will accept responsibility for operator preventive maintenance and replacement of the devices. Replacement procedures of the device(s) require a unit command investigation to be completed (DD-200) before new equipment will be procured by the MCIWEST-MCB CAMPEN G-6 Wireless Coordinator (WDC) via the Wireless Provider. Loss/Prevention Form DD-200 must be completed and submitted to the Unit WDC/MSG G-6. The determination of accidental or mishandling is the purview of P&C and the Wireless Provider.

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(d) The unit understands that this service is intended "for official use only" (FOUO).

(e) The unit will notify P&C when the service is discontinued.

(2) Procurement of new wireless equipment:

(a) Procurement of new equipment requires IT waiver approval IAW MARADMIN Number 472/08, Information Technology (IT) Funding, Approval and Procurement prior to purchasing new equipment.

(b) New Wireless Equipment will be purchased via the most current Navy/Marine Corps Fleet Industrial Supply Center (FISC) contract.

b. Service related issues will be resolved by WDC. It is the responsibility of the individual to contact the Unit Wireless WDC.

c. Details of service contracts, maintenance, replacement issues and new requirements can be resolved through MCIWEST-MCB CAMPEN G-6/WDC.

12. Siting of Commercial Communication Facilities. The siting of commercial communication facilities aboard MCB CampPen is covered in chapter 5 of BO 2000.1, SOP for MCIWEST-MCB CAMPEN G-6. No commercial agency, vendor, or contractor will be permitted to site telecommunication facilities aboard MCB CampPen without adhering to the guidance set forth in the most current edition of BO 2000.1.

13. Amateur and Citizen Band Radios. Amateur and citizens band radio activities are encouraged. Installation and operation of these radio stations within the confines of MCB CampPen are subject to the provisions of this Order, and BO P11101.31, as well as all rules and regulations imposed by the Federal Communication Commission (FCC) and applicable Navy instructions.

14. Request for Release of Information Pertaining to MCB CampPen Controlled Voice and Automated Data Records

a. The release of Government controlled telephone and automated data records is strictly prohibited except to approved authorized agencies (reference DoD 0-5505.9-M, May 1995, Inspector General of the DoD). The records may only be released in the conduct of official government business.

b. Approved, authorized agencies may request voice and automated data records from the CG MCIWEST-MCB CAMPEN (Attn: AC/S G-6). Requests will be routed via the SJA's office to ensure the legality of the request.

15. Wireless Networks

a. It is required that all wireless devices in a work section be reported to the MCIWEST-MCB CAMPEN G-6 Cyber Security Division of the MITSC. Failure to do so could result in termination of all network connectivity and the revocation of network accreditation, IAW Information Assurance Enterprise Directive (IAED) 014 Wireless Local Area Networks v2.0 and the Wireless Local Area Network Information Assurance Enterprise Directive (IAED) 014 v2.0, signed 6 July 2007.

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b. This IAED (014) applies to Marine Corps components, organizations, and personnel (government and non-government employees) that enter USMC facilities and/or access USMC IT systems. This includes any networks that process any USMC data whether they be stand alone, contractor provided, or directly connected to the MCEN backbone.

c. WLAN (802.11x), whether it is connected or not connected to the Marine Corps Enterprise Network (MCEN), is not authorized in any government building unless requested through the MCIWEST-MCB CAMPEN G-6 Cyber Security Division or responsible Major Subordinate Command (MSC) and then approved by the HQMC Designated Approving Authority (DAA). NMCI will not and cannot authorize any wireless device without the expressed written consent of the HQMC DAA.

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Chapter 12

Public Affairs Office

1. General

a. The CG MCIWEST-MCB CAMPEN is responsible for all matters affecting the relations of the Base with the general public. The Director, MCIWEST-MCB CAMPEN Public Affairs Office (MCIWEST-MCB CAMPEN PAO) is established to facilitate internal information requirements, to provide a channel for release of information to the general public through a single source, and to handle the management of community relations activities.

b. The Director, MCIWEST-MCB CAMPEN PAO, as the direct representative of the CG, will act as the Base spokesperson and sole authority to release information to the general public about Base matters. The commander's of tenant commands and activities at MCB Campen are the sole authorities in their respective commands for the release of information to the general public for matters concerning their commands. Tenant command PAOs will act as their command's spokespersons and sole authorities to release information to the general public concerning their command. The Director, MCIWEST-MCB CAMPEN PAO will maintain close liaison with other tenant command PAOs to present a unified public affairs program of benefit to the Marine Corps.

