



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

MCIWEST-MCB
CAMPENO 5000.5
CG
26 MAY 2023

MCIWEST-MCB CAMPEN ORDER 5000.5

From: Commanding General
To: Distribution List

Subj: BASE REGULATIONS

- Reports Required:
- I. Confidential Financial Disclosure Report (Reports Control Symbol Exempt), Chap. 4, sec. 1, par. 2.c.
 - II. Ethics Report (Report Control Symbol EXEMPT), Chap. 4, sec. 1, par. 2.c.
 - III. Incident Complaint (Report Control Symbol DD-5102-03) Chap. 6, par. 3.c.
 - IV. Traffic Violations Report (Report Control Symbol EXEMPT) Chap. 6, sec. 5, par. 1.d.
 - V. Vehicle Impoundment Report (Report Control Symbol EXEMPT) Chap. 6, sec. 5, par 6.d.(5).
 - VI. Daily Media Report (Report Control Symbol DN-5214-01) Chap. 12, par. 1.C.(10)(11).

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

2. Cancellation. MCIWEST-MCB CAMPENO 5000.2.

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 aboard MCB CamPen. Base Regulations are a general order and punitive in nature, and the violation of which may result in disciplinary or punitive proceedings.

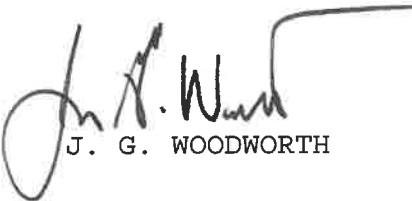
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5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of the MCIWEST-MCB CAMPEN directives can be found at: https://usmc.sharepoint-mil.us/sites/mciwest_G1/MCIWMCBADJ/Directives/default.aspx.

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.



J. G. WOODWORTH

DISTRIBUTION: A-4
B
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Chapter 1

Organization and Command Relationships

1. Status of the Command. Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) is a Marine Corps supporting establishment command as defined in MCO 5400.54, the current revision of 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. 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 Barstow.
- (5) Headquarters and Support Battalion, Camp Pendleton.
- (6) Security Battalion, Camp Pendleton.

3. Command Relationships. The CG MCIWEST-MCB CAMPEN exercises elements of command over all personnel, Navy and Marine Corps, located aboard the installations listed in paragraph 2.b. is subject to the following:

a. Only coordination is exercised with Operating Force commands.

b. Management control and operational control of the Naval Hospital Camp Pendleton and the Naval dental clinics aboard Camp Pendleton are 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 aboard Marine Corps Base, Camp Pendleton (MCB CampPen) 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 commander's intent as directed or agreed.

5. Mission and Mission Essential Tasks (METs) 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, Service Members, and families. MCIWEST-MCB CAMPEN supports training 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 Service Members and their families.

b. The CG MCIWEST-MCB CAMPEN directs, coordinates, and assumes overall responsibility for the following Regional, MCB Campen, Aviation, and Logistics METs.

c. METs for the Region

(1) MCT 4.6.6 Provide Community Services. To provide community services for the physical, cultural, service, and social needs of the Marine Corps and members of the Marine Corps family. Marine Corps Community Services (MCCS) is the service provider for programs and services available in garrison, deployed, or independent duty environments. United States Marine Corps (USMC) installation/base/station Commanders are responsible for the management and execution of MCCS programs on installations. MCCS programs encourage positive individual values, personal development, aid in recruitment and retention of personnel, provide activities that satisfy the basic physiological and psychological needs of Marines and their families, and provide community support systems that make USMC installations/bases/stations temporary hometowns for a mobile population. The MCCS mission is to make significant lasting contributions to combat readiness through the personal and family readiness of our Marines and their families. MCCS maintains mission readiness and productivity through programs that promote the physical and mental wellbeing of all members of the Marine Corps including active duty, reserve, retired, and civilian. The programs promote esprit de corps among Service Members, a strong sense of military community, and a beneficial quality of life. Satisfaction with the military lifestyle and integration of the Service Member's family into the military community also has a positive effect on the morale, recruitment, and retention of quality Marines. MCCS is comprised of exchange activities; morale, welfare, and recreation programs; and family services activities.

M1	Y/N	Marine Corps Family Team Building program established and maintained?
M2	Y/N	Semper Fit programs established and maintained?
M3	Y/N	Fitness and health promotion programs established and maintained?
M4	Y/N	Deployment Support Program established and maintained?
M5	Y/N	Single Marine Program established and maintained?
M6	Y/N	Recreation programs and activities (i.e., Information, Tickets, and Tours (ITT), auto skills, aquatics, and Community Center) established and maintained?
M7	Y/N	Exchange services and activities established and maintained?
M8	Y/N	Behavioral health programs and services established and maintained?
M9	Y/N	Personal and professional development programs established and maintained?
M10	Y/N	Unit Personnel and Family Readiness Program established and maintained?
M11	Y/N	Children, Youth and Teen Programs established and maintained?

(2) MCT 4.6.7 Provide Installation Command & Staff Support Services. For installations and the supporting establishment, Command and Staff support services includes the following activities provided for Fleet Marine Force (FMF) units, individual Marines and their families, civilian Marines, and tenant customers: Communications, Strategy, and Operations (COMMSTRAT); Legal Support Services (LSS); Inter/Intra Governmental Agency Support Agreements (IGASA) development; Installation Personnel Administration Center (IPAC) operations; Safety Program administration; Postal operations; and Religious Support Services (RSS). COMMSTRAT provides directed imagery acquisition, product production and mass reproduction capabilities (e.g., still, motion imagery and graphic illustration) that support Headquarters Marine Corps Manpower and Reserve Affairs Manpower Board Requirements, Operational Forces Mission, commanders' requirements, operational analysis, training, and historical documentation. LSS facilitates military justice, administrative law, civil law, ethics, claims, and legal assistance as needed or required; IGASA conducts oversight and review, through innovative partnerships, that maximize the use of installation resources. IPAC operations includes all activities associated with providing quality personnel administrative support to commanders, Marines, and their family members. Safety Program includes all actions to plan, manage, coordinate, and execute installation safety functions to ensure prevention of accidents and mitigation of risk to the lowest acceptable level. Installation postal operations provides instruction for the proper management and control of postal effects and for the processing, dispatching, handling, transporting, and delivering of personal and official mail. RSS consists of Chaplains and religious program specialists who implement the installation's established Command Religious Program.

M1	Percent	Of Command and Staff support services documented requests received and completed during a Fiscal Year (FY) quarter.
M2	Percent	Of COMMSTRAT completed actions conducted and completed during a FY quarter.
M3	Percent	Of COMMSTRAT completed actions outsourced during a FY quarter.
M4	Percent	Of legal advice and assistance requests received by LSS documented and completed during a FY quarter.
M5	Percent	Of IGASA support functions completed during a FY quarter.
M6	Percent	Of IPAC support operations and coordinating functions completed during a FY quarter.
M7	Number	Of Safety Program initiatives completed during a FY quarter.
M8	Percent	Of postal transactions conducted and facilitated through installation postal facilities during a FY quarter.
M9	Percent	Of Religious Support Services, to include installation religious activities conducted during holiday and non-holiday, are provided during a FY quarter.

(3) MCT 4.6.8 Provide Installation Aviation Operations Support Services. To integrate, plan, manage, coordinate, and execute airfield operations support services to include: meteorological, oceanographic, and regional weather reporting; air traffic control (ATC); terminal airspace management; airfield and flight management; RADAR coordination; ATC and Landing System (including off airfield navigational aids) and communications systems maintenance coordination; airfield equipment, transient services, and liaison coordination with "Installation Movement" or the provision of airfield passenger and cargo terminals; and to provide support services to assigned, tenant, and transient U.S. military aircraft and aircrew. Installation aviation operations support services includes the following sub functions: ATC services; Aircraft Recovery Services; Aircraft Rescue and Fire Fighting; Air Terminal Services; ATC Maintenance; Aviation Fuel Services; Aviation Operations Support Management; Meteorology and Oceanography Services; and installation Station Intermediate Maintenance Activity.

M1	Percent	Of aircraft ground support services available during published hours of operation.
M2	Percent	Of on-time and successful flight departures during airfield hours of operation.
M3	Percent	Of aircraft serviced to customer requirements with no mission delay due to inadequate aircraft service.
M4	Number	Of aircraft (type/model/series) serviced.

M5	Y/N	Service provided for aircraft (type/model/series) was successfully completed within allocated or requested time?
M6	Percent	Of airfield support equipment maintenance conducted during the FY quarter.
M7	Number	Of air and ground movements conducted during aviation operations during the FY quarter.
M8	Percent	Of Air Traffic Controllers that require and have completed ATC certification training during the FY Quarter.
M9	Percent	Of ATC System Reliability assessments conducted during the FY quarter.

(4) MCT 4.6.9 Provide Installation Ranges and Training Areas.

To provide base operating support activities associated with range and training area management. Support includes: conducting oversight on range and training area policy and guidance initiatives; managing installation range and training areas, facilities, and associated range programs; identification, planning and programming the mission directed modification, reconfiguration, and construction of ranges, maneuver areas and training facilities; design and construction oversight of Range/Training Area projects; environmental documentation and coordinate site approvals for training ranges; activities associated with scheduling, safety and control of range operations; contract supervision; identification of maintenance deficiencies; programming of deficiencies with appropriate agencies; and, maintaining training ranges/training areas/training facilities with organic assets.

M1	Number	Of range complex days utilized. [Calculating Complex utilization vice scheduled range utilization. A range complex day consists of the sum of days for all ranges, training lands, training facilities, and airspace].
M2	Number	Of range complex days available. [Calculating Complex utilization vice scheduled range utilization. A range complex day consists of the sum of days for all ranges, training lands, training facilities, and airspace].
M3	Number	Of ranges on hand/total of ranges required on the Mission Essential Requirement (MER), Required Range Availability Rate.
M4	Number	Of range days used by hour and by what type of unit.
M5	Number	Of range facilities by type and type of event supported.
M6	Number	Of training range requests submitted and approved.
M7	Percent	Of training range requests received during FY quarter.

(5) MCT 4.6.10 Provide Installation Logistics Support

Services. To provide contracting, transportation services, freight operations, passenger transportation for Fleet Marine Forces, tenant organizations, and base support staff. Transportation services

provides vehicle and equipment; maintains non tactical vehicles; and provides Fleet Management services to Installation support activities, Fleet Marine Forces, and tenant/visiting commands to meet their daily recurring mission support requirements. Freight operations and passenger transportation perform necessary actions to move official travelers, individuals or groups, and necessary travel related documents for personnel traveling CONUS and OCONUS, as well as, the actions to pick-up and deliver cargo from origin to destination.

M1	Percent	Of transportation support requests received and fulfilled during FY quarter.
M2	Percent	Of required transportation scheduled maintenance and inspections performed during FY quarter.
M3	Percent	Of requests for cargo movements requested and completed during the FY Quarter.
M4	Percent	Of requests for passenger transportation services completed during the FY Quarter.
M5	Percent	Of requests for passenger and cargo movements completed within required timelines.
M6	Number	Of Quality Assurance inspections completed during the FY Quarter.

(6) MCT 4.6.11 Provide Installation Protection Support Services. To provide effective installation protection and Mission Assurance support services. Activities include the administration of an antiterrorism protective program; conducting protection and precautionary measures included within a Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) program; maintaining an Emergency Dispatch Center and overseeing the facilitation of Emergency Management Services (EMS); providing Supporting Establishment Law Enforcement (SELE) operations; conducting fire protection and preventative fire protection programs with support of fire emergency services. Installation protection support services is provided to the FMF, individual Marines and their families, civilian Marines, installation support activities, and tenant/visiting commands that work and live aboard the installation. The Mission Assurance process protects and ensures the continued function and resilience of capabilities and assets - including personnel, equipment, facilities, networks, information and information systems, infrastructure, and supply chains - critical to the performance of installation functions in any operating environment or condition. Installation protection and mission assurance services enable all support individuals and program managers to meet their daily recurring mission support requirements. Installation protection support services are aligned to the Department of Defense Directive (DoDD) Mission Assurance framework and administration guidance.

M1	Y/N	An effective and comprehensive Mission Assurance program is being implemented and is reviewed quarterly?
M2	Y/N	An effective and comprehensive Antiterrorism Program is being implemented and is reviewed quarterly?
M3	Y/N	An effective and comprehensive CBRNE Protection Program is being implemented and is reviewed quarterly?
M4	Y/N	An Emergency Dispatch Center is fully manned with support personnel and provides 24/7 response as required?
M5	Y/N	An Emergency Management Program is in place and routinely reviewed for effectiveness on a quarterly basis?
M6	Y/N	EMS is manned with sufficient support personnel to provide 24/7 support as needed?
M7	Y/N	An effective and comprehensive SELE Program is being administered and providing a fully manned and equipped support staff as required for installation law enforcement operations?
M8	Y/N	An effective and comprehensive fire protection and fire prevention program is being implemented and is routinely reviewed for effectiveness on a quarterly basis?

(7) MCT 4.9 Provide Base and Station Facilities and Related Infrastructure. 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.

M1	Rating	Commanding Officers Readiness Reporting System (CORRS) Quality Rating.
M2	Percent	CORRS Quantity Rating.
M3	Cost	C3/C4 Buyout.

(8) MCT 5.1.1.4.2 Support Information Technology and Telecommunication Services. To provide installation-wide, information services and to support the reception, processing, distribution, and/or transmission of classified and unclassified voice, data, and video communications. These communications services are provided via fixed voice, wireless, video teleconferencing, and messaging service platforms. Support activities also include: desktop management and support services for all hardware and software end-users; providing hardware and software functionality tools; performing information assurance and cyber awareness services to ensure authentication, confidentiality, availability, data integrity, and non-repudiation of messages and information exchange; assuring data, information and system integrity through the use of defense in depth processes and capabilities; ensuring physical and logical systems have the necessary

protection precautions in place thereby maintaining the defined integrity of the data network; and conducting all aspects of Communication Security (COMSEC) support.

M1	Number	Of minutes/type of service available.
M2	Percent	Of line connections available.
M3	Time	Average cycle time (minutes/hours) to resolve fault.
M4	Number	Of telephone bridging line connections available.
M5	Number	Of Call Features available.
M6	Number	Of service requests completed.
M7	Time	Average cycle time (minutes/hours) to complete Special Circuit/Circuits design, install, maintenance, certification.

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Chapter 2

Assistant Chief of Staff, Marine Corps Community Services

1. General

a. The Assistant Chief of Staff (AC/S), Marine Corps Community Services (MCCS) is responsible for all matters concerning the operation of the MCCS Food, Leisure, Hospitality, and Services Division (FLHS); MCCS Retail Division (RET); MCCS Marine and Family Programs Division (M&FP); MCCS Semper Fit Division (SFD); and related support Divisions.

b. MCCS provides Service Members, their family members, and other authorized patrons 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 MCCS Activity 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 for purchase at MCCS Retail Stores. Bulk or case lot purchases are not permitted at any activity under this authority.

(c) Due to classification of waiver, upon purchase of a golf round by eligible patrons, patrons are then able to procure products onsite only.

d. Private Organizations (PO). The AC/S MCCS shares the authority by the Commanding General (CG), Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) to have oversight of POs operating under MCCS's cognizance aboard Marine Corps Base, Camp Pendleton (MCB CampPen), per MCIWEST-MCB CAMPENO 5760.1. Appendices A and B establish procedures for the approval and operation of the POs.

e. Civilian/Commercial Publications. The AC/S MCCS has been delegated the authority by the CG to have oversight of the distribution of publications including pamphlets, newspapers, magazines, handbills, flyers, or other printed or written materials is prohibited unless prior approval is obtained. The Communications, Strategy, and Operations Office has been delegated the authority to approve or disapprove all requests. Magazines and newspapers sold within the Marine Corps Exchanges (MCX) are within the cognizance of Headquarters Marine Corps Manpower and Reserve Affairs, and applicable enterprise-wide, Department of Defense (DoD) contracts.

f. 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 most current edition of MCIWEST-MCB CAMPENO 1741.1.

