



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

5580  
PMO  
2 JUN 2020

INFOGRAM 36-20

FROM: COMMANDING GENERAL  
TO: DISTRIBUTION LIST

SUBJ: RESUMPTION OF SERVICES AT THE PROVOST MARSHAL'S OFFICE  
SUPPORT SERVICES DIVISION

REF: (a) INFOGRAM 29-20, MODIFICATION OF PROVOST  
MARSHAL'S OFFICE SUPPORT SERVICES DUE TO CORONAVIRUS  
DISEASE 2019 HEALTH PROTECTION CONDITION CHARLIE

1. REFERENCE (A) IS HEREBY CANCELLED.
2. AT 0730 ON 1 JUNE 2020, THE PROVOST MARSHAL'S OFFICE (PMO) SUPPORT SERVICES DIVISION RESUMED SERVICES WITH MODIFICATIONS AND PROTECTIVE MEASURES, AS INDICATED BELOW.
3. CUSTOMERS ENTERING OFFICES OF PMO SUPPORT SERVICES DIVISION WILL CONTINUE TO BE ASKED HEALTH SCREENING QUESTIONS, AS LISTED BELOW, TO DETERMINE SUITABILITY FOR BASE ACCESS AND/OR PROVISION OF SERVICE. AFFIRMATIVE ANSWERS ARE GROUNDS FOR DENIAL OF SERVICE AND BASE ACCESS.
  - A. DO YOU HAVE A FEVER?
  - B. DO YOU HAVE A COUGH?
  - C. ARE YOU EXPERIENCING SHORTNESS OF BREATH?
  - D. HAVE YOU TRAVELED INTERNATIONALLY IN THE LAST 14 DAYS?
  - E. HAVE YOU HAD CLOSE PERSONAL CONTACT WITH ANYONE DIAGNOSED WITH THE CORONAVIRUS IN THE PAST 14 DAYS?

NOTE: ANY CUSTOMER WHO ANSWERS YES OR IS EXHIBITING SYMPTOMS OF THE CORONAVIRUS WILL BE DENIED SERVICE, INSTRUCTED TO LEAVE THE FACILITY, AND ADVISED TO REPORT TO THEIR MEDICAL PROVIDER.

4. MASKS OR CLOTH FACE COVERINGS ARE REQUIRED WHEN SOCIAL DISTANCING OF SIX FEET OR MORE CANNOT BE MAINTAINED.

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5. DUE TO LIMITED QUANTITIES OF PROTECTIVE EQUIPMENT, DISINFECTANT WIPES, AND HAND SANITIZER, CUSTOMER INTERACTION WITH WORK SURFACES WILL BE LIMITED AND CUSTOMERS WILL WASH THEIR HANDS BEFORE BEING PROVIDED SERVICE. TO MAINTAIN SOCIAL DISTANCING, CUSTOMERS AT ALL SITES MAY BE ASKED TO PROVIDE A CELL PHONE NUMBER AND THEN RETURN TO THEIR VEHICLE OR WAIT OUTSIDE THE BUILDING UNTIL CALLED FOR SERVICE. CUSTOMER SEATING WILL BE LIMITED.

6. WEAPONS REGISTRATION. PER REFERENCE (B), ALL PRIVATELY OWNED WEAPONS BROUGHT ABOARD MARINE CORPS BASE, CAMP PENDLETON (MCB CAMPEN) FOR STORAGE MUST BE REGISTERED. THIS SERVICE IS NOW AVAILABLE.

7. FACILITIES AND SERVICES

A. PASS AND ID WIRE MOUNTAIN (BUILDING 201017) AT (760) 725-2768/6424. HOURS OF OPERATION ARE 0730-1530 MONDAY THROUGH FRIDAY.

B. PASS AND ID MAINSIDE (BUILDING 130132) AT (760) 725-2442/2106. HOURS OF OPERATION ARE 0730-1530 MONDAY THROUGH FRIDAY.

C. PASS AND ID SAN ONOFRE WILL BE CLOSED INDEFINITELY DUE TO MANPOWER AND FISCAL CONSTRAINTS.

D. BASE ACCESS CONTROL (BUILDING 41501T) AT (760) 763-7604/7605. HOURS OF OPERATIONS ARE 0600-1600 MONDAY THROUGH THURSDAY AND CLOSED ON FRIDAYS.

E. POLICE RECORDS (BUILDING 1523) AT (760) 725-0819. HOURS OF OPERATION ARE 0730-1530 MONDAY-FRIDAY. ALL POLICE RECORDS SERVICES HAVE CONTINUED WITH THE EXCEPTION OF NON-MISSION ESSENTIAL FINGERPRINTING. REMOTE SERVICES ARE OFFERED IN ADDITION TO IN-PERSON SERVICE, SOME SERVICES ARE AVAILABLE BY PHONE OR ELECTRONICALLY TO LIMIT VISITS TO PMO.