2. Requests for Information. Requests for public dissemination of information concerning Base activities at MCB Campen will be referred to the Director, MCIWEST-MCB CAMPEN PAO. In accordance with current directives, the Director will release routine, Base-related information directly to the press. When dealing with sensitive matters, the Director will consult with staff officers, commanders, or the C/S as appropriate before releasing the information. When dealing with tenant command matters, the Director, MCIWEST-MCB CAMPEN PAO will refer media to that respective tenant command's PAO. See the current editions of SECNAVINST 5720.44C (Public Affairs Policy and Regulations), SECNAVINST 5720.42F (DON Freedom of Information Act Program) and the Privacy Act of 1974.

3. Security of Information. The Director, MCIWEST-MCB CAMPEN PAO will be guided by Section 705.5, Title 32 (National Defense), of the Code of Federal Regulations and the amplifying naval directives when doubt exists as to the security aspects of news releases and/or news photographs.

4. News Media Representatives. Professional news media representatives will be admitted to MCB Campen only with approval from the Director, MCIWEST-MCB CAMPEN PAO. The Director, MCIWEST-MCB CAMPEN PAO will coordinate with tenant command PAOs and ensure the CG MCIWEST-MCB CAMPEN has cognizance of all media aboard MCB Campen. All media representatives will be escorted on and off Base by a Base or tenant command public affairs representative.

5. Publicity, Casualties and Incidents

a. The Marine Corps is a source of news, and the news media will inevitably obtain and publish material concerning the Marine Corps that they consider newsworthy and of interest to the public. To ensure that Marine Corps news reports are timely and accurate, and that good relationships with news media prevail, it is the policy of the Marine Corps to initiate official

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releases or otherwise inform the news media of favorable or unfavorable unclassified activities or incidents that are newsworthy. Advising the news media promptly on negative situations helps prevent sensationalizing and misrepresenting the facts.

b. COs and cognizant Base and MEF staff will notify the MCIWEST-MCB CAMPEN PAO immediately of any accidents, incidents, or disturbances that involve individual Marines on MCB CampPen or that may result in local or national reaction or press interest. Such occurrences include:

(1) Accidents/incidents which cause casualties or extensive damage to civilian or military property.

(2) Disease of potential epidemic significance.

(3) Serious crimes or incidents which may arouse public or congressional interest.

(4) Civil disorders.

(5) Natural disaster occurrences such as earthquakes, storms, tidal waves, etc.

c. Other happenings, events or activities of less immediate interest; i.e., those activities or events usually thought of as favorable to the command, should be reported to the Director, MCIWEST-MCB CAMPEN PAO as soon as practicable and before the event, if possible.

6. Participation in Community Relations/Activities. Community relations is under that staff cognizance of the Director, MCIWEST-MCB CAMPEN PAO and is administered under the strict guidelines of the current editions of SECNAVINST 5720.44C and DoD Directives. This includes any official interaction with members of the civilian community or community organizations involving commitments such as participation in parades, visits, speaking engagements, volunteer "clean-up," or other events that are community relations in nature, and require prior coordination with the Director, MCIWEST-MCB CAMPEN PAO.

7. Marine Corps Base, Camp Pendleton command and external information

a. Command information is currently distributed via the front page of the MCB CampPen website www.pendleton.marines.mil. This information source exists on the World Wide Web (WWW) and is accessible by anyone who has access to the WWW, making it available to all audiences for various purposes:

(1) To support DoD internal information programs and provide service and local news and other information of concern and interest to DoD personnel (military and civilian) that is not readily available in non-governmental media.

(2) To promote the efficiency, morale, and welfare of unit personnel.

(3) To serve as the voice of the CG MCIWEST-MCB CAMPEN and of MCB CampPen tenant commands. Editorial and news policies of the Base website serve to increase knowledge and understanding of MCB CampPen and local tenant organizations.

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b. The use of technology has increased the types of effective techniques that can be used to distribute internal and external information. MCIWEST-MCB CAMPEN PAO will also use social media (i.e. Facebook, Twitter and You Tube) to make information conveniently accessible to potential users and to improve response time when necessary.