(3) Commercial correspondence and home study course sales fall under the cognizance of the MCB CamPen Education Officer. Check the MCCS website at <https://pendleton.usmc-mccs.org/> 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 CAMPENO, P.O. Box 555020, Camp Pendleton, 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. If 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.

g. Advertising and Commercial Sponsorship. For the protection of the CG, active-duty Service Members, DoD employees, and vendors/commercial activities that are advertising must follow the Commercial Sponsorship Governing Regulations shown in Appendix B.

h. 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 Non-Appropriated Fund Instrumentality (NAFI) at each installation that is responsible for providing all retail sales; food, leisure, hospitality, and services; 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 to contribute revenue from services in support of the MCCS programs. When another type of provider is used, not only does the MCCS program not receive a commission, but MCB CamPen does not benefit from the investment back into programs for active-duty Service Members and their families, and the customer often 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 otherwise authorized by the MCCS NAFI. This policy also applies to visiting units aboard MCB CamPen for training or those 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 patron may desire.

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

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

j. Fundraising

(1) The AC/S, MCCS has cognizance over all fundraising aboard MCB CamPen with the exception of the Combined 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 conducting fundraising car washes:

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

(b) Signs may be posted to attract potential customers.

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

(3) All other fundraising requests will be submitted in writing and will be considered in accordance with the current edition

of MCIWEST-MCB CAMPENO 5340.1. Activities that conflict or compete with authorized functions of MCCS (i.e., Business Operations) or any NAFI will not be approved. Conflict or competition is determined by the AC/S, MCCS. Additional information about fundraising can be found at the MCCS website: <https://pendleton.usmc-mccs.org/more/event-facility-fundraising-forms>.

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

1. 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 MCX retail outlet at the Naval Hospital Camp Pendleton.

(4) Per the current edition of SECNAVINST 5100.13, smokeless tobacco and state tax-free cigarettes will only be sold to active-duty Service Members 21 years of age or older and retirees. 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. FLHS. The Director, FLHS is responsible for managing and operating the largest variation of direct run activities and exercises the administrative control over all indirect contracted food and services offered aboard the Installation.

a. Indirect Food Operations. There are a wide variety of branded, contracted food operations offered aboard MCB CamPen.

b. Leisure Services. Leisure services is comprised of programs that provide Marines, Sailors, and their families with recreational outlet options such as:

(1) Information, Tickets, and Tours, and Latitude Travels.

(2) Recreational Shooting Range.

(3) Marine Memorial Golf Course.

(4) Auto Skills Center.

(5) Recreation Check-Out.

(6) Stepp Stables. All privately owned horses boarded at Stepp Stables must have a current contract and be maintained according to the following guidelines:

a. Vaccinations. As a minimum requirement, all resident horses greater than four months of age will be immunized against the following diseases on an annual basis:

1. Eastern Equine Encephalitis.

2. Western Equine Encephalitis.

3. Tetanus Toxoid.

4. West Nile Virus.

5. Equine Rhinopneumonitis.

6. Equine Influenza.

7. Rabies.

8. It is recommended that a licensed veterinarian perform all vaccinations, however, the owner is permitted to vaccinate the animals as long as sufficient documentation (receipt for veterinarian services/sale, vaccine label or package) is provided to the Stepp Stables office. Records will be maintained at the Stepp Stables office.

b. It is recommended but not required that horses suffering skin-penetrating injuries receive a booster dose of tetanus toxoid if the last dose of tetanus was not administered within the past six months. Horses with no history of tetanus toxoid should also receive a dose of tetanus antitoxin.

c. Endoparasite Control. All boarded horses will be dewormed at least quarterly using an appropriate anthelmintic, or twice a year if the horse is being fed a daily dewormer.

1. The dewormer may be administered by the owner or by a licensed veterinarian, as long as sufficient documentation (receipt for veterinarian services/sale, anthelmintic label or package) is provided to the Stepp Stables office. Records will be maintained at the Stepp Stables office.

2. 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 necessary by the attending veterinarian.

3. A negative fecal test administered every six months will be allowed in lieu of quarterly deworming.

d. Equine Infectious Anemia (EIA). All government-owned horses will be tested for EIA on an annual basis utilizing the Coggins Test.

e. Stall Sanitation. All stalls, pens, and water troughs (buckets, automatic waters, etc.) must be cleaned at least four times per week to control insect vectors.

f. Procedures and Requirements for Incoming Horses

1. It is the horse owner's responsibility to coordinate with 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 documentation of compliance with vaccination and endoparasite control requirements. Once boarding is permitted at Stepp Stables, owners are fully responsible and must comply with the regulations and requirements for routine vaccine and parasite control as specified above.

3. 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.

4. In addition, all horses coming from out-of-state must remain in the quarantine pens for a minimum of 14 days; all horses coming from in-state must remain in the quarantine pens for a minimum of seven 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 other horses are present is prohibited. The Stepp Stables staff will monitor the quarantine period and report any abnormalities to the attending veterinarian.

g. Violations of these conditions will constitute grounds for loss of stable privileges.

h. 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.

3. Anthelmintic. A medication used to treat endoparasites.

4. Quarantine. A period of isolating an animal to prevent the spread of contagious diseases.

c. Hospitality

(1) The Hospitality section of FLHS oversees the event center, direct operations, and recreational lodging facilities, to include:

(a) Del Mar Beach and Marina, La Casa Del Mar, cottages, recreational vehicle (RV) sites, and campsites.

(b) San Onofre Beach, Historic Beach Club, cottages, RV sites and campsites.

(c) Lake O'Neill Recreation Park, RV sites, and campsites.

(d) Leatherneck Lanes and the Grill.

(e) The Grill Food Truck.

(f) Windmill Canyon Restaurant.

(g) Pendleton Theater and Training Center.

(h) Starbucks Coffee.

(i) Pacific Views Event Center (PVEC).

(j) Pub 1795.

1. The PVEC and Pub 1795 are non-dues paying clubs.

2. Patrons or groups are prohibited from bringing outside food or beverages into FLHS 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.

(2) As of 25 September 2022, Temporary Duty and Permanent Change of Station official lodging facilities are operated under a separate NAFI controlled by the Marine Corps Hospitality Services.

d. Services. Services is composed of a diverse selection of direct and indirect contracted operations to provide the convenience of essential services.

(1) Direct. Direct services include car washes, micro markets, and vending services.

(2) Contracted. Multiple national and local brand services are contracted to provide a larger offering of conveniences to patrons which include: car and truck rentals, barbershops, beauty shop, vehicle registration, dry cleaning, auto maintenance and repair services, barracks Wi-Fi, and self-storage. Services also offers private medical services in the Dental and Optometry field.

3. RET. The Director, RET directly manages and operates all MCX facilities, military clothing, mobile MCX centers, and service stations. There are contracted vendors regulated under this section to include General Nutrition Center and wireless advocates.

4. Marketing Division (MKT). The Director, MKT is responsible for providing support for the operating divisions of MCCS in the form of complete comprehensive marketing, public relations, and special events such as concerts, celebrity meet and greets, grand openings, community outreach events, holiday events, sponsored events, and movie premiers. MKT is responsible for all corporate sponsorship and advertising agreements.

5. SFD. The Director, SFD is responsible for the establishment, operation, and support of the MCB CamPen recreation and human performance programs, to include the following:

a. Athletics. Athletics includes intramural sports, sports camps and clinics, varsity sports, High Level Sports (All-Marine sports, Armed Forces Sports, Counseil International du Sport Militaire (CISM) sports), and youth sports programs. Implementation and augmenting rules and regulations for sports programs are published as appropriate.

(1) Intramural Sports. This is a comprehensive intramural athletic program, known as the CG's Cup Competition, which will be conducted 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' Unit and Family Readiness Funds. The Intramural Sports Program and events will be widely advertised through MCB CamPen using multiple media distribution methods. Sports camps, leagues, and clinics are also provided within the intramural athletic

program which create further opportunities for athletes of all levels to improve and develop their sports skills.

(2) Varsity Sports. Marines may try out to earn a spot on a varsity team. Only one team in each sport will be designated "MCB CamPen Marines," representing MCB CamPen in varsity athletic competitions.

(3) High Level Sports. All-Marine Sports, Armed Forces Sports, and CISM Sports are considered "High Level Sports" of which exceptionally talented Marines may try out and be selected to compete on teams at these levels.

(4) Youth Sports. Youth Sports will offer a wide range of sports programs for military and family members. The programs may include spring basketball, cheer, and soccer; summer sport camps and clinics; fall soccer, baseball, and softball; and winter flag football and cheer.

b. Human Performance and Resiliency Programs

(1) High Intensity Tactical Training (HITT) and Fitness Centers. Fitness and outdoor HITT centers will be operated throughout MCB CamPen. Facilities will incorporate a variety of training modalities to support all authorized patrons. Facilities will be managed by certified and degreed fitness professionals.

(2) Fitness Programs. Fitness programs will be administered and maintained to provide mission specific strength and conditioning programs as well as dynamic fitness activities. HITT programs will be developed and implemented for active-duty personnel. This program will also provide support to the command Force Fitness Instructor. 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) Human Performance Program. The Human Performance Program will be offered to provide resources that support force readiness, resiliency, and optimized performance for active-duty Marines, Sailors, and their families. Programs include but are not limited to: annual health trainings, performance nutrition, nutrition counseling, body composition programs, tobacco cessation programs, injury prevention, disease prevention, sexual health, cognitive performance, sleep hygiene, and health and fitness screenings.

c. Active Duty and Unit Recreation

(1) Single Marine Program (SMP). The SMP fosters personal and professional growth in single Marines through Quality of Life (QOL) advocacy (monthly SMP council meetings), engaging in community

opportunities through volunteerism and recreation activities that include one-day events and weekend-long trips.

(2) Active-Duty Recreation Centers. Recreation Centers provide core spaces that allow Service Members a place to relax and unwind. The facilities include computer labs, television viewing areas, outside patios, video gaming, quiet study areas, kitchens, and mini movie theaters. Self-directed and directed recreation activity components are designed to meet the need of the young single Marine population (ages 18-25). An emphasis on alcohol-free and tobacco-free events are highly encouraged. Directed programs (Recreation Center events) shall promote and enhance community connectedness, social interaction, life skills, personal growth and development, competitiveness, wellness, morale, and camaraderie.

(3) Outdoor Adventures (OA). OA exposes active-duty Service Members to outdoor recreational activities through programmed events and instruction classes to support independent skills. OA provides both unit-driven opportunities and scheduled individual events for the MCB CamPen active-duty population. Opportunities may include, but are not limited to: archery, camping, fishing, hiking, sailing, snow skiing, surfing, stand-up paddle boarding, mountain biking, and other activities that assist Marine Corps recreation programs in promoting readiness, fitness, and a healthy QOL for Marines.

d. Swimming Pool. All MCB CamPen Lifeguards will be trained and have verified qualifications and certifications which will include a safety structure to respond to emergencies and provide a safe aquatic environment for Marines, Sailors, and families. Lifeguard staff will provide aquatic programs to support combat readiness through lap swimming, Swim Survival Skills Training (S3T), and swimming lessons. During the summer season, MCB CamPen swimming pools expand operations offering recreation programs, such as a Learn to Swim program and recreational swimming, for families and Service Members.

e. Race Series. The Hard Corps Race Series offers a variety of races and family fitness events. Races and events may include trail runs, dog walks, holiday themed races, water sports, a virtual run, and obstacle challenges.

f. Guarded Open Water. In accordance with Appendix C, SFD will provide safety services to Del Mar and San Onofre Recreational Beaches in coordination with Security Battalion and local civilian first responders.

6. MCCS Human Resources Division (HRD). The Director, HRD 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 Equal Employment Opportunity Services.

7. MCCS Regional Procurement Office-West (RPO-West). The Director, RPO-West is responsible for providing support for all MCCS Divisions in the form of contracting and non-resale procurement for MCCS located at MCB CampPen, Marine Corps Air Station (MCAS) Miramar, MCAS Yuma, Marine Corps Air Ground Combat Center Twentynine Palms, and Marine Corps Recruit Depot, San Diego; and property control for all MCCS Divisions located at MCB CampPen and Marine Corps Logistics Base (MCLB) Barstow. In addition, RPO-West manages and provides recreational equipment support to I Marine Expeditionary Force Deployment Support Programs.

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

9. MCCS Financial Management Division (FMD). The Director, FMD 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, and budget support.

10. MCCS Compliance and Risk Management Division (CRM). CRM consists of three lines of operations: Asset Protection, Analysis and Compliance, and Risk Management/Safety. The Director, CRM is responsible for providing risk awareness and mitigation solutions regarding all aspects of operations to executive MCCS Division leadership through the use of inspections, audits, data analysis, investigations, and continuous process improvement methodologies.

a. Asset Protection. Ensures that adequate internal controls are in place to safeguard MCCS assets. Asset Protection emphasizes the prevention of internal and external losses due to fraud, theft, and error through effective internal controls, training, and by investigating exceptions.

b. Analysis and Compliance. Conducts internal reviews and investigations, provides internal-control oversight of MCCS facilities, and ensures organizational compliance with federal, state, and local regulations. The branch also provides services to units and authorized patrons by processing all fundraising and facility use requests.

c. Risk Management/Safety (RM/S). Represents MCCS for all safety and environmental training and inspections, and tracks any violations through to correction. RM/S trains MCCS staff regarding Personal Protective Equipment (PPE) mandates and inspects PPE in-use to ensure adequacy. RM/S also maintains the MCCS hazardous waste disposal site and investigates all safety-related mishaps.

11. M&FP. The Director, M&FP is responsible for the operation of the Behavioral Health (BH) Branch, the Family Care Branch, and the Personal and Professional Readiness (P&PR) Branch.

a. BH - Family Advocacy Program (FAP). The FAP provides assessments and treatment for domestic violence and child abuse, Victim Advocacy Services, Prevention and Education Classes and Briefs, and the New Parent Support Program. Directives to reference these services fall under the Standard Subject Identification Code (SSIC) series 1754.

b. BH - Substance Abuse Counseling Center (SACC). The SACC consists of drug and alcohol counseling services for active-duty Service Members, their families, and retirees. The program also provides centralized urinalysis supplies, and drug and alcohol education to commands. Directives to reference these services fall under the SSIC series 5300.

c. BH - Community Counseling Center (CCC). The CCC provides individual, couples, child, teen, family, and group counseling. The CCC serves Service Members and their families by identifying needs and supporting them through an integrated system of care partners. CCC clinicians provide 90-day follow-up support and coordination of care for all MCB CamPen Marines and attached Sailors who have experienced suicidal ideations or attempts. Directives to reference these services fall under the SSIC 1754.

d. BH - Sexual Assault Prevention and Response (SAPR) Program. The SAPR Program is dedicated to eliminating sexual assault within the Marine Corps and providing continuity of care for victims of sexual assault through effective education, policy, and program support. Directives to references these services fall under the SSIC series 1752.

e. Family Care. Family Care consists of the Child and Youth Programs; the Child Development Centers; the School Age Care Program; the Family Child Care Program; Resource and Referral Assistance; the Youth Centers aboard MCB CamPen; and the Exceptional Family Member Program. Directives to reference these services fall under the SSIC series 1710.

f. P&PR - Family Readiness. P&PR Family Readiness consists of Marine Corps Family Team Building; Readiness and Deployment Support Training; Family Readiness Program Training; Lifestyle, Insights, Networking, Knowledge, Volunteer Program; Life Skills Training and Education; Information and Referral; Relocation Assistance Services (to include Unit Sponsorship Training); Retired Activities Services; Prevention and Relationship Enhancement Program; and the Chaplains' Religious Enrichment Development Operation. Directives to reference these services fall under the SSIC series 1740.

g. P&PR - Education. P&PR Voluntary Education Program consists of military and civilian testing, tuition assistance processing, one-on-one education counseling, and the academic skills program. The education center has a satellite office located at the 52 Area. There are five on-base colleges/universities aboard MCB CamPen. Directives to reference these services fall under the SSIC series 1560.

h. P&PR - Libraries. P&PR Libraries consists of three libraries and a bookmobile aboard MCB CamPen, and one library at MCLB Barstow. Directives to reference these services fall under the SSIC series 5070.

i. P&PR - Career Services. P&PR Career Services consists of Personal Financial Education and Counseling Services, Career Coaching Services, Career Resource Centers, and the Family Member Employment Assistance Program. Directives to reference these services fall under the SSIC series 1720.

j. P&PR - Transition. P&PR Transition Readiness Program consists of the Transition Readiness Seminar (to include the Pre-Retirement Seminar) and SkillBridge Program. Directives to reference these services fall under the SSIC series 1720.