(1) LOCAL RECORDS CHECKS. AUTHORIZED COMMAND REPRESENTATIVES AND PERSONNEL WITH A CAC AND ".MIL" WHO ARE REQUESTING THEIR OWN LOCAL RECORDS CHECK ARE ENCOURAGED TO SUBMIT THE NAVMC 10482 (LOCAL RECORDS CHECK) TO:  
PENDLETONPMOREPORTREQUEST@USMC.MIL.

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(2) CHECK-IN/CHECK-OUT PROCEDURES. ANY COMMAND REPRESENTATIVES (I.E. S-1 CLERKS) CAN CALL (760) 725-0819 AND HAVE SERVICE MEMBERS REQUIRED TO CHECK-IN OR CHECK-OUT WITH PMO CONDUCT THE CHECK-IN OR CHECK-OUT OVER THE PHONE AND VERIFY THE COMPLETION OF THE PROCESS WITH POLICE RECORDS PERSONNEL.

(3) INDIVIDUAL POLICE REPORTS. INDIVIDUALS REQUESTING A MILITARY POLICE REPORT ARE LIMITED TO REPORTS REQUESTED FOR THE PURPOSE OF ADJUDICATING A CLAIM (E.G. TRAFFIC COLLISIONS) AND MAY CALL (760) 725-0819. AUTHORIZED REQUESTORS WILL BE PROVIDED SUBMISSION INSTRUCTIONS.

F. VISITOR CENTER (BUILDING 20255T) AT (760) 763-8435. HOURS OF OPERATIONS ARE 0730-1530 MONDAY THROUGH FRIDAY. THE "TRUSTED TRAVELER" PROGRAM IS STILL IN EFFECT.

G. MARINE CORPS BASE, CAMP PENDLETON ANIMAL SHELTER (BUILDING 25132) AT (760) 725-8120. HOURS OF OPERATION ARE 1000-1530 MONDAY THROUGH WEDNESDAY AND 1000-1630 THURSDAY THROUGH SUNDAY.

8. PROCESSING OF THE FOLLOWING SERVICES AND ACTIVITIES ARE SUSPENDED.

A. NON-MISSION ESSENTIAL COMMAND SPONSORED EVENTS.

B. MARINE CORPS COMMUNITY SERVICES CAT "C" PATRONS

(1) MARINE MEMORIAL GOLF COURSE.

(2) PACIFIC VIEWS EVENT CENTER.

(3) LEATHERNECK LANES.

(4) THE PAINTBALL PARK.

(5) STAPP STABLES. BOARDERS, FERRIER SERVICES, VETERINARIAN, AND HAY DELIVERY STILL HAVE ACCESS.

C. RECREATIONAL BICYCLISTS.

9. PASS AND ID OFFICES ARE PRIORITIZING SERVICES TO THOSE REQUIRING COMMON ACCESS CARD (CAC) ISSUANCE, LOST/STOLEN CAC OR TESLIN ID CARDS, CAC/TESLIN CARDS DUE TO EXPIRE IN THE NEXT 30 DAYS, AND PIN RESETS. SERVICES ARE PRIORITIZED AS FOLLOWS:

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A. ACTIVE DUTY AND RESERVE SERVICE MEMBERS ON ORDERS (CAC RELATED SERVICES ONLY).

B. CIVILIAN EMPLOYEES AND CONTRACTORS REQUIRING CAC RELATED SERVICES.

C. FAMILY MEMBERS AND RETIREES.

D. OTHER SERVICES.

10. TRAFFIC COURT SESSIONS WILL RESUME WITH A 3 JUNE 2020 COURT DATE. SOCIAL DISTANCING MEASURES WILL BE IN PLACE AND MASKS OR CLOTH FACE COVERINGS WILL BE REQUIRED WHEN SOCIAL DISTANCING OF SIX FEET OR MORE CANNOT BE MAINTAINED. THE HEARING ROOM HAS LIMITED CAPACITY FOR VIOLATORS AND COMMAND REPRESENTATIVES, ALL ATTENDING SHOULD EXPECT DELAYS. TRAFFIC COURT INQUIRIES SHOULD BE DIRECTED TO POLICE RECORDS AT (760) 725-0819.

11. POINT OF CONTACT IS MR. JOE A. GRABMAN AT (760) 763-2199 OR JOE.A.GRABMAN@USMC.MIL.

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DISTRIBUTION: A-4  
B  
C

  
C. D. PEARSON II  
BY DIRECTION