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Chapter 13

Medical and Dental

1. Medical Care for Eligible Beneficiaries at the Naval Hospital, MCB CamPen

a. The Naval Hospital, MCB CamPen is authorized to render medical care to Armed Forces personnel and their eligible beneficiaries subject to the availability of space and facilities and the capabilities of the professional staff.

b. Pertinent information and regulations concerning military and civilian medical care for eligible beneficiaries is available at the TRICARE Service Center, NHCP (877-998-9378), United Health Care.

c. Outpatient treatment for active duty personnel will only be done in designated medical treatment areas; i.e., acute care clinic, emergency room clinics, area branch health clinics, and aid stations. Treatment of active duty personnel in their place of residence is not authorized. Family members of active duty personnel who require home visits by health care personnel should coordinate these visits with the TRICARE Service Center (see previous paragraph) in advance to ensure financial arrangements are approved.

d. Eligible beneficiaries, as defined in DoDI 6320.3, suffering from chronic diseases, nervous or mental disorders, or who require only domiciliary care are not normally admitted; however, they may be treated as outpatients. The TRICARE Program does not cover domiciliary care; therefore, the sponsor is responsible for making such arrangements if the care is not available at the NHCP on an outpatient basis.

2. Hospitalization

a. Navy and Marine Corps officers and enlisted personnel admitted to a Naval medical facility will have sufficient uniforms and personal gear with them to provide for themselves while hospitalized. Individual items of government property will not be transported to the hospital except in unusual circumstances. When a patient is admitted on an emergency basis without personal effects the member's CO is responsible for: having the effects inventoried by a SNCO or above (E-6 and higher); forwarding sufficient uniforms and personal gear within 24 hours to support the patient during hospitalization; and storing the remainder of the patient's effects at the command until the member returns. In emergencies, personal effects, health records and other records need not delay a patient's admission.

b. COs of personnel who are pending disciplinary action or in a disciplinary status and are being admitted to the NHCP, are responsible for preparing a letter to the CO, Naval Hospital, explaining his or her status. This information assists in medical board and discharge planning. Security for prisoner's admitted for greater than 24 hours will be the responsibility of the prisoner's parent command (see Chapter Five of this Order). All Marine Corps personnel admitted to the NHCP will remain on the rolls of their parent organizations for administrative purposes.

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c. Personnel hospitalized for more than 48 hours will be visited by a unit representative who will verify that the patient has all the necessary uniforms and personal effects. The unit representative will assist hospitalized personnel with personal effects and with personal problems, if required. If personnel are hospitalized for more than 10 days, visits by the unit representative will continue to be made at least twice per month.

3. Visitors. COs, IOs, DOs, and other personnel on official government business should contact the Marine Liaison Office, NHCP, to expedite transactions or official business, preferably the day before the proposed visit.

4. Minor Alterations of Footwear for Medical Reasons

a. Limited funds are available to defray the cost of required orthopedic alteration to the uniform footwear of active duty personnel.

b. Medical officers will carefully screen individuals having foot complaints before recommending corrective alterations to shoes. All alteration requests will be processed by the Naval Hospital podiatrist, who will provide guidance on where to have the alterations procured.

5. Sexually Transmitted Disease Control. Military personnel who knowingly conceal disease by failure to report for treatment are subject to disciplinary action. No disciplinary action or other punitive measures will be taken against persons who voluntarily report for treatment. Persons who have venereal diseases in an infectious stage may be quarantined to the limits recommended by the medical officer in charge of the case. All persons who acquire venereal infections shall be required to undergo a disease contact interview in accordance with DON and U.S. Public Health Service regulations.

6. Emergency Medical Care

a. Branch Health Clinic Services. During normal working hours, active duty military personnel will use the Area Branch Health Clinic (ABHC) that is convenient to their place of duty. After normal working hours, weekends, and holidays, emergency medical care with a medical officer in attendance is available only at the emergency room of the NHCP, building H-100.

b. Ambulance Service. Emergency ambulance service is available by dialing 911 to all personnel aboard MCB CamPen who require transport due to injury or acute illness.

c. Emergency Resuscitation and Breathing Apparatus. An emergency resuscitation and breathing apparatus (which may be required in the case of drowning, asphyxiation, or electrical shock) is available as follows:

(1) Fire Stations. Dial 911

(2) Area Branch Health Clinics:

<u>Area</u>	<u>Building Number</u>
13	13129
21	210735
22	22190

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24	24100 (Base Brig)
31	31151
33	33305
41	41353
43	43505
52	53505
62	62305
NWS, Fallbrook	101

(3) Base Swimming Pools and Beaches:

13 Area Pool
14 Area Pool
17 Area Pool
Del Mar Recreation Beach
San Onofre Recreation Beach

7. Dental

a. Dental support for all units at MCB CamPen shall be provided by 1st Dental Battalion/Naval Dental Center, with the exception of inpatients and the staff of NHCP who shall receive their care at that facility.

b. The following additional services shall be furnished by 1st Dental Battalion/Naval Dental Center:

(1) Needed emergency dental treatment 24 hours per day for eligible beneficiaries.