12. Check Handling at Military Activities

a. General. Certain military activities aboard MCB CamPen routinely accept checks as payment for goods or services; additionally, a limited number of MCCS RET 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 practices are common to all activities.

(1) The individual or the sponsor of a 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 United States District Attorney.

b. Mandatory Identification/Verification

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

(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.

(3) No activity will accept a check for payment if a patron has had their privileges revoked.

c. Notification of Dishonored Checks. Global Business Services will promptly notify the individual who presented a dishonored check for payment or cash, by mail.

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.

Patron Category Key

- Category A
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 United States Armed Forces.
 5. Honorably discharged veterans of United States Armed Forces with a 100 percent service-connected disability, or veterans with a Veterans Health Identification Card and service-connected classification.
 6. Medal of Honor recipients.
- Category B
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 United States 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

Figure 2-1 Patron Category Key

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 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.
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)

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

Semper Fit Division

ACTIVITY		PATRON CATEGORIES												
		A	B	C	D	E	F	G	H	I	J	K	L	M
a	Race Series	X	X	X	X	X	X	X	X	X	X	X	X	X
b	Swimming Pool	X	X	X	X	X	X						X	X
c	HITT/Fitness Centers	X	X	X	X	X	X						X	X
d	Youth Sports	X	X	X	X	X	X						X	X
e	Single Marine Program*	X												
f	Active-Duty Recreation Centers**	X												
g	Human Performance Programs	X	X	X	X	X	X						X	X
h	Outdoor Adventures**	X												
i	Intramural and higher-level Sports**	X												

* = Limited to unmarried or unaccompanied active-duty personnel only.

** = Limited to active-duty personnel only.

Figure 2-2 MCCS Activity Patron Eligibility Guide

Food, Leisure, Hospitality, and Services Division

ACTIVITY		PATRON CATEGORIES												
		A	B	C	D	E	F	G	H	I	J	K	L	M
a	All Fast Food and Sit Down Restaurants	X	X	X	X	X	X	X	X	X	X	X	X	X
b	Auto Customization Shop	X	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	Auto Registration	X	X	X	X	X	X			X			X	X
f	Barber Shop	X	X	X	X	X	X	X	X	X	X	X	X	X
g	Beauty Shop	X	X	X	X	X	X	X	X	X	X	X	X	X
h	Bowling Center	X	X	X	X	X	X	X	X	X	X	X	X	X
i	Car Rental	X	X	X	X	X	X	X	X	X	X	X	X	X
j	Car Washes	X	X	X	X	X	X	X	X	X	X	X	X	X
k	Catering Trucks	X	X	X	X	X	X	X	X	X	X	X	X	X
l	Del Mar Beach Villas/RV Sites/Campsites	X	X	X	X	X	X						X	X
m	Dental	X	X	X	X	X	X			X			X	X
n	Dry Cleaners	X	X	X	X	X	X	X	X	X	X	X	X	X
o	Firestone	X	X	X	X	X	X	X	X	X	X	X	X	X
p	Florist	X	X	X	X	X	X	X	X	X	X	X	X	X
q	GameStop	X	X	X	X	X	X	X	X	X	X	X	X	X
r	Golf Course Retail Shop	X	X	X	X	X	X	X	X	X	X	X	X	X
s	Income Tax Services	X	X	X	X	X	X	X	X	X	X	X	X	X
t	La Casa Del Mar	X	X	X	X	X	X			X			X	X
u	Lake O'Neill/RV Sites/Campsites	X	X	X	X	X	X						X	X
v	Latitudes Travel	X	X	X	X	X	X						X	X
w	Laundry Facilities	X	X	X	X	X	X			X			X	X
x	Leatherneck Lanes	X	X	X	X	X	X	X	X	X	X	X	X	X
y	Marina	X	X	X	X	X	X						X	X
z	Marine Memorial Golf Course	X	X	X	X	X	X	X	X	X	X	X	X	X
aa	Oil Exchange	X	X	X	X	X	X	X	X	X	X	X	X	X
bb	Optical Shop	X	X	X	X	X	X	X	X	X	X	X	X	X
cc	Pacific Views Event Center	X	X	X	X	X	X	X	X	X	X	X	X	X
dd	Paintball Park	X	X	X	X	X	X	X	X	X	X	X	X	X
ee	Pendleton Theater & Training Center	X	X	X	X	X	X						X	X
ff	Photography	X	X	X	X	X	X	X	X	X	X	X	X	X
gg	Pub 1795	X	X	X	X	X	X						X	X
hh	Recreational Checkout/Vehicle Storage	X	X	X	X	X	X						X	X
ii	Recreational Shooting	X	X	X	X	X	X						X	X

Figure 2-2 MCCA Activity Patron Eligibility Guide (Continued)

jj	San Onofre Beach/Cottages/RV Sites/Campsites	X	X	X	X	X	X						X	X
kk	San Onofre Historic Beach Club	X	X	X	X	X	X						X	X
ll	Self-Storage	X	X	X	X	X	X	X	X	X	X	X	X	X
mm	Scuba	X	X	X	X	X	X	X	X	X	X	X	X	X
nn	Snack Bars	X	X	X	X	X	X	X	X	X	X	X	X	X
oo	Stepp Stables	X	X	X	X	X	X	X	X	X	X	X	X	X

Figure 2-2 MCCA Activity Patron Eligibility Guide (Continued)

Marine and Family Programs Division

ACTIVITY

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	X
d	Exceptional Family Member Program (EFMP)	X	X											
e	Family Readiness	X	X										X	X
f	Education Center/Personal and Professional Readiness - Education	X	X			X	X						X	X
g	Behavioral Health - Family Advocacy Program and Behavioral Health - Substance Abuse Counseling Center (SACC)*	X	X											
h	Chaplain's Religious Enrichment Development Operation	X	X											
i	Personal and Professional Readiness - Resources	X	X			X	X						X	X

* Counseling Services/SACC

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 MCCS Activity Patron Eligibility Guide (Continued)

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Chapter 3

Assistant Chief of Staff, G-3/5

1. Command Responsibility. The Assistant Chief of Staff (AC/S) G-3/5 (Operations, Training, and Plans) is responsible to the Commanding General, Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) via the Chief of Staff. The G-3/5 is composed of six divisions: Range and Training Area Management Division, Training Support Division, Range Operations Division, Operations and Plans Division, Aviation Division, and Marksmanship Training Division.

2. Mission. The AC/S G-3/5 executes Regional and Installation tasks; develops and implements plans and policy; manages and facilitates programs; and directs operations in support of MCIWEST-MCB CAMPEN Installations, Fleet Marine Forces, formal schools, and tenant commands during the current Fiscal Year and Future Years Defense Program within the regional area of operations in order to promote combat readiness, support force deployment and provide regional command and control within the assigned area of operations.

3. G-3/5 Organization. The six G-3/5 Divisions and functions.

a. Range and Training Area Management Division. Provides vision, planning, program management, and sustainment of range, training areas, and training capabilities aboard Marine Corps Base, Camp Pendleton, ensuring training resources are managed in a coherent, integrated manner in order to support the Operating Forces, formal schools, and tenant commands' current and future requirements. Additionally, as the Regional Range Manager, Range and Training Area Management Division is the proponent for all matters pertaining to the oversight and coordination of ranges within the MCIWEST-MCB CAMPEN Area of Operation.

b. Training Support Division. Provides full spectrum training support for all units training aboard Marine Corps Base, Camp Pendleton to complete blocks I - IV through the use of live, virtual, and constructive training systems in order to provide Marines with the most realistic training environment while they prepare for combat.

c. Range Operations Division. Provides a realistic training environment, enhanced safety, and increased capacity through efficient range and training facility scheduling, live-fire and maneuver training scenario development, real-time Command and Control of "Battle Space," timely de-confliction and three-dimensional integration of training events, and effective Special Use Airspace management.

d. Operations and Plans Division. Executes operations and planning in the MCIWEST-MCB CAMPEN area of operations and is responsible for installation and regional command and control, oversight, coordination, facilitation and support of Current Operations, Future Operations and Plans Development, Explosive Ordnance Disposal Programs, Mission Assurance and History and Museums activities in order to support MCIWEST-MCB CAMPEN mission and command decision making.

e. Aviation Division. Promotes the combat readiness of the operating forces by coordinating, developing, and implementing policies, programs, and plans as the regional aviation advocate for MCIWEST-MCB CAMPEN, I Marine Expeditionary Force and other tenant organizations. Programs include regional airspace coordination, facilitating Air Traffic Control and airfield services at the aviation installations, and providing oversight of the Regional Air Transportation Coordination Office responsible for scheduling Operational Support Aircraft assigned to MCIWEST-MCB CAMPEN.

f. Marksmanship Training Division. The formal Marksmanship Training Division serves as the lead proponent for the Marine Corps Combat Marksmanship Program for Annual Rifle Qualification and the Combat Pistol Program aboard Marine Corps Base, Camp Pendleton during the fiscal year with qualified marksmanship personnel, facilities and ranges in direct support of the annual marksmanship qualification requirements in order to facilitate annual training requirements in accordance with published directives.

Chapter 4

Office of the Staff Judge Advocate

Section 1

Mission, Organization, and Advice Provided

1. Mission. The Staff Judge Advocate (SJA) is the special staff legal advisor to the Commanding General (CG), Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN), a general courts-martial convening authority per designation by the Secretary of the Navy. The SJA is the designated Standards of Conduct and Ethics Counselor for the command.

2. Organization. The Office of the SJA (OSJA) consists of the SJA, Deputy SJA, Legal Services Chief, and Administrative Assistant. The SJA handles the following responsibilities:
 - a. Administrative Law. The SJA advises the CG and subordinate commands about administrative separation matters and separations in lieu of trial by court-martial as required by MCO 1900.16 (MARCORSEPMAN).

 - b. Civil Law. The SJA, in conjunction with the Western Area Counsel's Office, provides command advice pertaining to civil law matters. This includes advice on civil liability, Freedom of Information Act (FOIA) and Privacy Act matters, and Manual of the Judge Advocate General investigations.

 - c. Standards of Conduct and Joint Ethics. The SJA is the Ethics Counselor for MCIWEST-MCB CAMPEN. The SJA coordinates annual ethics training and ensures completion of Confidential Financial Disclosure Reports filed by Marine Corps Base, Camp Pendleton (MCB Campen) personnel and Public Financial Disclosure Reports by general and flag officers. SJAs prepare legal opinions including but not limited to: conflict of interest issues such as travel benefits, outside government employment, and political activities; activities with Non-Federal entities, fundraising, gift acceptance, and use of government resources. In addition, the OSJA ensures that both semi-annual and annual Ethics Reports are provided to appropriate authorities. Reports Control Symbol EXEMPT are assigned to these reporting requirements.

3. Western Area Counsel's Office. The Western Area Counsel Office provides legal services under the cognizance of the General Counsel for the Department of the Navy, including environmental and land use law, civilian personnel law, and acquisition and procurement law. The Counsel is also an Ethics Counselor; the SJA and the Counsel coordinate their efforts to ensure commanders and staff officers

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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.

Section 2

Order and Notice to Vacate Base ("Debarment")

1. Background. The Commanding General (CG), Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) has the authority to exclude from any MCIWEST-MCB CAMPEN installation 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 an installation under his or her command, and to prohibit the person from reentering the installation. Both processes are referred to as "debarment." In accordance with DoD Instruction 5200.8, debarment authority "shall not be exercised in an arbitrary, unpredictable, or discriminatory manner." Subordinate installation commanders also have the inherent authority to exercise debarment for their particular installation.

2. Delegation of Authority

a. Permanent Debarment. The authority to issue permanent "local" debarment orders (that is, debarment from Camp Pendleton only) is hereby delegated to the Commanding Officer (CO), Security Battalion (SctyBn). The authority to issue permanent "regional" debarment orders (that is, debarment from all MCIWEST-MCB CAMPEN installations) is held by CG MCIWEST-MCB CAMPEN and CO SctyBn, after coordination with the CO of any affected MCIWEST-MCB CAMPEN installation as appropriate, with one exception: Separation Authorities under MCIWEST-MCB CAMPEN jurisdiction, which includes both commanders of tenant commands operating aboard any MCIWEST-MCB CAMPEN installation and commanders of any installation within MCIWEST-MCB CAMPEN, may issue permanent regional debarment orders for Marines being separated with an Other Than Honorable characterization of service (see Figure 4-1). Commanders need not take action on regional debarments for Marines awarded a punitive discharge at court-martial; regional debarments pursuant to punitive discharges will be addressed by the MCIWEST-MCB CAMPEN Office of the Staff Judge Advocate (OSJA), Regional Review Office, and servicing Staff Judge Advocate (SJA) of the court-martial Convening Authority.

b. Temporary Debarment. Anyone with authority to issue a permanent debarment may also issue a debarment order for a specified time period. In addition, the authority to issue temporary local debarments for a period not to exceed 10 days is hereby delegated to the Chief of Staff, Provost Marshal, Staff Judge Advocate, Special Assistant U.S. Attorney (SAUSA), and the MCIWEST Command Duty Officer (see Figure 4-4). The issuance of a temporary debarment must be promptly reported (within one business day) to the Provost Marshal and the SJA.

3. Permanent Debarment Process (Civilians)

a. Recommendation for Permanent Debarment. Any O-5 or senior CO or the Provost Marshal may recommend permanent debarment of a civilian to the CO SctyBn. Such a recommendation shall outline, with particularity, the grounds for debarment and enclose substantiating documentation (such as a Command Investigation, Report of Investigation, Results of Trial, or DD Form 1805), along with the contact information and the permanent home address of the person recommended for debarment. Recommendations for permanent debarment shall be submitted to the MCIWEST OSJA for review at SJA_MCIW_MCB@usmc.mil before routing to CO SctyBn for action.

b. Right to a Hearing. If the person proposed for debarment is entitled to an Armed Forces Identification Card (e.g. a retiree or a dependent), is employed aboard Camp Pendleton, or possesses a valid business pass, the person shall be afforded the opportunity to request a hearing prior to permanent debarment action. For those entitled to a hearing, the SJA or CO SctyBn shall ensure the individual is notified of his or her right to request a hearing with the base magistrate (see Figure 4-3). Upon notification of potential debarment, the person shall be given seven calendar days to request a hearing. Failure to request a hearing shall constitute waiver of the right to a hearing. Upon completion of a hearing, the base magistrate shall issue a recommendation to the CO SctyBn whether permanent debarment is warranted. If the hearing was waived (whether explicitly or through failure to request a hearing), the base magistrate shall forward the matter to the CO SctyBn for disposition.

c. CO SctyBn Action. Prior to taking action, the CO SctyBn must consult with the SJA. After review of all materials and SJA consultation, the CO SctyBn may take the following action:

(1) Decline to issue a debarment;

(2) Issue a local (Camp Pendleton) debarment for a specified time period; or

(3) Issue a permanent local or regional debarment (see Figure 4-3).

4. Permanent Debarment Process (Active Duty)

a. Permanent debarment is often appropriate for Service Members who are being administratively separated for misconduct or who have been issued a punitive discharge at court-martial. In these circumstances, Service Members are not entitled to a separate hearing to determine whether debarment is appropriate, since they are already

afforded rights to a hearing through the administrative separation or court-martial process.

b. As stated in paragraph 4.2.a. above, Separation Authorities under MCIWEST-MCB CAMPEN jurisdiction (to include tenant separation authorities), may issue permanent regional debarment orders for Marines receiving an Other Than Honorable characterization of service.

c. Separation authorities may request permanent regional debarment for Marines being administratively separated for misconduct with a General (Under Honorable Conditions) characterization of service. These requests shall be forwarded to the MCIWEST-MCB CAMPEN CG. Recommendations must include appropriate documentation, such as a signed separation letter, Board Report, or Report of Results of Trial along with the justification for regional debarment. Such recommendations may be emailed to SJA_MCIW_MCB@usmc.mil.

d. In rare circumstances, COs may recommend Service Members for debarment who have yet to be approved for separation. COs are entitled to issue such recommendations whether the Service Member is a member of their command or not. However, in the event that a CO recommends an active duty Service Member, who has not yet been approved for separation, for debarment, no action will be taken on debarment until the first O-6 CO in the affected Service Member's chain of command has been consulted about whether debarment is clearly warranted and an assessment of how debarment may impact that particular command. Endorsed recommendations shall be forwarded via the SJA to the respective MCIWEST-MCB CAMPEN installation CO or CO SctyBn, as applicable, for appropriate action.