(2) Specialty care and general dentistry support for beneficiaries from Naval Weapons Station (NWS) Fallbrook shall be provided by 1st Dental Battalion/Naval Dental Center.

c. Active duty service members have priority for routine (non-emergency) dental care.

d. Dental care of family members and retirees is primarily limited to emergencies and/or humanitarian care. Family members and retirees are strongly encouraged to use available dental insurance programs.

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Chapter 14

Base Chaplain/Command Religious Program (CRP)

1. General. The Base Chaplain is the special Staff Officer responsible for the leadership of the CRP which ensures the free exercise of religion; attends to the sacred, spiritual, and moral aspects of life; and serves to enhance the resilience of service members, civilians and their families assigned to this command, as well as other authorized persons. In accordance with MCO 1730.6E, Religious Ministry in the Marine Corps, the CRP is led and managed by the Religious Ministry Team (RMT) consisting of Chaplains and Religious Program Specialists (RP) and represents the collection of all religious ministry and associated activities planned and executed within the command. The CRP provides for worship, religious education, pastoral care, and other programs and concerns of religious ministry. The RMT develops and executes the program budget, establishes and maintains effective internal controls of the Religious Offering Fund, provides professional training, and liaisons with military, civilian and religious bodies on matters relative to the CRP.

2. Mission. Deliver religious requirements through effective partnerships and management of resources, in order to heighten the spiritual readiness and resiliency of personnel, families, and other authorized recipients.

3. Religious Ministry Tasks

a. Provide faith group specific experiences, including divine services, sacraments, rites, ordinances, funerals and memorials, religious or pastoral counseling, scripture study, and religious education.

b. Facilitate religious opportunities that accommodate the widest range of diverse religious ministry requirements of assigned personnel through the maximum use of assigned Chaplains, partnering with Chaplains assigned to local units, contracting with Civilian Religious Ministry Professionals, and identifying opportunities in the local civilian community.

c. Care for all through direct assistance, counseling, visitation, coaching, and training with a focus upon relational and personal needs outside a faith-group specific context.

d. Advise the command on matters pertaining to the free exercise of religion, morale, morals, ethics, spiritual well-being and emerging religious requirements, as well as matters pertaining to interaction with civilian religious leaders, religion and culture in the surrounding area.

4. Religious Ministry Team Assignments. Chaplains and RPs who receive orders to Marine Corps Base, unit Identification Code (UIC) 00681, are assigned to their billets by the Base Chaplain to most effectively support the Command Religious Program and to provide support to tenant commands. Once assigned to a particular battalion the Chaplain or RPs will still retain responsibilities for the implementation of the overall Camp Pendleton CRP.

5. Religious Facility and Chapel Usage. The Religious Development Center (RDC) and the Chapels are primarily to be utilized for conducting faith-group specific religious services, ceremonies, religious education, and spiritual

formation. The facilities can be made available for funerals, memorials, weddings, ceremonies to eligible persons or unit training events on a not-to-interfere basis with the ongoing CRP. Use of these facilities is requested through BO 1730.4C Chapel Usage Request Form. The following facilities are under the auspices of the CRP:

- a. Marine Memorial Chapel (Mainside).
- b. Blinder Memorial Chapel (South Mesa).
- c. Caruso Memorial Chapel (School of Infantry).
- d. The Religious Development Center (bldg 1344).

NOTE: Though some worship services are conducted in the historic Ranch House Chapel, that facility is under the auspices of the Operations and Training/Museums and Archives.

6. Religious Non-federal Entities, Volunteers and the Parachapel Ministry Council. Uniformed military chaplains assess religious ministry requirements, develop command religious programs, and judiciously utilize government provided resources to meet identified need. Where identified needs exceed available government provided resources chaplains may, with commander approval, avail themselves of essential and valuable services found in the local community to address identified needs or carry out approved command religious programs. Religious Non-federal Entities and Volunteers who assist CRPs onboard Camp Pendleton will associate with the the Parachapel Ministry Council per Commanding General's Policy Letter 3-12. The Parachapel Council is a voluntary organization of civilian volunteers or religious groups who cooperate with each other and in partnership with the RMTs to provide religious and social support to Marines, Sailors and families, both on and off Base. Volunteers may solicit no funds. Proselytizing is prohibited.