5. Debarment Orders and Appeals

a. Debarment Order. A debarment order will be served personally or by mail by the SJA or a designee. The order and proof of service shall be forwarded to the respective PMO for retention (see Figure 4-2). If the debarment order is returned as undeliverable, the order and correspondence shall be forwarded to the respective PMO for delivery to the individual in the event the individual attempts to access a MCIWEST-MCB CAMPEN Installation.

b. Right to Appeal. Individuals debarred (whether locally or regionally) for any period exceeding 30 calendar days may appeal the debarment order to the CG MCIWEST-MCB CAMPEN within 20 days of the issuance of the order. Appeals shall be addressed to the CG MCIWEST-MCB CAMPEN (Attn: SJA), Box 555010, Camp Pendleton, California 92055-5010.

c. Violations of Debarment Orders. Civilians apprehended aboard a MCIWEST installation who have previously been issued a debarment order that is still in effect shall be issued a Violation Notice, DD Form 1805, for violation of 18 U.S.C. Section 1382 by the respective PMO and escorted off-base. Active duty Service Members found in violation of a valid debarment order are subject to being placed into confinement or escorted off-base, as appropriate, and shall be referred to the respective courts-martial convening authority for appropriate disposition.



UNITED STATES MARINE CORPS
(LETTERHEAD)

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

ORDER AND NOTICE TO VACATE MILITARY INSTALLATIONS

You are prohibited from entering **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** and, with the concurrence of the Commanders of the following installations: **Marine Corps Recruit Depot, San Diego; Marine Corps Air Ground Combat Center, Twentynine Palms; and Marine Corps Mountain Warfare Training Center, Bridgeport** 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 CG 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 \$5,000.00 or imprisoned not more than six months, or both."

You may be prosecuted by the United States Government in United States District Court if you violate this Order.

Should you desire to appeal this Debarment Order, you must submit a written appeal addressed to the Commanding Officer, Security Battalion, Marine Corps Installations West-Marine Corps Base, Box 555010, Camp Pendleton, CA 92055-5010), postmarked within 20 calendar days of the date of this Debarment Order.

[COMMANDING OFFICER'S NAME]
[GRADE], U.S. Marine Corps

Copy to:
PMO Housing
MCCS SJA MCIWEST-MCB CAMPEN
SJA MCRD SD SJA MCAGCC Twentynine Palms

Figure 4-1 Sample Regional Debarment Order

RECORD OF SERVICE OF ORDER AND NOTICE TO VACATE

[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.

Figure 4-2 Sample Record of Service of Order and Notice to Vacate Base



UNITED STATES MARINE CORPS
(LETTERHEAD)

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

Dear (PERSON'S NAME):

SUBJECT: NOTIFICATION OF HEARING TO VACATE MARINE CORPS BASE, CAMP
PENDLETON, CALIFORNIA 92055

You are hereby notified that the Commanding General, Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) may exclude you from Marine Corps Base, Camp Pendleton (MCB CamPen) and all installations under the cognizance of MCIWEST-MCB CAMPEN by reason of (SPECIFIC REASON FOR BAR LETTER).

Before being excluded from MCB CamPen and all installations under the cognizance of MCIWEST-MCB CAMPEN, you have the right to an administrative hearing before the Base Magistrate. 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 installations under the cognizance of MCIWEST-MCB CAMPEN.

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 MCB CamPen and all MCIWEST-MCB CAMPEN. The Base Magistrate can be reached at (760)725-6408.

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//



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

Date: _____

TEMPORARY ORDER AND NOTICE TO VACATE BASE

To: (First, Middle, Last)

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

- () Your presence threatens or tends to threaten the peace and security aboard MCB CamPen because:
- () Violation of law or lawful regulations, to wit:
- () Your presence threatens or tends to threaten the morale and discipline of the Armed Forces personnel aboard MCB CamPen because:

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

"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 under this title or imprisoned not more than six months, or both."

These offences are triable by U.S. District Court.

This Order is effective on the day of issuance and for nine days thereafter for a total of 10 days.

Command Duty Officer
By Authority of the Commanding General

() (Int) 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 Title 18, Unites States Code, Section 1382.

() (Int) Subject has been read the foregoing Temporary Order and Notice to Vacate Base and has indicated an 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 mail:
(Register Receipts# _____) on _____.

Subject Signature

Witness Signature

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Section 3

Logistical Support to Non-Federal Entities

1. General. MCIWEST-MCB CAMPEN receives requests from both military and Non-Federal Entities (NFE) and individuals to support a myriad of 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 NFEs is provided in a consistent manner and does not interfere with readiness and the overall installation mission.

2. NFE. An NFE 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. NFEs may include elements of state, interstate, tribal and local government, as well as private organizations. An NFE may operate on DoD installations if approved by the base commander or higher authority under applicable regulations.

3. MCIWEST-MCB CAMPEN's Policy. It is MCIWEST-MCB CAMPEN policy that support for NFEs shall be in accordance with the Joint Ethics Regulation (JER) and applicable service regulations, and to avoid preferential treatment support. Therefore, logistical support should be as uniform as possible recognizing that NFE support of Service Members and their families can be important to their welfare and may enhance the overall installation mission.

4. Staff Support

a. Assistant Chief of Staff (AC/S) G-3/5

(1) Serve as the central point of contact for all NFEs desiring logistical support aboard MCB Campen, except for recreation or fundraising requests.

(2) Serve as the approving authority for all NFE 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 Chief of Staff (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 Marine Corps Community Services (MCCS)

(1) Serve as the central point of contact for all NFEs desiring MCB Campen support for all recreational and fundraising

purposes under the cognizance of MCCS and/or using MCCS regulated facilities.

(2) Serve as approving authority for all NFE fundraising and recreational support requests involving MCCS regulated facilities.

(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. Communication Strategy and Operations (COMMSTRAT)

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

(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 NFEs training aboard MCB CamPen, upon request and approval from the AC/S G-3/5.

e. AC/S G-4

(1) Develop Memorandums of Agreement/Memorandums of understanding with all NFEs granted waivers of usage fees.

(2) Provide logistical support, within capabilities, upon request from the AC/S G-3/5, AC/S MCCS, or the Director, COMMSTRAT.

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

g. AC/S G-8

(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 staff section.

h. MCB CamPen and Tenant COs

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

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

(3) Direct all requests by NFEs for logistical support for activities located outside of MCB CamPen, to Director, COMMSTRAT.

i. Area Commanders

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

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

(3) Direct all requests by NFEs for logistical support for activities located outside of MCB CamPen, to Director, COMMSTRAT.

5. SJA. The SJA is the Command Ethics Counselor and is responsible for providing ethics advice to the CG MCIWEST-MCB CAMPEN, their staff, and subordinate commands and directorates. Forward any questions regarding MCB CamPen logistical support to NFEs to the SJA.

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Chapter 5

Legal Services Support Section-West

Section 1

Mission, Support, and Services Provided, Organization

1. Mission. The Legal Services Support Section-West (LSSS-W) provides consolidated legal services in six legal services support functional areas to commands, individual Marines, Sailors, retirees, dependents, and other eligible recipients within the designated Legal Services Support Area, in order to implement a commander's decision, sustain the force, and support Service Members, retirees, and families as per MCO 5800.16.

2. Support

a. In garrison, Legal Service Support Teams (LSST) and Legal Service Support Detachments (LSSD) provide support in the following functional areas: military justice, administrative law, and legal assistance to operating forces and supporting establishment commands, as well as individual Marines, Sailors, eligible family members, and other eligible beneficiaries within Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN).

b. The LSSS-W provides the following services in garrison at the MCIWEST-MCB CAMPEN regional level:

(1) Regional Trial Counsel (RTC) services to include the supervision, mentorship, training, and support for the provision of trial services by subordinate LSSTs and LSSDs for courts-martial litigation.

(2) Regional Defense Counsel (RDC) services to include the supervision, mentorship, training, and support for the provision of defense services by subordinate LSSTs and LSSDs for courts-martial litigation.

(3) Regional Victims' Legal Counsel-West provides services to include the supervision, mentorship, training and support for the provision of Victim's Legal Counsel Services by subordinate LSSTs and LSSDs.

(4) Regional post-trial review.

(5) Regional court reporting.

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

c. LSSTs and LSSDs provide the following services:

- (1) Trial Services.
- (2) Defense Services.
- (3) Legal Assistance.
- (4) Administrative Law.
- (5) Victim Legal Counsel.
- (6) Court Reporting.

d. The LSSS-W supports augmentation requirements for deploying Marine Air Ground Task Forces by providing personnel, as required.

3. Organization

a. LSSS-W is led by a Director of Legal Services (DLS). LSSS-W consists of a regional office located aboard Marine Corps Base, Camp Pendleton (MCB CamPen), three subordinate LSSTs located aboard MCB CamPen, Marine Corps Air Ground Combat Center (MCAGCC) Twentynine Palms, and Marine Corps Air Station Miramar (MCAS Miramar), and a Legal Services Support Detachment (LSSD) subordinate to LSST Miramar located aboard Marine Corps Air Station Yuma.

b. Each LSST consists of an OIC, a Legal Services Chief, and a Legal Administrative Officer; along with Administrative Law, Trial Services, Defense Services, Victim's Legal Counsel, Legal Assistance, and Court Reporter sections.

c. The Office of the DLS and all subordinate LSSTs and LSSDs provide general support to all operating forces and supporting establishment commands and their subordinate units/detachments within the Western Region.

Section 2

Command Relationships, Leadership Roles and Responsibilities

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

2. Leadership Roles and Responsibilities

a. LSSS-W is headed by the DLS who reports to the Commanding General (CG) MCIWEST-MCB CAMPEN. The DLS 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 DLS is also the MCIWEST-MCB CAMPEN Staff Judge Advocate (SJA) with cognizance over the legal services support mission. The DLS is responsible for ensuring the subordinate LSSTs and LSSDs are trained, manned, and equipped to accomplish their assigned legal services support mission. The DLS will assume these responsibilities during periods of absence with the exception of SJA MCIWEST-MCB CAMPEN duties. The MCIWEST-MCB CAMPEN SJA and Deputy SJA retain exclusive staff cognizance over the command legal advice function.

b. The chain of command runs from the LSST OIC through the DLS to the CG MCIWEST-MCB CAMPEN. The OICs of the LSSTs and LSSDs exercise direction and control ("Operational Control") 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 victim legal counsel, trial counsel or defense counsel, in so far as separate relationships are established for fitness reporting and detailing authority according to MCO 5800.16.

Section 3

Tasks

1. Military Justice. The chain of command, duties and responsibilities concerning military justice are contained in the Legal Support and Administration Manual, MCO 5800.16 series. The following Volumes apply to each service provided:

- a. Volume 3: Defense Services.
- b. Volume 4: Victims' Legal Counsel.
- c. Volume 5: Legal Assistance.
- d. Volume 11: Administrative Separations.
- e. Volume 16: Trial Services and Post-Trial Review.

Section 4

Base Magistrate

1. General. The Office of the Base Magistrate operates under the supervision and direction of the OSJA. The Office of the Base Magistrate is responsible for five 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, to include incidents involving theft of monies and merchandise from the Marine Corps Community Services (MCCS) facilities, incidents of juvenile misconduct, pet revocation hearings, and other acts of misconduct occurring aboard MCB CamPen, and to serve as the Hearing Officer in the appeal of all Bar Order requests.

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.

2. Traffic Court

a. General. This section of the MCB CamPen Base Regulations is derived and governed by MCO 5110.1 series, which establishes the policy, procedures, and responsibilities 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. Policy. Driving a government-owned vehicle or privately-owned vehicle 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 MCB CamPen vehicle registration requirements.

(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 U.S. Government Motor Vehicle Operators' Identification Card (OF346), and an Armed Forces Identification Card, or other appropriate identification for non-Department of Defense (DoD) Civilians.

(4) Interact professionally at all times with Marines and Marine Corps Civilian Law Enforcement Program personnel posted at gates/entry control points and conducting traffic enforcement. Entry aboard MCB CamPen is entry to the workplace.

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

d. California Penal Code. By virtue of the Assimilative Crimes Act, 18 U.S.C. Section 13, the provisions of the California Vehicle Code, California Penal Code, and other applicable State laws are a part of Federal law applicable aboard MCB CamPen.

3. Issuance and Processing of Traffic Citations

a. 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.

b. Armed Forces Traffic Ticket, DD Form 1408. 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, and retired military personnel/veterans living aboard the Base. Upon the issuance of a DD Form 1408, the Military Police Officer (MPO) shall indicate the place, time, and date that the alleged violator is required to appear before the Base Magistrate on the DD Form 1408. In addition, if the alleged violator fails to appear or request a continuance, that action may constitute a waiver of the right to appear before the Base Magistrate and the Base Magistrate may resolve the matter in the alleged violator's absence.

c. United States District Court Violation Notice, DD Form 1805. 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. Upon the issuance of a DD Form 1805, the MPO shall explain the process involved in having this matter adjudicated by the United States District Court.

d. Adjudication Procedures. Commanding General (CG), Marine Corps Installations West-Marine Corps Base, Camp Pendleton (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.

(1) Security Battalion, Provost Marshal's Office (PMO), Police Records prepare all relevant documentation of traffic violations for submission and adjudication by the Base Magistrate.

(2) A staff noncommissioned officer (SNCO) in the Service Member's chain of command must accompany enlisted personnel in pay grades E-5 and below at traffic hearings. The first officer in SNCO or officer's chain of command must accompany them at traffic hearings. The representative in the chain of command that accompanies the subject Service Member will be provided a copy of the suspension of driving privileges if adjudged by the Base Magistrate. The representative shall deliver the letter to the Service Member's commanding officer.

e. 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 based on the available evidence. The MPO will issue a citation with a notice of the violation and of the time and place to appear, shall constitute proper notice.

(2) In those cases that 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 at (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." of nolo contendere (no contest) is equivalent of a plea guilty.
- (c) To present all reasonably available witnesses or documents.
- (d) To require the MPO's presence.
- (e) 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 the decision of the Base Magistrate to the Commanding Officer (CO), Security Battalion (Scty Bn) via the chain of command.

f. Command Investigations of Accidents Involving Government Vehicles

- (1) Commands must investigate accidents involving government-owned vehicles in accordance with MCO 5110.1_.
- (2) If the commander concludes, because of the investigation, that violation of a traffic regulation contributed to the accident, the commander shall forward the investigation to the CG MCIWEST-MCB CAMPEN and shall include a recommendation to suspend or not suspend base driving privileges for the driver and any other Service Members who were passengers in the vehicle.

g. On-Base Driving Under the Influence (DUI) Offenses

- (1) 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) 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 U.S. District Court for adjudication of the offense. In addition, these individuals will receive an appropriate Debarment Letter.

h. 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 CampPen, will receive a Preliminary Letter of Suspension via certified mail. All DUI citations, whether on or off-Base require a mandatory appearance before the Base Magistrate.

i. 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 CampPen 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 CampPen 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 Debarment Letter.

(3) When a commander possesses credible evidence of the use, possession, or distribution of illegal drugs which pose a threat to safety and good order and discipline, the commander may request the CG MCIWEST-MCB CAMPEN (Attn: Base Magistrate) suspend/revoke the driving privileges of the offender for a period not to exceed 12 months and a Letter of Notification of Intent will be sent to the individual, (see Figure 5-3).

j. Traffic Court Violations Sentencing Matrix

(1) The Traffic Court Violations Sentencing Matrix establishes a uniform administrative system to adjudicate traffic violations that occur aboard MCB CampPen. 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 5-1).

(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 the 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) who 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) 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.

(5) This points system is not intended to interfere in any way with the reasonable exercise of the installation commander's prerogative to issue, suspend, revoke, deny, or reinstate installation driving privileges.

k. Appeal Procedures

(1) Individuals may appeal the any final decision of the Base Magistrate; however, the grounds for the appeal must be based upon the 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 Commanding Officer, Security Battalion (Attn: SJA) via the chain of command. Appeals submitted after the 10th working day submission requirement will not be heard. After chain of command endorsement, appeal packages may be submitted to SJA_MCIW_MCB@usmc.mil. The SJA will review the package and forward the package to the CO Scty Bn for action.

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

l. Request for Limited Driving. Individuals whose driving privileges have been suspended or revoked may request "Limited Driving Privileges" (see Figure 5-4), however, those individuals

whose privileges are "Suspended until Compliant" are not authorized "Limited Driving Privileges."

4. Misconduct Hearings

a. General. This section of the MCB CamPen 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.

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, the Base Magistrate shall have the final decision authority.

(1) For matters involving PPV Housing, the Base Magistrate shall provide a disposition recommendation to the Director, Central Housing via the Assistant Chief of Staff (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, 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 a final decision of the Base Magistrate to the Commanding Officer, Security Battalion (Attn: SJA) (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:

- (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 MCCS 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 United States 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 LSST CamPen.

(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. Appeals must be submitted in writing within 10 working days from the date of a final decision. Recommendations are not appealable; only when a final decision has

may a matter be appealed. Appeals shall be routed to the Commanding Officer, Security Battalion (Attn: SJA) via the chain of command. Appeals submitted after the 10th working day submission requirement will not be heard. After chain of command endorsement, appeal packages may be submitted to SJA_MCIW_MCB@usmc.mil. The SJA will review the package and forward the package to the CO Scty Bn for action.

5. 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 Rule 305 and I Marine Expeditionary Force (I MEF)/MCB CamPen Memorandum of Agreement (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 CamPen Brig Facility.

(1) Identification of IROs. Per the I MEF/MCB CamPen MOA of 9 October 2009, the Base Magistrate shall identify a sufficient number of qualified field grade officers from within 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 six months, unless otherwise coordinated. The Base Magistrate is responsible for publishing the monthly IRO Duty Schedule.

6. 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, and other such related actions. Information not specifically addressed within this Order can be found within the Judge Advocate General Instruction (JAGINST) 5800.7_. All civil processing matters aboard MCB CamPen will be coordinated by the Office of Base Magistrate. For questions regarding civil processing matters,

call (760)725-5561. The Office of 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 Service Member's command, civilian supervisor, or active duty sponsor as appropriate when Service 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 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 JAGINST 5800.7_, and a 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.

(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 CamPen. 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, Commanders, Legal Officers, 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 CamPen, involuntary repossessions of personal property located aboard MCB CamPen will be coordinated through the Civil Processing Section. The Civil Processing Section shall be responsible for notifying the Service Member of the "request for repossession." In addition, the Civil Processing Section will recommend that the military member contact the 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 Service 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. Only California licensed or credentialed Repossession Agents are permitted to repossess vehicles aboard MCB CamPen. If the registered vehicle owner is deployed and consents to the repossession, he/she may provide a statement to the Office of the Base Magistrate authorizing the repossession. The statement must be endorsed by his/her chain of command and the statement must include the make/model/Vehicle Identification Number and other identifying characteristics, to include its exact location aboard MCB CamPen.

(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 CamPen.

Interim Traffic Court Sentencing Matrix

1. The Traffic Court Sentencing Matrix establishes the Traffic Suspension/Revocation of Driving Privileges/Point Assessment System, which shall serve as a uniform administrative device to adjudicate traffic violations impartially, which occur aboard MCB CamPen. MCO 5110.1_ establishes the policy, regulations, and procedures for motor vehicle traffic supervision and related matters on military Installations in the Continental U.S. and overseas.
2. The column labelled "MCO 5110.1_" is the traffic points system from MCO 5110.1_ and cannot be altered. Column "Base Magistrate" is a mixture of mandatory and permissive sanctions in a finding of guilt, and driving privileges based upon the CG's prerogative to issue, suspend, revoke, deny, or reinstate installation privileges.
3. Prior to the final adjudication by the Base Magistrate, the violator has the following rights:
 - a. To appear in person before the Base Magistrate.
 - b. To be represented at the Hearing by a civilian attorney (at no expense to the United States government).
 - c. To present witnesses on their behalf.
 - d. To review all citations, reports, and other documents relative to their case.
 - e. To present evidence in support of their case.
 - f. To request the presence of the law enforcement personnel who issued the citation.
 - g. To request a Private Hearing with the Base Magistrate.
 - h. To appeal the decision of the Base Magistrate to the Commanding Officer, Security Battalion (Attn: SJA).

Figure 5-1 Interim Traffic Court Sentencing Matrix

APPEARANCE IS	OFFENSE	MCO 5110.1_	BASE MAGISTRATE
Mandatory	Failure to Appear (FTA) in Traffic Court	N/A	Penalty/Points automatically assessed based on offense
Mandatory	Driving While on Suspension/Revocation	Mandatory Revocation for 24 months	Mandatory Revocation for 24 months
Mandatory	Driving 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/Consolidated Substance Abuse Counseling Center (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

Figure 5-1 Interim Traffic Court Sentencing Matrix (Continued)

APPEARANCE IS	OFFENSE	MCO 5110.1__	BASE MAGISTRATE
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
Mandatory	Possession/Storage of Open Alcoholic Beverage container in vehicle	N/A	3 Points or 3 Month Suspension/ Remedial Driving
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
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

Figure 5-1 Interim Traffic Court Sentencing Matrix (Continued)

Mandatory	Commission of an offense in another State, if committed aboard MCB CamPen 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 1 year
Mandatory	Racing upon Highway	Mandatory Revocation for 6 months	Mandatory Revocation for 6 months
Mandatory	Habitual Violation of Traffic Laws or Regulations (accumulation of 9 points in 12 months or 12 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	Mandatory 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

Figure 5-1 Interim Traffic Court Sentencing Matrix (Continued)

Mandatory	Owner knowingly and/or willfully permitting a physically impaired person to operate their vehicle	6 Points	6 Points
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 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 or 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 or Suspension for 1 month/Remedial Driving/Motorcycle Safety Course

Figure 5-1 Interim Traffic Court Sentencing Matrix (Continued)

Mandatory	Failure to use 2 hands on motorcycle	3 Points	3 Points or . Suspension for 1 month/Remedial Driving/Motorcycle Safety Course
Mandatory	Operating a motorcycle 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 motor vehicle 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
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 Driving
Mandatory	Operating with an expired Driver's license	N/A	Suspension until compliant

Figure 5-1 Interim Traffic Court Sentencing Matrix (Continued)

Mandatory	Speeding 16-20 mph over posted speed limit	5 Points	5 Points and/or Suspension for 3 months/Remedial Driving
Mandatory	Speeding 21-30 mph over posted speed limit	6 Points	6 Points and Suspension for 6 Months and Remedial Driving
Mandatory	Speeding 31 mph and greater over posted speed limit	6 Points	6 Points and Suspension for 12 Months and Remedial Driving
Mandatory	Speed Contest	6 Points	6 Points and Suspension for 12 Months and Remedial Driving
Mandatory	Speeding within Construction, School, Recreational, or Housing areas	N/A	6 Points and Suspension based upon speed and Remedial Driving 10+ mph over posted speed limit - suspension for 3 months and Remedial Driving
Mandatory	Use of non-hands free cellular phone while driving motor vehicle	N/A	6 Points and 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
Mandatory	Other Offenses not Listed	N/A	Adjudication will be determined as appropriate and equitable
Mandatory	Speeding 11-15 mph over posted speed limit	4 Points	4 Points

Figure 5-1 Interim Traffic Court Sentencing Matrix (Continued)

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
Optional	Failure to yield to right-of-way to emergency vehicles	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

Figure 5-1 Interim Traffic Court Sentencing Matrix (Continued)

Optional	Throwing litter from a vehicle	N/A	3 Points <u>or</u> 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-Reading	N/A	3 Points/Remedial Driving

Administrative Information

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

Figure 5-1 Interim Traffic Court Sentencing Matrix (Continued)



MCIWEST-MCB
CAMPENO 5000.5
26 MAY 2023

UNITED STATES MARINE CORPS
(LETTERHEAD)

SSIC
Code
Date

From: Commanding Officer, (Unit)
To: Commanding General, Marine Corps Installations West-Marine
Corps Base, Camp Pendleton (Attn: Base Magistrate)

Subj: REQUEST REVOCATION OF DRIVING PRIVILEGES

Ref: (a) MCO 5110.1_

Encl: (1) Notification Letter to Member and Endorsement

1. Per the reference, request that the driving privileges of (Service Member) 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 Uniform Code of Military Justice).

3. I believe that in this situation the continued operation of a motor vehicle by (Service Member) poses a threat to the safety, good order and discipline aboard Marine Corps Base, Camp Pendleton.

(COMMANDER)



UNITED STATES MARINE CORPS
(LETTERHEAD)

SSIC
Code
Date

From: Commanding Officer, (Unit)
To: (Service Member)

Subj: NOTIFICATION OF INTENT TO REVOKE DRIVING PRIVILEGES

Ref: (a) MCO 5110.1_

1. Per the reference, you are notified of the command's request that the Commanding General, Marine Corps Installations West-Marine Corps Base, Camp Pendleton revoke your 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 Base 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

MCIWEST-MCB
CAMPENO 5000.5
26 MAY 2023



UNITED STATES MARINE CORPS
(Unit Letterhead)

(SAMPLE)

(Date)

From: Lance Corporal I. M. Marine EDIPI/MOS USMC
To: Commanding General, Marine Corps Installations West-Marine
Corps Base, Camp Pendleton (Base Magistrate)
Via: (1) Company Commander (If necessary)
(2) Commanding Officer (Battalion/Squadron)

Subj: REQUEST FOR LIMITED DRIVING PRIVILEGES

Ref: (a) MCO 5110.1_

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



MCIWEST-MCB
CAMPENO 5000.5

26 MAY 2023

UNITED STATES MARINE CORPS
(LETTERHEAD)

Date

From: Lance Corporal I. M. Marine EDIPI/MOS USMC
To: Commanding Officer, Security Battalion
(Attn: Staff Judge Advocate)

Subj: APPEAL OF BASE MAGISTRATE'S DECISION TICKET #XXXX

Ref: (a) MCO 5110.1_

Encl: (1) List Required Documents

1. I, Lance Corporal Ima M. Marine, appeal the decision{s) of the Base Magistrate on XX DATE YY. {specific traffic violation[s] and case number}.

2. (Rationale why the decision to sanction by the Base Magistrate was unjust or disproportionate. Individual belief of not guilty of the violation is not a basis for appeal}).

I. M. MARINE

Chapter 6

Provost Marshal Office

1. Definitions. The terms "Commanding General" (CG), "Commanding Officer" (CO), and "Provost Marshal" as used in this Chapter means CG, Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN), CO, Security Battalion (SctyBn), MCIWEST-MCB CAMPEN and Provost Marshal, SctyBn respectively.

2. Authority and Jurisdiction

a. General. The Provost Marshal reporting through and via the CO of SctyBn has authority and jurisdiction as the CO SctyBn and CG's representative over all personnel within the limits of Marine Corps Base, Camp Pendleton (MCB CamPen) 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 CamPen. The Provost Marshal shall, within resources, provide police services for all operating forces and tenant organizations of MCB CamPen to include Marine Corps tasks related to 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 aboard MCB CamPen will be under the operational control of the Provost Marshal, except personnel assigned to the Naval Criminal Investigative Service (NCIS), and Game Wardens assigned to Environmental Security.

b. Provost Marshal Instruction (PMI). The Provost Marshal will issue instructions governing the conduct and operational procedures of personnel under his control as may be required to accomplish the mission of (Provost Marshal's Office (PMO)).

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

d. Authority Over Civilians not Subject to the Uniform Code of Military Justice (UCMJ). Persons not in the military service and not subject to the UCMJ who commit offenses within the limits of MCB CamPen 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 UCMJ, in violation of either Federal or State law within the boundaries of MCB CamPen, will be reported to the Provost Marshal for action and investigation as appropriate.

3. Offenses, Apprehensions, and Incidents

a. Reporting Responsibilities. All crimes committed aboard MCB CamPen, except those exclusively military in nature such as unauthorized absence, disobedience of orders, etc., will be reported to the Provost Marshal immediately. Designated reported offenses or crimes will be referred by PMO to NCIS.

b. Release of Apprehended Persons. Service Members apprehended or held in custody by PMO will be reported and released to their parent organizations following processing. Organization representatives must be a SNCO or Officer and senior to the offender.

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. Reports Control Symbol DD-5102-03 is assigned to this reporting requirement.

4. Investigations

a. Responsibilities. The Provost Marshal shall be responsible for initiating all criminal investigations aboard MCB CamPen, and will refer appropriate incidents to Criminal Investigation Division (CID) or NCIS.

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

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

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 a Commander or Military Judge in accordance with the current edition of the Manual for Courts-Martial (MCM) Rule 315, 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 Commander of the area to be searched, or from an officer upon which command of such area has been delegated.

(2) Commanders 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

(1) Searches of government vehicles, including vehicles owned by non-appropriated fund activities, may be conducted at any time, regardless of location.

(2) Authorization to enter spaces and grounds of the Naval Hospital is vested in the CO, Naval Hospital MCB CamPen except in the case of an emergency.

(3) Authorization to enter the United States Army Reserve Center and Assault Craft Unit 5 is vested with the CG MCIWEST-MCB CAMPEN and requires no prior arrangement.

(4) Medical records of Service Members are subject to release as required for investigation purposes.

c. Motor Vehicle Searches. There are distinct differences between a motor vehicle search and an inventory, which require the two procedures outlined below.

(1) Permissive Search. A vehicle search with the consent of the driver of the vehicle, being requested by military or civilian police, to be searched.

(2) Motor Vehicle Inventory. An inventory is the routine inventory of an impounded vehicle. A warrant is not required because PMO is legally impounding the vehicle and bears legal liability for the contents of the vehicle.

(3) Vehicle Inspections. Inspection of vehicles and persons shall be conducted at various entrance and exit points of MCB CamPen and other selected places aboard 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.

Section 1

Internal Security

1. Dependents

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

(1) Supervision. All children, six 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.

(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 and or may care for younger children provided they are able to assume responsibility. No child under the age of 18 may be left alone overnight, and discretion should be used, in any case, regarding the level of maturity and trustworthiness.

b. Curfew for Minors. 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 the streets, or other public places in the MCB CamPen 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) While at or traveling to and from night classes, library study, dances, or other school sponsored activities.

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

(3) While at or traveling to or from Marine Corps Community Services (MCCS) sponsored events/activities.

c. Curfew Violation. Minors who are found in violation of curfew by PMO will be released to their parent or appropriate sponsor. Parents and sponsors are responsible for violations committed by their dependents or sponsored guests and will be held accountable for such.

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 PMO assistance.

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

2. Entry Control Points (ECP)

a. Authorized Points. All personnel will enter and leave MCB CampPen via authorized ECP's consistent with Access Control "entrant" categories.

b. Locked Perimeter Gates. The Provost Marshal is responsible for keys to locked perimeter gates and tenant organizations of MCB CampPen may not add locks to any perimeter gates without coordination with the Provost Marshal.

3. Navy Weapons Station (NWPNSTA) Fallbrook. The Director, NWPNSTA Seal Beach, Detachment Fallbrook has responsibility for control of the NWPNSTA Fallbrook gate and authorizes passage between the two reservations for the following: DoD affiliates and those specifically authorized. Unusual access requirements must be coordinated in advance through SctyBn.

4. Physical Security

a. Responsibility and Authority

(1) By order of the CG MCIWEST-MCB CAMPEN and CO SctyBn, 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, sensitive military equipment, and critical infrastructure is the responsibility of Area Commanders and asset owners.

b. Restricted Areas. Commands and organizations must submit their respective list of restricted areas annually to the PMO's Physical Security Office NLT 30 November in order to have them added to the MCIWEST-MCB CampPen Installation Restricted Area List. Restricted area lists must be dated the current year.

c. Physical Security Surveys. Commands or other organizational activities who request physical security surveys may do so by contacting the PMO Physical Security Office.