7. Chaplains Religious Enrichment Development Operation (CREDO). CREDO provides a variety of retreats, training events, and workshops designed to strengthen personnel and family readiness. The chaplains and RPs assigned to CREDO work in conjunction with Marine Corps Family Team Building (MCFTB).

8. CRP Information and Schedule. Specific information about worship, educational and fellowship opportunities of the CRP may be found by calling the Religious Development Center, 725-4700, or online at the MCIWEST-MCB CAMPEN sharepoint site or <http://www.pendleton.marines.mil/StaffAgencies/Chaplains.aspx>

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Chapter 15

Installation Personnel Administration Center and Postal Facilities

Section 1

Personnel Procedures

1. Installation Personnel Administration Center (IPAC). IPAC is an organization that supports the Commander, appointed staff, service members and the spouses of service members with personnel administrative services. Personnel administration includes, but is not limited to: pay and entitlements, promotions, separations and retirement processing, new join administrative processing and deployment, temporary duty, command directed audits of entitlements, and service record maintenance.

2. Mission. The IPAC provides effective and efficient personnel administration services to all Commanders, their Marines and family members. This includes the obligation of ensuring military personnel are administratively prepared for worldwide deployment with the operating forces. Our goal is to maintain accurate information within the Marine Corps Total Force System and provide quality and timely services in a courteous manner.

3. Reporting Instructions. Incoming personnel under Permanent Change of Station Orders (PCSO) to all commands at Camp Pendleton will be directed to report to the IPAC located in the 13 Area, building 13107. All students reporting to the School of Infantry (SOI) will report into the Personnel Admin Center in the 52 area, building 520420. Personnel that are executing Permanent Change of Assignment Orders (PCAO) within Camp Pendleton will report to the gaining area remote.

a. Officers and staff noncommissioned officers desiring BOQ/BEQ accommodations will be directed to report to the Duty Manager, 13 Area BOQ/BEQ, building 1341 for a room assignment.

b. Enlisted personnel (E-5 and below) reporting under PCSO during the weekend will be directed to report to the IPAC, building 13107 for administrative action and arranging transportation to their unit.

4. Customer Service Centers. The Customer Service Center and Remote Centers are responsible for any pay status changes, changes in family status, updates to service record information, deployed entitlements and all audits required by administrative references.

5. Check Out

a. The IPAC Outbound Center is located in the 22 Area, building 22162. The IPAC Outbound Center is responsible for all PCSO, PCAO, End of Active Service, Retirement and Resignation Orders for Marines leaving Camp Pendleton.

b. Individuals being discharged, retired, resigning, released to inactive duty, or transferred from Camp Pendleton are required to check out with the following:

- (1) Consolidated Issue Facility.

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- (2) PMO Vehicle Registration.
- (3) Joint Education Center.
- (4) MCCS Financial Mgmt Branch.
- (5) Base Library.
- (6) TRICARE.
- (7) PMO Records.
- (8) Community Housing Office.
- (9) Navy & Marine Corps Relief Society.
- (10) Marine Family Services/Readiness Program.
- (11) BEQ Manager (Enlisted in Barracks Only).
- (12) Unit S-1 (All Cpls & below) Pro: ____ Con: ____
(OIC/CO Signature required).
- (13) IPAC (building 22162).

6. Administrative separations. The Commanding General, MCIWEST-MCB CAMPEN is the discharge authority for; Headquarters and Support Battalion, MCIWEST-MCB CAMPEN, Security Battalion, MCIWEST-MCB CAMPEN, Reserve Support Unit, MCIWEST-MCB CAMPEN, MCAS Camp Pendleton, and other commands as designated by higher headquarters or agreed upon by memorandums of agreement. Recommendations for involuntary (non-punitive) and voluntary administrative separation will be forwarded to the CG MCIWEST-MCB CAMPEN (Attn: Adjutant). Recommendations for individuals with six or more years of active and inactive service who have requested an administrative separation board will be forwarded to the CG MCIWEST-MCB CAMPEN (Attn: LSSS) for processing.

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Section 2

Postal Facilities

1. General. MCIWEST-MCB CAMPEN Consolidated Postal Services, as an extension of the United States Postal Service and the Marine Corps Postal Service, conforms to the current postal agreement between the DoD and the United States Postal Service and supplementary instructions published by competent authority. The current edition of MCIWEST-MCB CAMPENO 5110.1 applies.