Section 2

Access Control Policy

1. General

a. In accordance with Department of Defense Manual (DoDM) 5200.08 Volume 3, unescorted access requires individuals to establish their identity, be determined fit for access, and establish an acceptable purpose for presence on MCB CamPen and be issued, or in possession of, an authorized and valid access credential.

b. In accordance with Marine Corps Order 5580.2, visitors shall be sponsored or must be coming aboard MCB CamPen for official business and must produce a valid identity document and if driving a motor vehicle, produce a driver's license (DL), registration, proof of safety inspection if required, and insurance. Additionally, when Force Protection Condition (FPCON) is Bravo or higher the installation may stop allowing visitors.

c. Accordingly, access to MCB CamPen requires a valid purpose for entry that includes, but is not limited to residency, place of employment, contractual agreements, and sponsored visitors. Access is only authorized at installation Entry Control Points (ECPs), which are designed to safely channel the movement of personnel aboard MCB CamPen, where Physical Access Control Systems or a physical and visual inspection of credentials at the ECP will provide PMO personnel a capability to authenticate credentials and individuals, in order to support an access control decision. Defense Biometric Identification System (DBIDS) is the authorized Physical Access Control System aboard MCB CamPen.

d. The categories of visitors and the permitted conditions of their access (e.g. duration of passes, authorized gates, days of the week and times of day) on MCB CamPen will be maintained by the Provost Marshal on a Base Access Control Matrix. Visitor Center and Base Access Control personnel will refer to this matrix when issuing passes.

2. Access Eligibility

a. Eligible entrants are divided into five main categories: DoD affiliates, business/vendors, visitors (official and non-official), MCCS Category C patrons, and eligible Veterans and their Caregivers. Each entrant must display an acceptable credential to enter MCB CamPen through an ECP. Acceptable credentials for unescorted access include:

(1) Common Access Card (CAC).

(2) Uniformed Services Identification Cards (USID).

(3) Veteran Health Identification Card (VHIC). Eligible Veterans must enroll at the Visitor Center to have their VHIC associated to the Veteran in DBIDS.

(4) United States Government issued authenticated Federal Personal Identity Verification (PIV) or Personal Identity Verification Interoperable (PIV-I) credentials and a valid purpose to enter. PIV and PIV-I credentials must be associated to the individual in DBIDS, unless the validity of the individual's purpose to enter MCB CampPen can otherwise be established.

(5) Transportation Worker Identification Credential w/U.S. Government Bill of Lading (Standard Form 1103).

(6) DBIDS Credential.

(7) DBIDS Visitor Pass.

(8) DBIDS Bicycle Pass.

b. A DBIDS Credential will be issued in lieu of the Armed Forces Exchange Services Identification and Privilege Card (DD Form 2574) for installation access. The DD Form 2574 is issued by MCCS to family members of Non-Appropriated Fund employees to establish their associated privileges. The expiration date of the DBIDS Credential will match the expiration date of the DD Form 2574.

c. 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: FPCON, debarment, or a reasonable suspicion that a commission of crime or violation of a regulation has occurred.

d. Anyone on MCB CampPen must be able to present a valid credential (e.g. DBIDS Pass or Credential, valid United States Government issued photo ID such as a Real ID Act compliant driver's license, state ID card, or passport) upon request by competent authority. Competent authority includes commissioned and noncommissioned officers, military and civilian personnel performing law enforcement or security duties, and other authorized MCB CampPen personnel acting in an official capacity.

e. No one without appropriate authority will have in their possession any CAC, USID, DBIDS Credential, DBIDS Visitor Pass, permit, or pass belonging to another individual.

3. Entrant Categories

a. DoD Affiliate

(1) Definition. A DoD affiliate is an individual in possession of or is eligible to possess a CAC or variation of the USID card.

(2) Types of DoD Affiliated ID

(a) DoD CAC.

(b) DD Form 2 (Retired) - United States USID.

(c) DD Form 2 (Reserve) - Armed Forces of the United States Geneva Conventions ID.

(d) DD Form 2 (Reserve Retired) - United States USID.

(e) DD Form 1173 - United States USID and Privilege Card.

(f) DD Form 1173-1 - United States USID and Privilege Card (Guard and Reserve family member).

(g) DD Form 2765 - DoD/USID and Privilege Card.

(h) Armed Forces Exchange Services Identification and Privileges Card (DD Form 2574). Note: a DBID Credential will be issued to DD Form 2574 holders to facilitate access at an ECP.

(3) ECP Access. With valid CAC or USID: all MCB CamPen ECPs and NWPNSTA Seal Beach - Fallbrook Detachment.

(4) Sponsorship Privileges. CAC holders, with the exception of contractors, may sponsor those in the business/vendor, visitor, and other categories for purposes related to their official duties or as personal guests. Contractor CAC holders may sponsor visitors only for official purposes related to the performance of the contract. Other DoD affiliated personnel may sponsor those from the business/vendor, visitor, and other categories only as their personal guest. See paragraph 4.b. or 4.c.

(5) For obtaining a CAC or USID card, refer to paragraph 11 of this section.

b. Business/Vendor

(1) Definition. The business/vendor category includes any individual hired or contracted by a DoD affiliate to provide a service or do work aboard MCB CamPen. It also includes those who work or conduct business aboard MCB CamPen. Entrants in the business/vendor category are only authorized to access the base for the purpose of conducting their respective business at the specific time and place that business takes place. This category is applicable to commercial

vendors, businesses, contractors, State/County/City municipalities/services or contractors whose services:

(2) ECP Access

(a) With DBIDS Credential - all MCB CamPen ECPs.

(b) With DBIDS Visitor Pass - All MCB CamPen ECPs.

(c) Commercial carriers with a valid United States Government Bill of Lading will utilize the Main Gate or the Las Pulgas Gate.

(d) Commercial visitors without a DBIDS credential should report to the Base Access Control (BAC), building 41501T (adjacent to the Las Pulgas Gate) during business hours after a sponsorship request has been submitted by an authorized base sponsor. BAC is open from 0600-1600, Monday through Thursday excluding holidays.

(3) Sponsorship

(a) A Uniformed Service Member, DoD employee, or CAC holder Contractor representing a MCB CamPen entity may sponsor companies or individuals in this category. A Prime or General Contractor of a project may sponsor sub-contractor companies as needed to meet their contractual obligations. Other DoD affiliates may sponsor companies or individuals only for their personal business. Sponsors are not allowed to sponsor companies or individuals they have no official affiliation with.

(b) Businesses and Vendors who do not have sponsorship from an activity, but who may have valid business or services to offer MCB CamPen will be evaluated as described in paragraph 14.

(4) Other Matters Pertaining to Businesses/Vendors. Individuals in the business/vendors category who do not possess a DBIDS Credential will abide by the visitor requirements. See paragraph 4.c.

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

1. Committing an offense listed in paragraph 8.

2. Establishing a pattern of misconduct aboard MCB CamPen (e.g., one particularly egregious traffic violation or multiple minor violations).

3. At the request of their sponsor.

4. Transporting un-credentialed personnel aboard MCB CamPen with the intent to avoid access control procedures (e.g., short-term day labor to assist during a particular phase of a large-scoped contract).

(b) The sale of insurance aboard MCB CamPen is regulated by the provisions of the latest edition of MCIWEST-MCB CAMPENO 1741.1A.

(c) On-Base solicitations of any type are prohibited without authorization. See the current edition of SECNAVINST 1740.2G and DoDI 1344.07.

(5) Role Players (RPs). Nothing in the preceding paragraphs pertains to contracted RPs utilized in training events. The United States Marine Corps Role Player Threat Screening (RPTS) Policy, as promulgated in MARADMIN 392/15, requires the biometric enrollment of RPs and anyone from the contracting company supporting the training evolution requiring installation access. This includes company staff and support personnel (i.e., Special Effects, Pyro, etc.). In addition, no installation access passes may be issued to RPs. RPs may only enter MCB CamPen at the Las Pulgas Gate or San Onofre Gate after confirmation of biometric enrollment at the respective ECP by PMO. They must be escorted by unit personnel to and from the training area. Company staff requiring unescorted access to MCB CamPen outside of an actual training event must abide by MCB CamPen's requirement for business/vendor unescorted access. The RPTS Policy provides additional guidance regarding RPs.

c. Visitors (Official and Non-official)

(1) Definitions

(a) Visitor. A visitor is anyone who is not a credentialed DoD affiliate or business/vendor with a sponsor and a valid reason for accessing MCB CamPen. (Note: Credentialed means in possession of a valid CAC, USID or other credential).

(b) All visitors are subject to a criminal history/background check and may be denied access to MCB CamPen if they meet the base access denial criteria in paragraph 8.

(c) Visitors who cannot identify their sponsor and provide verifiable contact information for said sponsor are prohibited from entering MCB CamPen.

(2) Sponsorship. Sponsorship is the act of identifying a guest and verifying that the visitor is personally or professionally known to the sponsor and has a valid purpose for entering MCB CamPen.

(a) Sponsors of visitors, who were not processed under the Sponsored Visitor Program (SVP) and who were not issued a DBIDS Visitor Pass by the Visitor Center, must accompany their guest at all times. See paragraph 9, Trusted Travelers. If a guest violates MCB CamPen orders or regulations, the individual who sponsored the guest may lose sponsorship privileges either temporarily or permanently.

(3) Examples of Visitors

(a) Friends/extended family members.

(b) Clubs, groups, or individuals participating in an event aboard MCB CamPen.

(c) Individuals attending a job interview.

(4) Visitors may not sponsor other adult individuals. Adult visitors may be accompanied by minors for whom they are directly responsible.

(5) ECP Access. Following enrollment of the VHIC or Real ID at the Visitor Center: all MCB CamPen ECPs.

(6) Sponsorship Privileges. Once enrolled, eligible Veterans and Caregivers may sponsor visitors to accompany them and are afforded Trusted Traveler permissions as identified in paragraph 9. Eligible Veterans and Caregivers may not utilize the SVP to otherwise sponsor visitors.

4. Sponsored Visitor Program

a. When an active duty or adult dependent sponsor who resides on Base indicates that there is a familial relationship (grandparent, parent or sibling) between the sponsor and the visitor, requests for deviation to policy may be requested to the Provost Marshal, convenience cannot be the nexus. All determinations made by the Provost Marshal may be appealed to the CO, SctyBn with a showing of good cause.

(1) Active duty or adult dependent sponsors who reside off base, Retirees of the Armed Forces, and DoD civilian employees who live or work aboard MCB CamPen are not eligible. When applicable, requests for deviation to policy shall be requested to the Provost Marshal via the requestor's chain of command.

(2) Requests for deviation to policy will be initiated in person at the MCB CamPen Visitor Center.

b. Sponsors will use the Sponsored Visitor Roster or Form and will submit sponsorship requests at least four business days (Monday-

Friday) in advance to the Visitor Center by delivering the form in person or by emailing from a .mil or other approved domain to:
MCBCAMPENSPONSOREDVISITOR@USMC.MIL

(1) The above email address is for form and roster submission only.

(2) Submissions from non-Marine Corps Enterprise Network domains such as gmail.com or yahoo.com will be rejected, as the identity of the sender cannot be authenticated. Direct questions to the Visitor Center at (760) 763-8435.

c. Generally, hand-written rosters and rosters that are not submitted in the approved Microsoft excel format will be rejected.

d. Due to the volume of requests received, the Visitor Center may not respond or confirm receipt unless there is an issue with the request or if additional information is needed. If sponsors desire confirmation, they will use the "request a delivery receipt" or "request a read receipt" function in Microsoft Outlook.

e. Family members must be 18 years of age or older to act as a Sponsor.

f. Sponsored forms and sponsored rosters delivered in person are only accepted at the Visitor Center during business hours.

g. The Visitor Center is not staffed or equipped to perform extensive research to confirm sponsorship. Therefore, sponsors who have not submitted their visitor's information as required in advance are required to meet their visitor at a gate or at the Visitor Center in person.

h. The hours of operation of the Visitor Center (building 20255T) are 0730-1530 Monday-Friday. There is no after-hours processing of visitors. Visitors who arrive after the Visitor Center is closed and who are not able to obtain a Visitor Pass must be met at the gate by their sponsor. On days with high customer volume, the MCB CamPen Visitor Center may stop accepting customers as early as 1400 to ensure all existing customers are provided service by closing time. This is necessary due to fiscal and manpower constraints. If the Visitor Center is unable to assist a customer before closing, the sponsor must meet the visitor at the gate to escort the visitor aboard MCB CamPen. Visitors without a sponsor or an approved visitor pass will not be authorized access to MCB CamPen.

i. The following personnel are authorized to sponsor visitors:

(1) Active-duty military stationed aboard MCB CamPen and their adult dependents.

(2) Active-duty military not stationed aboard MCB CamPen, military retirees, authorized reservists, and their adult dependents, while utilizing authorized MCB CamPen privileges and whose guest is a visitor during the utilization of those privileges.

(3) CAC holders may use this program to sponsor visitors per paragraph 4.a.(4).

(4) Adult Public-Private Venture (PPV) housing residents and employees of PPV Housing Partners who reside on base and possess a DBIDS Credential with appropriate annotation on the back of the card.

k. Sponsors must be 18 years of age or older.

l. Minors may not be sponsored using the SVP. Per MCO 5580.2, sponsors must meet guests under 18 in person at the gate or Visitor Center.

m. Additional information is available at:
<https://www.pendleton.marines.mil/Base-Access/>

5. Non-United States Citizens/Non-Permanent Residents

a. Non-United States Citizens, who are not residents of the United States, must be escorted by a DoD Affiliate at all times unless they meet one of the following exemptions:

(1) Official Visitor.

(2) Employee of foreign company under contract with the United States.

(3) Upon determination that allowing unescorted access is in the best interest of MCB CamPen.

b. Sponsors who have visitors who are non-United States citizens/non-permanent residents may not use the SVP or the Visitor Center and must meet their visitor at the gate to escort them aboard MCB CamPen. Non-United States citizens/non-permanent residents may be subjected to biometric enrollment and additional screening.

c. Other requests for non-United States citizens/non-permanent residents to have unescorted installation access must be approved by the Provost Marshal. This includes family members, guests of military personnel, and other category housing residents. When applicable, requests for deviation to policy will be made via the requestor's chain of command. Requests for deviation to policy will be initiated in person at the MCB CamPen Visitor Center.

d. Foreign nationals with a valid United States AFID/CAC or United States Uniformed Services Identification Privilege cards, and foreign military members serving with units assigned aboard MCB CampPen, do not need special sponsorship.

e. Deferred Action for Childhood Arrivals (DACA) personnel with an approved/unexpired Employment Authorization Card (EAD) will be authorized base access if they comply with the other stated requirements (visitor procedures to include a background check etc.).

6. Cyclists

a. Non-DoD affiliated cyclists who are United States citizens or permanent residents are allowed, upon completion of registration requirements, to transit the MCB CampPen bike route, North/South from the Las Pulgas Gate to the Main Gate (Stuart Mesa Road to Vandegrift Boulevard) and South/North from the Main Gate to the Las Pulgas Gate (Vandegrift Boulevard to Stuart Mesa Road). Cyclists must apply for a DBIDS Bicycle Pass, in person, at the Visitor Center. Access will be controlled by the DBIDS Bicycle Pass. A background check will be conducted. Installation access will be denied if the background check reveals derogatory information as contained in paragraph 8. If approved, cyclists will be issued a DBIDS Bicycle Pass for a period of up to one year. If approved, access will be granted for bicycle transit only. Additionally, cyclist will only be granted access during the periods of daylight. Misuse of access privileges will result in termination of access authorization.

b. Non-DoD Affiliated, non-sponsored or un-escorted cyclists who are not United States citizens or permanent residents are prohibited from recreational bike access.

7. Background Check Criteria for Non-DoD Affiliated Visitors

a. All non-DoD Affiliated visitors will be subject to a criminal background check. Installation access will be denied if the background check reveals:

(1) Any current arrest or charge, of homicide; rape; armed robbery; adult sexual assault; child sexual assault; child pornography; felony drug possession; felony larceny/theft; human trafficking; arson; extortion; immigration violation.