2. Postal Activities. Camp Pendleton Consolidated Postal Service system includes the following postal activities:

a. Camp Pendleton Mail Processing Center, building 16840, 16 Area (mainside).

b. First Marine Logistics Group

- (1) Unit Post Office #1, building 1482, 14 Area (mainside).
- (2) Unit Post Office #2, building 33307, Camp Margarita.
- (3) Unit Post Office #3, building 43507, Camp Las Pulgas.
- (4) Unit Post Office #4, building 53507, Camp Horno.
- (5) Unit Post Office #5, building 413538, Camp Las Flores.
- (6) Unit Post Office #6, building 62307, Camp San Mateo.

c. United States Postal Services (Oceanside Branch)

- (1) U.S. Post Office #1, building 100H, Naval Hospital.
- (2) U.S. Post Office #2, temporary trailer next to PX, Camp Del Mar.
- (3) U.S. Post Office #5, building 22160, 22 Area.
- (4) U.S. Post Office #6, building 1140, MCX Complex (mainside).

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APPENDIX A

Procedures for Approval and Operation of Private Organizations aboard MCB
CamPen

1. Private organizations of a civil, social, or fraternal nature which serve to enrich military life will normally be approved to conduct meetings/activities aboard MCB CamPen.

2. The term "Private Organization" as used in this Appendix means a "non-federal entity" as defined by the current edition of BO 5340.23.

3. A representative of an organization desiring to become an authorized private organization will request a private organization request package from the AC/S MCCS. The private organization request package will consist of:

- a. A copy of Appendix's A through D.
- b. A copy of the current edition of DoD Inst 1000.15, MCO, 5760.4, MCIWEST-MCB CAMPENO 5000.2, and BO 5340.23.
- c. Mandatory topics for Constitution or Bylaws.
- d. A sample copy of a typical Constitution.
- e. A sample request letter.
- f. A sample roster of officers.
- g. The organization will submit the following to the AC/S MCCS for review and approval:
 - (1) Signed request letter.
 - (2) Constitution or Bylaws.
 - (3) Roster of officers/members.
 - (4) Liability insurance, if applicable.
- h. SJAs Office will review the private organization request package and provide a legal opinion.

4. To maintain authorization as a private organization aboard MCB CamPen the private organization must:

a. Be self-sustaining and operated for the primary benefit of authorized participants and individuals acting exclusively outside the scope of any official capacity as military personnel, employees, or agents of the Federal Government.

b. Provide minutes of the meetings, an updated roster of officers to include: names, phone numbers, e-mail addresses, and Statement of Operations and Net Worth (AC/S MCCS MCIWEST-MCB CAMPEN 5760) to the AC/S MCCS at the conclusion of each calendar year. The Statement of Operations and Net Worth (sample included in Appendix C) must be completed as directed in Appendix D.

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Failure to submit a current Statement of Operations and Net Worth will result in the deletion of the private organization from the list of private organizations Authorized to Conduct Activities aboard MCB CamPen as shown in the Appendix of this Order.

c. Submit any changes as needed to ensure that the information on file is valid and auditable at any given time throughout the year, to the AC/S MCCS for review and file.

d. Maintain adequate liability insurance, if applicable.

e. Display the following disclaimer on all print and electronic media: "This is a non-federal entity. It is not part of the Department of Defense or any of its components and it has no Governmental status",

5. Restrictions

a. Activities that conflict or compete with authorized functions of MCCS (i.e., Semper Fit, Business Operations) or any NAFI will not be approved. Conflict or competition is determined by the AC/S MCCS.

b. Per the current editions of MCO P1700.27, MCO 5760.4, BO 5340.23, DoD 5500.07-R, and DoD Inst 1000.15, direct financial assistance to a private organization from MCCS is prohibited.

c. Fundraising events will be conducted per the current edition of BO 5340.23.

d. Civilian personnel membership in a private organization, except those private organizations listed in the exempt organizations paragraph below, will be limited to not more than one-third of the total membership strength, so as to maintain military personnel and their family members as the primary beneficiaries of the private organization. Civilian employees of the DoD employed on the installation and authorized family members may be included in the membership without regard to limitation. Membership discrimination based on race, color, creed, sex, age, disability, marital status, religion, or national origin, is prohibited.

e. The title MCB CamPen will not be used in the name of a private organization.

f. Neither APF nor NAF activities will assert any claim to the assets or incur or assume any obligation of any private organization except as may possibly arise out of a contractual relationship.

g. Each private organization authorized to operate aboard MCB CamPen will be subject to an annual review of their Statement of Operations and Net Worth (AC/S MCCS MCIWEST-MCB CAMPEN 5760/3), insurance, and operating procedures by the AC/S MCCS. These reviews are to ensure compliance with the current editions of MCO P1700.27, MCO 5760.4, BO 5340.23, DoD 5500.07-R, DoD Inst 1000.15, and NAVFAC P-73. Completed reports will be made to the CG MCIWEST-MCB CAMPEN recommending corrective action where appropriate.