(2) Released from prison within 3 years following a conviction from paragraph 8.a.(1) or are on parole or supervised release.

(3) Felony conviction within the past 10 years.

(4) Is not a United States citizen and is illegally present in the United States or whose United States citizenship, immigration

status, or social security number cannot be verified. Note: DACA personnel with an approved/unexpired EAD will be authorized base access if they comply with the other stated requirements (visitor procedures to include a background check, etc.)

(5) Engaged in actions or activities designed to overthrow the United States Government or State Government by force.

(6) Identification in the Known Terrorist Screening database; known (documented) gang member; known supremacist or extremist.

(7) Is a registered sex offender regardless of the date of offense.

(8) Outstanding arrest warrant in any jurisdiction whether extraditable or not.

(9) Military personnel discharged with a bad conduct or dishonorable discharge;

(10) Persons currently debarred from any military installation.

(11) Provides fraudulent information on the application.

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

b. Waiver and Redress Policy. Personnel denied a DBIDS Visitor Pass, DBIDS Bicycle Pass, or DBIDS Credential by virtue of criminal history may appeal in writing to the CO, SctyBn, MCIWEST-MCB CAMPEN, Box 555051, CA 92055-5051. Appeals must be submitted within 10 days from the access denial date. Individuals pending an appeal will be denied access to MCB CamPen until the appeal has been decided in a favorable manner.

c. Visitors denied installation access will not be provided a copy of the adverse information used in the access control decision, but can be provided with the agency name that provided the adverse information.

d. Visitors who are subsequently detained or investigated for offenses described in paragraph 8, or whose conduct causes concern for the physical security or environment of MCB CamPen, will have their DBIDS Credential terminated, DBIDS Visitor Pass or other pass confiscated and installation access denied. Visitors may appeal this action as described in paragraph 8.b. An Order and Notice to Vacate Base is not required to terminate a visitor's installation access.

8. Trusted Travelers

a. DoD Affiliates may personally vouch for their visitors in person at a gate. Visitors sponsored aboard in this manner must be accompanied by their sponsor at all times while aboard MCB CamPen. Sponsors who wish their visitors to have unescorted access to MCB CamPen (i.e., meet at the camp site) or expect to leave the presence of their visitor, even for a short period of time, will utilize the Visitor Center for a DBIDS Visitor Pass. Persons who are not registered in DBIDS for unescorted access may be escorted in person by a DoD Affiliate as outlined below per the Trusted Traveler provision of DoDM 5200.08 Volume 3.

b. The Trusted Traveler procedure allows a uniformed service member or government employee (with a valid CAC), a military retiree (with a valid DoD ID), or an adult family member (with a valid DoD ID card) to present their ID card for verification while simultaneously vouching for any vehicle occupants.

c. Aboard MCB CamPen, Trusted Travelers are also permitted to vouch for/sponsor the occupants of two additional vehicles traveling in immediate succession behind the sponsor's vehicle. Members identified as Trusted Travelers are responsible for the actions of all visitors for whom they vouch for and must accompany their visitors at all times while aboard MCB CamPen.

d. Adult escorted visitors must be in possession of an acceptable identity source document such as a valid government issued photo ID (e.g., Real ID Act compliant [or state approved extension] driver's license, state ID card, or passport) to establish their identity.

e. Sponsors are responsible for the actions of their visitors while aboard MCB CamPen.

9. DBIDS Credential Issuance

a. General. DBIDS Credentials are issued to individuals in the business/vendor category. See paragraph 4.b.

b. ECP Access. DBIDS Credential holders may access MCB CamPen via a MCB CamPen Gates only, unless specifically authorized access via NWPNSTA Seal Beach - Detachment Fallbrook.

c. Applicants for a DBIDS Credential will be subject to a criminal background check per paragraph 8.

d. DBIDS Credential Issuing Facility for contractors and vendors is building 41501T.

e. DBIDS Credential Issuance for contractors and vendors and application.

(1) DBIDS Sponsorship Process

(a) An authorized sponsor must submit a MCB Camp Pendleton Sponsored Employee Roster to the Contractor Security Section, allowing a minimum of four business days to process the request. This roster identifies the individuals requiring access by name and a unique identifier, the purpose for access, and the dates/times access is required. Upon arrival, the applicant's sponsorship status will be verified in the Approved Contractor Database. A base sponsor is defined as uniformed Service Member or DoD civilian employee representing a base organization.

(b) A Prime or General Contractor, under contract with the federal government for work to be performed on MCB CampPen, may also sponsor their sub-contractors. However, this cannot be further delegated. This is the only authorized method of sponsorship for a DBIDS Credential. Submissions will only be accepted via the Contractor Security email address at pndl_cpendbids@usmc.mil.

(2) DBIDS Credential Application Procedures

(a) An authorized sponsor for the work or service to be performed submits a MCB Camp Pendleton Sponsored Employee Roster to the DBIDS issuing facility (see paragraph 10.(e)(1)).

(b) The individual or individuals named in the sponsorship roster who are performing the work or service must complete an application (SECNAV 5512/1) for a DBIDS credential.

(c) On completion of the application, a background check will be conducted. Upon successful completion of a background check the applicant will be issued his or her DBIDS credential.

(d) In the event the criminal background check flags the criteria in paragraph 8, the application will be denied. Note: an individual whose application was denied may appeal per paragraph 8.b.

10. CAC/USID Issuance/Renewal

a. General. CACs and/or USIDs are issued to DoD Affiliates. (refer to paragraph 4.a.(2))

b. CAC/Armed Forces ID Issuing Facilities

(1) Pass and ID - Mainside, building 130132.

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 deviation from this regulation is not authorized.

(1) Generally, two forms of federal or state issued personal identification documents, one with a photograph, must be presented. See Figure 6-1 for acceptable identity documents. All documents must be current (unexpired).

(2) Dependents 18 years of age or older are required to present two forms of federal or state identification documents. Generally, dependents under the age of 10 are not issued USID cards.

(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 by the military sponsor.

(4) All supporting documentation (birth certificates, marriage certificates, court decrees, etc.) must be certified originals, court-certified copies, or certified photocopies that reflect the file or case number. Documents can only be certified by the originator of the document.

(5) All Service Members are required to obtain a new ID card within 30 days when a grade change above an E-3 occurs.

d. Appointments are recommended and are available at:
<https://rapids-appointments.dmdc.osd.mil/appointment/default.aspx>.

e. Real-Time Automated Personnel Identification System (RAPIDS) self-service is recommended and is available at:
<https://idco.dmdc.osd.mil/idco/>.

f. Pass and ID Offices may stop taking walk-in customers when required due to functionality of the Defense Enrollment Eligibility Reporting System (DEERS)/RAPIDS system, available manpower, and customer volume. Customers are encouraged to call ahead to determine availability of services.

11. Expired, Duplicate, or Altered Credentials or Passes

a. PMO will confiscate all expired, duplicate, or altered credentials.

b. DoD credentials will be turned into a DEERS/RAPIDS site for disposition.

c. Federal PIV and PIV-I credentials will be turned into the responsible office.

d. State driver's licenses and ID's will be turned into the appropriate state's division of motor vehicles.

12. Lost ID Cards. When an ID Card is lost or stolen, depending on the status of the member, the following documentation is required:

a. Military personnel, civilian employees, and contractors. A copy of the report filed with MCB CampPen PMO or local police; or a memorandum from the command prepared in accordance with MCO 5512.11E and containing the following information:

(1) Card holder first name, middle initial, last name, reported his/her identification (ID) card as lost/stolen/destroyed (circle one), in the vicinity of insert location, on or about insert date.

(2) He/She (circle one) has been directed to return the ID card, if found, to the nearest uniformed services/agency RAPIDS facility.

(3) Card holder last name has been advised of their responsibility to maintain control of government property in their possession, and the seriousness of possible compromise of physical and logical access security.

b. Family members. The sponsor will record the circumstances of the loss on the DD Form 1172-2.

c. Retirees and Other Self-Sponsors. The sponsor will record the circumstances of the loss on the DD Form 1172-2.

13. Businesses and Vendors without Activity Sponsorship. When a business or vendor requested to do business aboard MCB CampPen and cannot identify a Base organization or activity to act as a sponsor, the request will be forward by PMO to select base staff departments who will consider the request and vote to approve or disapprove.

a. The MCIWEST-MCB CAMPEN staff department members are:

(1) AC/S G-7, Community Plans and Liaison.

(2) AC/S SJA (Base Magistrate)..

(3) AC/S MCCS (Business Operations).

(4) AC/S G/3-5 (Mission Assurance).

b. MCIWEST-MCB CAMPEN staff department representatives will:

(1) Respond (via email) within 10 business days.

(a) Both negative and affirmative positions require a response.

(b) A "negative" response requires a brief rationale.

(2) A unanimous "affirmative" grants the prospective business or vendor access.

(3) One or more "negative" denies the prospective business or vendor access.

c. Business or vendors approved will be subjected to all the requirements identified in paragraph 10.

d. Business or vendors denied access can appeal in writing to the CO, SctyBn, Box 555051, Marine Corps Installations West-Marine Corps Base, Camp Pendleton, CA 92055-5051. There is no time limit to appeal.

14. Debarment of Individuals. Debarment (Bar Order and/or Notice to Vacate) is a tool of installation commanders to ensure safety and maintain good order and discipline on the installation. This authority is held by the CG MCIWEST-MCB CAMPEN for MCB CamPen and is delegated to officers in specific billets, to include, but not limited to, CO SctyBn and SJAs for units with general courts-martial convening authority. Debarment is addressed further in Chapter 4.

15. Records Maintenance. All records pertaining to access control requests or decisions will be maintained in accordance with approved disposition schedules.

16. Command Sponsored Events

a. DBIDS and the use of the MCB CamPen Visitor Center is not suited for command sponsored events such as changes of command, retirements, and graduations where large numbers of visitors are invited to the event.

b. Unit and activity commanders may request to process visitors for command sponsored events at ECP via by-name rosters. This process will require one staff non-commissioned officer and one assistant to be present at the gate(s) to coordinate with the gate non-commissioned officer in charge.

c. This process is intended for unit commander approved events where a Letter of Instruction is produced and the commander accepts responsibility for all invited visitors. Additionally, the command must have evaluated other means of ingress (Trusted Traveler) to determine that this process is required to accommodate the number of invited visitors.

d. Command, MCCS, and other authorized activity representatives will complete the Command Sponsored Event Notification and DBIDS Command Sponsored Event Visitor Roster and submit at least seven business days (Monday-Friday) in advance to: pndl_cmdsponsored_events@usmc.mil. The submission must be from a unit representative with "by direction" authority.

e. In the event a submission or individual visitor is rejected, the unit/activity representative will be notified via email.

f. Command, MCCS, and other authorized activity representatives will proceed to the gate(s) as indicated in the submission with a by-name roster of attendees and will coordinate with PMO to approve the visitors' access.

g. Instruction for obtaining the Command Sponsored Event Notification and the DBIDS Command Sponsored Event Visitor Roster are available at:
<https://www.pendleton.marines.mil/Base-Access/Command-Sponsored-Events/>.

17. Transportation Providers

a. Taxi, limousine, shuttle, and transportation network company (TNC) organizations, herein after referred to as transportation providers, offer an important transportation option to Service Members, their families, and all who work and live aboard MCB CamPen. Transportation providers who comply with the provisions of this Order may access MCB CamPen during FPCON Bravo or below but will be restricted during FPCON Charlie or higher. Continued operation on MCB CamPen requires application for a DBIDS credential as indicated in paragraph 10.

b. Transportation providers who enter MCB CamPen for the sole purpose of providing transportation services are subject to vehicle searches or other inspections.

c. With a valid (MCB CamPen enabled) DBIDS credential, transportation providers are permitted to enter MCB CamPen with or without a DOD affiliated person as a fare, for the purpose of pickup/drop off at an authorized location or staging at one of the authorized locations listed in the Driver's Statement of Understanding (SOU). Transportation providers are prohibited from canvassing MCB CamPen for fares.

d. Without a valid DBIDS credential, transportation providers are permitted to enter MCB CamPen only if they are accompanied by a DOD affiliated person as a fare. In this case, the gate sentry will retain the transportation provider's driver's license. The transportation provider will then immediately exit MCB CamPen at the

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original point of entry and receive their respective driver's license
from the gate sentry.

Common Access Card/Uniformed Services Identification Requirements

Department of Defense List of Acceptable Identity Documents

Applicants are required to provide two forms of identity source documents in original form. The identity source documents must be bound to that applicant and shall be neither expired nor cancelled. If the two identity source documents bear different names, evidence of a formal name change must be provided.

Primary Identity Source Document

- United States Passport or a United States Passport Card;
- Permanent Resident Card or an Alien Registration Receipt Card (Form I-551);
- Foreign passport;
- Employment Authorization Document that contains a photograph (Form I-766);
- Driver's license or an ID card issued by a state or possession of the United States provided it contains a photograph;
- United States Military ID card;
- United States Military dependent's ID card; or
- PIV Card.

Secondary Identity Source Document

The secondary identity source document may be from the list above, but cannot be of the same type as the primary identity source document.¹ An expired Common Access Card or Uniformed Services ID may be used as a secondary identity source document for reissuance of the same type of ID, but is not acceptable for initial issuance.

- United States Social Security Card issued by the Social Security Administration;
- Original or certified copy of a birth certificate issued by a state, county, municipal authority, possession, or outlying possession of the United States bearing an official seal;
- ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph;
- Voter's registration card;
- United States Coast Guard Merchant Mariner Card;
- Certificate of United States Citizenship (Form N-560 or N-561);
- Certificate of Naturalization (Form N-550 or N-570);
- United States Citizen ID Card (Form-I197);
- ID for Use of Resident Citizen in the United States (Form I-179);
- Certification of Birth Abroad or Certification or Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350);
- Temporary Resident Card (Form I-688);
- Employment Authorization Card (Form I-688A);
- Reentry Permit (Form I-327);
- Refugee Travel Document (Form I-571);

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

- Employment authorization document issued by Department of Homeland Security (DHS);
- Employment Authorization Document issued by DHS with photograph (Form I-688B);
- Foreign ID with photograph;
- Driver's license issued by a Canadian government entity; or
- Native American tribal document.

¹ For example, if the primary source document is a foreign passport (e.g., Italy), the secondary source document should not be another foreign passport (e.g., France).

Figure 6-1 Common Access Card/Uniformed Services Identification Requirements (Continued)

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Section 3

Vehicle Policies

1. Vehicle Registration. Failure to comply with this section may constitute violation of a lawful general order and subject the offender to adverse administrative or disciplinary measures.

a. Personnel Required to Register. The following personnel are required to register their Privately Owned Vehicles (POV) and receive a receipt of registration within 30 days of them driving a vehicle aboard MCB CamPen:

(1) Personnel of the Armed Forces on active duty stationed at MCB CamPen, and/or their dependents living or working aboard MCB CamPen.

(2) Personnel transferred from other duty stations even if they already have a current receipt of registration from another installation.

(3) DoD civilian employees permanently employed aboard MCB CamPen. Permanently employed civilians include civil service personnel and non-appropriated fund personnel.

(4) Civilian contractors who provide contracted services on MCB CamPen and who require a CAC.

(5) DoD civilians, military retirees, and others who reside aboard MCB CamPen. Note: Retired military personnel, their dependents, or their unmarried widows or widowers, dependents of active-duty personnel stationed elsewhere who reside within the geographical area of MCB CamPen, DoD beneficiaries, Transition Assistance 180 days, Veterans Administration 100 percent disabled, and categories of Reserve personnel may register their vehicles and will receive a receipt of registration upon request.

b. Vehicle Registration Facilities. Registration of vehicles is conducted at the following locations. Please call for hours of operation.