6. Logistics Support. Private organizations are responsible for furnishing or procuring equipment, supplies, and other materials at the expense of the private organizations.

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7. Exempt Activities. Certain unofficial activities are necessary for the enhancement of morale and efficiency. The following activities are exempt and will not be formally identified as independent private organizations:

(a) Small informal funds, such as office coffee funds, plaque funds, flower funds, and coffee messes, provided the monthly income is less than \$350.00 and not more than \$1000.00 cumulative. Coffee messes are not authorized to generate income from the resale of food or other merchandise. The restrictions contained in MCO 5760.4 apply to the conduct of these funds.

(b) Mutual interest group funds (annual office picnic, dinner, etc.).

(c) Contractor/subcontractor organizations operating aboard MCB CamPen.

8. Exempt Organizations. Federally sanctioned private organizations that are recognized per specific DoD authority or listed as an exception in section 3-210 of DoD 5500.07-R.

9. Discontinuance. Discontinuance of a private organizations may be affected by the membership with the procedures set forth in the approved Constitution or Bylaws. Upon discontinuance, a Statement of Operations and Net Worth (AC/S MCCS MCIWEST-MCB CAMPEN 5760/3),) will be completed and submitted to the AC/S MCCS. A decision by the CG MCIWEST-MCB CAMPEN to withdraw permission for a private organization to operate aboard MCB CamPen shall cite the reason, provide any guidance for disposition of government assets (if any), and establish a termination date. Abandoned property will be impounded by the AC/S MCCS and disposed of in the best interest of this Command.

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APPENDIX B

Private Organizations Authorized to Conduct Activities aboard MCB CamPen

1. Chartered Organizations

- (a) Boy Scouts of America.
- (b) Girl Scouts of America.

2. Community Service Organizations

- (a) CamPen Historical Society, Incorporated.
- (b) Rancho Santa Margarita Y Las Flores Docents.

3. Professional Associations

- (a) Field Medical Training Battalion Recreation Fund Committee.
- (b) I MEF First & Second Class Petty Officers Association.
- (c) Medical Service Corps Officers' Association.
- (d) The Fighting 13th.
- (e) The Riflemen Organization.

4. Recreation/Sports Organizations

- (a) Chap N' Breeches Riding Club.
- (b) Joint Military Radio Control Flyers.
- (c) Kupa'a Mau Outrigger Canoe Club.
- (d) Pendleton Ladies' Golf Association.
- (e) Pendleton Men's Golf Association.
- (f) Pendleton Sportsman's Club.
- (g) Santa Margarita Gun Club.
- (h) Santa Margarita Yacht Club.
- (i) Vado Del Rio Skeet & Trap Club.

5. Wives Clubs. Officers' Wives' Club.

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APPENDIX C

Statement of Operations and Net Worth

Private Organization Authorized to Operate Aboard
MCB CamPenReport as of: (Day, Month,
Year)

Name and Address of PO:

LINE NO.	ACCOUNT DESCRIPTION	COLUMN 1	COLUMN 2
PART I - STATEMENT OF OPERATIONS			
1	NET WORTH BEGINNING OF ACCOUNTING PERIOD		
2	ADD: CASH RECEIPTS (<i>specify</i>)		
3	TOTAL RECEIPTS FROM ADDITIONAL SHEET (<i>If used</i>)		
4	TOTAL CASH RECEIPTS		
5	LESS: CASH EXPENDITURES (<i>specify</i>)		
6	TOTAL EXPENDITURES FROM ADDITIONAL SHEET (<i>If used</i>)		
7	TOTAL CASH EXPENDITURES		
8	NET WORTH END OF ACCOUNTING PERIOD		
PART II - RECAPITULATION OF NET WORTH			
9	CASH IN BANK AND ON HAND		
10	PETTY CASH		
11	OTHER (<i>specify</i>)		
12	TOTAL NET WORTH		

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Submit this form to the AC/S MCCS at
the conclusion of each calendar year.

AC/S MCCS
Attn: Headquarters
Box 555020
Camp Pendleton, CA
92055-5020

PREPARED

BY: _____

THE ABOVE DATA IS IN
AGREEMENT WITH THE BOOKS OF ACCOUNT AND
TO THE BEST OF MY KNOWLEDGE AND BELIEF
IS CORRECT

(Signature)

(Custodian)

AC/S MCCS MCIWEST-MCB CAMPEN 5760/3 (REV. 01/13) PREVIOUS EDITIONS ARE OBSOLETE
ADOBE 8.0 DESIGNER
T011-00-002-0003

AUG 14 2013

APPENDIX D

Instructions for Completing Statement of Operations and Net Worth

LINE 1, COLUMN 2: The total net worth in the fund at the beginning of this accounting period. Refer to your previous accounting period (line 12).

LINE 2, COLUMN 1: INCOME RECEIVED. The major categories in which the activity received income (i.e., dues, admission fees, fund-raising, etc.). The last category will cover small value items (items not listed in the major category) and may be titled "Miscellaneous Income". Additional sheets may be used, if applicable.

LINE 3, COLUMN 1: INCOME RECEIVED. The total of receipts listed. Additional sheets may be used, if applicable.

LINE 4, COLUMN 1: Total of all amounts listed on lines 1 and 2.

COLUMN 2: Total of all amounts listed on lines 1, 2, and 3.

LINE 5, COLUMN 1: EXPENDITURES. The major categories in which the activity expends funds (i.e., wages, cost of goods, expendable property, nonexpendable property, etc.). Receipts should be available to substantiate all entries. The last category will cover small expenditures not listed in the major category. Do not list monies held in reserve which have not been expended (i.e. been expended (i.e., prize fund). Additional sheets may be used, if applicable.

LINE 6, COLUMN 1: EXPENDITURES. The total of receipts listed. Additional sheets may be used, if applicable.

LINE 7, COLUMN 2: Total of all amounts listed on lines 5 and 6.

LINE 8, COLUMN 2: Subtract line 7 from line 4, column 2.

LINE 9, COLUMN 2: The total of cash on hand accumulated at the end of the accounting period (to include checking/savings accounts, investments, etc.). Do not include petty cash and change funds.

LINE 10, COLUMN 2: Petty cash and change funds accumulated at the end of the accounting period.

LINE 11, COLUMN 2: Any other monies or assets which should be considered in computing net worth.

LINE 12, COLUMN 2: Add lines 9, 10, and 11. (Note: The amount inserted on this line should be the same as line 8). This amount will be carried to your next accounting period, line 1, column 2).

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AUG 14 2013

APPENDIX E

Advertising and Commercial Sponsorship Authority

1. Commercial sponsorships and advertising aboard DoD military installations are authorized in support of, DoD Morale, Welfare and Recreation (MWR) programs. All solicited or unsolicited commercial sponsorships and advertising arrangements associated with MCB CamPen, its military units, or POs authorized to use its facilities, must be directed to the MCCA Marketing Director for appropriate action. All discussions, understandings, negotiations, arrangements or agreements, both verbal and written, involving commercial sponsorships or advertising aboard MCB CamPen are subject to the direction and control of the MCCA Marketing Director.

2. Enclosures (9) and (10) of DoDI 1015.10 authorize the DoD MWR Commercial Sponsorship and DoD MWR Advertising programs. Consistent with the DoD 5500.7-R mandate against solicitation and endorsement, those programs specifically include: (1) the solicitation of assistance, funding, goods, and equipment from individuals, agencies, associations, companies, and corporations in exchange for public recognition and advertising in connection with DoD MWR events or programs; and (2) DoD MWR program sale of space for commercial advertising in media prepared by or for the DoD MWR activities.

3. The Marketing Division is designated as the Sponsorship Coordinator responsible for the solicitation and management of all MWR commercial sponsorships and advertising. All solicited or unsolicited commercial sponsorships and advertising requests aboard MCB CamPen must be approved by this organization. The following MCCA Marketing billets are assigned MWR commercial sponsorship and advertising authority for MCB CamPen:

(a) The General Sales Manager, MCCA Marketing, MCIWEST-MCB CAMPEN is designated as the MCCA, MCB CamPen, Commercial Sponsorship Coordinator.

(b) The Deputy Director, MCCA Marketing, MCIWEST-MCB CAMPEN shall exercise review and approval authority for all activities conducted by the MCCA, MCB CamPen Commercial Sponsorship Coordinator.

(c) The Director, MCCA Marketing, MCIWEST-MCB CAMPEN shall exercise review and approval authority for all activities conducted by the Deputy Director, MCCA Marketing, MCB CamPen.

4. Additional sponsorship information and points of contact is available at www.mccscp.com; enter Sponsorship in the Search Box.