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

(2) Visit <https://www.pendleton.marines.mil/New-Personnel/Pass-and-ID-Section/> to determine current business hours and office closures.

c. Initial Entry Procedures. Newly reporting personnel will report to a vehicle registration facility, as listed in paragraph (b) of this section, within 30 days of arriving to register their vehicle. Those persons having proper documentation, as listed in the subsequent paragraph, will be issued a receipt of registration.

d. Requirements for Registration. Personnel attempting to register their vehicles aboard MCB CamPen must meet the following requirements before a receipt of registration is issued:

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

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

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

(4) For motorcycle: Provide proof of completion of a Motorcycle Safety Foundation (MSF) Rider's Course and motorcycle endorsement on driver's license, if required.

(5) Present Smog Compliance Documentation. Vehicles with current State of California registration are smog compliant, see paragraph f. below for exemptions and out of state requirements.

(6) 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.

(7) Sign the vehicle registration form.

e. Proof of Liability Insurance. All personnel must show proof of current insurance in order to obtain a receipt of registration, receipt of incomplete registration, or visitor's pass.

f. California Smog Check Requirement. Vehicles registered aboard MCB CamPen must comply with local vehicle inspection, maintenance, and smog certification (also known as smog check) requirements. Per MCO 5090.2, this requirement applies regardless of the State in which the vehicle is licensed and registered. SMOG not required for the below:

(1) Vehicles purchased new from a dealer in California and are eight model years or newer. Out of state registered vehicles that are eight model years or newer qualify for the biennial smog test waiver.

(2) Diesel powered vehicles 1997 year model and older or with a Gross Vehicle Weight Rating (GVWR) of more than 14,000 lbs.

(3) All electric vehicles and natural gas-powered vehicles with a GVWR of more than 14,000 lbs.

(4) Motorcycles.

(5) Trailers.

(6) Gasoline powered vehicles 1975 and older.

(7) Visiting agency, employee, or military personnel vehicles for visits that do not exceed 60 calendar days per year.

g. Effective Periods of Issuance. Receipts of registration will expire on the expiration date of the CAC or Uniformed Services ID of the registrant.

h. Unauthorized Use of Receipt of Registration. Use by any other person, or violation of access regulations, may result in the loss of the registrant's registration privileges.

2. Motorcycles. All motorcycle riders (military, military retirees, dependents, DoD civilians) will be required to show proof of having completed an MSF Riders Course in order to receive a receipt of registration.

a. Civilian visitors or contracted laborers that are properly licensed to ride a motorcycle are not required to receive service sponsored training, or to prove that they have taken other motorcycle training in order to operate a motorcycle on MCB Campen.

3. Mandatory Reporting, Deregistration, and Transfer of Ownership

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

(1) When the owner is released from active duty, separated from the service, or terminates civilian employment with MCB Campen.

(2) Receipts of registration will be stored in the vehicle along with the vehicle's state registration.

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 receipt of registration and report the transfer to a vehicle registration facility.

4. Receipt of Incomplete Registration

a. Issuance and Renewal. Receipt of incomplete registration may be issued to eligible personnel who have not yet obtained the necessary documentation to complete registration requirements. A 24-hour receipt of incomplete registration may be issued to individuals who have insurance, but do not have proof, to enable them time to obtain proof of insurance. Multiple receipts of incomplete registration will not be issued in order to circumvent other regulations (i.e., smog requirement). The Provost Marshal, or designated representatives (i.e., vehicle registration supervisors), may grant extensions on a case by case basis.

b. Display. Receipts of incomplete registration will be stored in the vehicle along with the vehicle's state registration.

5. Unauthorized Ornaments/Markings. Vehicles aboard MCB CamPen are not allowed to display decals, paintings, or written matter of an explicit sexual nature or having a tendency to produce a breach of peace or other disturbances that interfere with the orderly functioning of MCB CamPen.

6. Restraint Systems. Restraint systems (seat belts) will be worn by all personnel driving or riding in a POV aboard MCB CamPen.

7. 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 CamPen streets or sidewalks.

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

8. 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 CamPen 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, Recreational Vehicles (RV's), 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. PMO makes the final decision in this matter.

9. POV Resale Lot. The MCB CamPen 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 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 MCB CamPen civil service employees for the sole purpose of selling a POV. No other property or items may be sold on the Resale Lot. 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, (760) 725-5296.

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) RVs.
- (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 the use of the Resale Lot, the registered owner understands and agrees to abide by the terms and conditions as stated in the Statement of Understanding found at Police Records.

d. Registration Procedures. Contact Police Records at (760) 725-0819 or visit them at building 1523 for more information.

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

1. A firearm that is designed or redesigned to fire a fixed shotgun shell and has a barrel or barrels of less than 18 inches in length.

2. A firearm that has an overall length of less than 26 inches and that is designed or redesigned to fire a fixed shotgun shell.

3. Any weapon made from a shotgun (whether by alteration, modification, or otherwise) if that weapon, as modified, has an overall length of less than 26 inches or a barrel or barrels of less than 18 inches in length.

4. Any device that may be readily restored to fire a fixed shotgun shell which, when so restored, is a device defined in subdivisions (1) to (3), inclusive.

5. Any part, or combination of parts, designed and intended to convert a device into a device defined in subdivisions (1) to (3), inclusive, or any combination of parts from which a device defined in subdivisions (1) to (3), inclusive, can be readily assembled if those parts are in the possession or under the control of the same person. (Penal Code § 17180).

(b) Short-Barreled Rifle

1. A rifle having a barrel or barrels of less than 16 inches in length.

2. A rifle with an overall length of less than 26 inches.

3. Any weapon made from a rifle (whether by alteration, modification, or otherwise) if that weapon, as modified, has an overall length of less than 26 inches or a barrel or barrels of less than 16 inches in length.

4. Any device that may be readily restored to fire a fixed cartridge which, when so restored, is a device defined in subdivisions (1) to (3), inclusive.

5. Any part, or combination of parts, designed and intended to convert a device into a device defined in subdivisions (1) to (3), inclusive, or any combination of parts from which a device defined in subdivisions (1) to (3), inclusive, may be readily assembled if those parts are in the possession or under the control of the same person. (Penal Code § 17170).

(c) Camouflaging Firearm Container

1. It is designed and intended to enclose a firearm.

2. It is designed and intended to allow the firing of the enclosed firearm by external controls while the firearm is in the container.

3. It is not readily recognizable as containing a firearm. "Camouflaging firearm container" does not include any camouflaging covering used while engaged in lawful hunting or while going to or returning from a lawful hunting expedition. (Penal Code § 16320).

(d) Cane Gun. Any 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 the firearm may be fired while mounted or enclosed therein. (Penal Code § 16330).

(e) Wallet Gun. Any firearm mounted or enclosed in a case, resembling a wallet, designed to be or capable of being carried in a pocket or purse, if the firearm may be fired while mounted or enclosed in the case. (Penal Code § 17330).

(f) Undetectable Firearm. Any weapon that meets either of the following:

1. After removal of grips, stocks, and magazines, the weapon is not as detectable as the Security Exemplar, by a walk-through metal detector calibrated and operated to detect the Security Exemplar.

2. Any major component of the weapon, as defined in Section 922 of Title 18 of the U.S.C., when subjected to inspection by the types of X-ray machines commonly used at airports, does not generate an image that accurately depicts the shape of the component. Barium sulfate or other compounds may be used in the fabrication of the component. (Penal Code § 17280).

(g) Flechette Dart. A dart, capable of being fired from a firearm, that measures approximately one inch in length, with tail fins that take up approximately five-sixteenths of an inch of the body (Penal Code § 16570).

(h) Zip Gun. Any weapon or device that meets all of the following criteria:

1. It was not imported as a firearm by an importer licensed pursuant to Chapter 44 (commencing with Section 921) of Title 18 of the U.S.C and the regulations issued pursuant thereto.

2. It was not originally designed to be a firearm by a manufacturer licensed pursuant to Chapter 44 (commencing with Section 921) of Title 18 of the U.S.C. and the regulations issued pursuant thereto.

3. No tax was paid on the weapon or device nor was an exemption from paying tax on that weapon or device granted under Section 4181 and Subchapters F (commencing with Section 4216) and G (commencing with Section 4221) of Chapter 32 of Title 26 of the U.S.C., as amended, and the regulations issued pursuant thereto.

4. It is made or altered to expel a projectile by the force of an explosion or other form of combustion. (Penal Code § 17360).

(i) Unconventional Pistol. A firearm with both of the following characteristics:

1. It does not have a rifled bore.

2. It has a barrel or barrels of less than 18 inches in length or has an overall length of less than 26 inches. (Penal Code § 17270).

(j) Multi-Burst Trigger Activator. Means either of the following:

1. 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.

2. A manual or power-driven trigger activating device constructed and designed so that when attached to a semiautomatic firearm it increases the rate of fire of that firearm. (Penal Code § 16930).

(k) The term bullet containing or carrying an explosive agent does not include tracer ammunition manufactured for use in shotguns. (Penal Code § 16460).

(l) Dirk or Dagger. A knife or other instrument with or without a handguard that is capable of ready use as a stabbing weapon that may inflict great bodily injury or death. A non-locking folding knife, a folding knife that is not prohibited by Section 21510, or a pocketknife is capable of ready use as a stabbing weapon that may inflict great bodily injury or death only if the blade of the knife is exposed and locked into position. (Penal Code § 16470).

(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, in the design of a weapon used in connection with the practice of a system of self-defense such as karate. (Penal Code § 16940).

(n) Metal Knuckle. Any device or instrument made wholly or partially of metal 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 metal contained in the device may help support the hand or fist, provide a shield to protect it, or consist of projections or studs which would contact the individual receiving a blow. (Penal Code § 16920).

(o) Composite Knuckles. Any device or instrument made wholly or partially of composite materials, other than a medically prescribed prosthetic, that is not metal knuckles, 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. (Penal Code § 16405).

(p) Hard Wooden Knuckles. Any device or instrument made wholly or partially of wood or paper products that is not metal knuckles, 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 composite materials, wood, or paper products 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 § 16680).

(q) Ballistic Knife. A device that propels a knifelike blade as a projectile by means of a coil spring, elastic material, or compressed gas. Ballistic knife does not include any device that

propels an arrow or a bolt by means of any common bow, compound bow, crossbow, or underwater speargun. (Penal Code § 16220).

(r) Shuriken. Any instrument, without handles, consisting of a metal plate having three or more radiating points with one or more sharp edges and designed in the shape of a polygon, trefoil, cross, star, diamond, or other geometric shape, for use as a weapon for throwing. (Penal Code § 17200).

(s) Belt Buckle Knife. A knife that is made an integral part of a belt buckle and consists of a blade with a length of at least two and one-half inches. (Penal Code § 16260).

(t) Lipstick Case Knife. A knife enclosed within and made an integral part of a lipstick case. (Penal Code § 16830).

(u) Cane Sword. A cane, swagger stick, stick, staff, rod, pole, umbrella, or similar device, having concealed within it a blade that may be used as a sword or stiletto. (Penal Code § 16340).

(v) Shobi-Zue. A staff, crutch, stick, rod, or pole concealing a knife or blade within it, which may be exposed by a flip of the wrist or by a mechanical action. (Penal Code § 17160).

(w) Leaded Cane. A staff, crutch, stick, rod, pole, or similar device, unnaturally weighted with lead. (Penal Code § 16760).

(x) Air Gauge Knife. A device that appears to be an air gauge but has concealed within it a pointed, metallic shaft that is designed to be a stabbing instrument which is exposed by mechanical action or gravity which locks into place when extended. (Penal Code § 16140).

(y) Writing Pen Knife. A device that appears to be a writing pen but has concealed within it a pointed, metallic shaft that is designed to be a stabbing instrument which is exposed by mechanical action or gravity which locks into place when extended or the pointed, metallic shaft is exposed by the removal of the cap or cover on the device. (Penal Code § 17350).

(z) 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 § 19200).

(aa) Large Capacity Magazine. Any ammunition feeding device with the capacity to accept more than 10 rounds, but shall not be construed to include any of the following:

1. A feeding device that has been permanently altered so that it cannot accommodate more than 10 rounds.

2. A .22 caliber tube ammunition feeding device.

3. A tubular magazine that is contained in a lever-action firearm. (Penal Code § 16740).

(ab) Silencer. Any device or attachment of any kind designed, used, or intended for use in silencing, diminishing, or muffling the report of a firearm. The term "silencer" also includes any combination of parts, designed or redesigned, and intended for use in assembling a silencer or fabricating a silencer and any part intended only for use in assembly or fabrication of a silencer. (Penal Code § 17210).

(ac) Machinegun. Any weapon that shoots, is designed to shoot, or can readily be restored to shoot, automatically more than one shot, without manual reloading, by a single function of the trigger.

1. The term "machinegun" also includes the frame or receiver of any weapon described in subdivision (cc), any part designed and intended solely and exclusively, or combination of parts designed and intended, for use in converting a weapon into a machinegun, and any combination of parts from which a machinegun can be assembled if those parts are in the possession or under the control of a person.

2. The term "machinegun" also includes any weapon deemed by the federal Bureau of Alcohol, Tobacco, Firearms and Explosives as readily convertible to a machinegun under Chapter 53 (commencing with Section 5801) of Title 26 of the U.S.C. (Penal Code § 16880).

(ad) 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 U.S.C. 921).

(ae) Undetectable Knife. Any knife or other instrument, with or without a handguard, that satisfies all of the following requirements:

1. It is capable of ready use as a stabbing weapon that may inflict great bodily injury or death.

2. It is commercially manufactured to be used as a weapon.

3. It is not detectable by a metal detector or magnetometer, either handheld or otherwise, which is set at standard calibration. (Penal Code § 17290).

(af) Tear Gas. Applies to and includes any liquid, gaseous or solid substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispersed in the air. Notwithstanding subdivision (ff), "tear gas" does not apply to, and does not include, any substance registered as an economic poison as provided in Chapter 2 (commencing with Section 12751) of Division 7 of the Food and Agricultural Code, provided that the substance is not intended to be used to produce discomfort or injury to human beings. (Penal Code § 17240).

(ag) Stun Gun. Any item, except a less lethal weapon, used or intended to be used as either an offensive or defensive weapon that is capable of temporarily immobilizing a person by the infliction of an electrical charge. (Penal Code § 17230).

(ah) Blow Gun. A hollow tube designed and intended to be used as a tube through which a dart is propelled by the force of the breath of the user. (Penal Code § 16270).

(2) Regulations. Privately owned firearms are prohibited in all federal facilities aboard MCB CamPen, 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.

(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 of the following: armor piercing ammunition, large capacity magazine, short-barreled shotgun, 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 composite knuckles, any hard wooden 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, undetectable knife, blow gun, 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, any concealed explosive substance, 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 MCB CampPen 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 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 MCB CampPen housing regulations, and 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 (DoJ) Registration. The following weapons may be registered aboard MCB CampPen, ONLY if they are currently registered with the CA DoJ.

(a) Assault Weapons. The California Roberti-Roos Assault Weapons Control Act of 1989 (California Penal Code 30500), 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 CA DoJ Bureau of Firearms, or the police records section.

(b) .50 Caliber Browning Machine Gun (BMG). The .50 Caliber BMG Regulation Act of 2004 (California Penal Code 30500)

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.

(c) If an assault weapon or .50 Caliber BMG weapon is presented for registration that has not been previously registered with the CA DoJ, the weapon will be seized by PMO 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.

(d) Effective 1 January 2017, the definition of an Assault Weapon in Penal Code Section 30515 was changed in part from having the capacity to accept a detachable magazine to not having a fixed magazine.

1. California Senate Bill 880 defined the meaning of "fixed magazine" to mean an ammunition feeding device contained in, or permanently attached to, a firearm in such a manner that the device cannot be removed without disassembly of the firearm action. This new legislation closed the "bullet button" loophole and categorizes "bullet button" firearms as assault weapons.

2. Note: that SB 880 also required that any person who, from 1 January 2001 to 31 December 2016, inclusive, lawfully possessed an assault weapon that does not have a fixed magazine, as defined, and including those weapons with an ammunition feeding device that can be removed readily from the firearm with the use of a tool, register the firearm with the Department of Justice before 1 July 2018.

(5) 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) Paintball Guns.
- (f) Historical type weapons.
- (g) Crossbows.
- (h) Bows (recurve, long or compound).
- (i) Spear Guns.
- (j) Assault Weapons and .50 Caliber BMG rifles following registration with the CA DoJ.

(6) 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) 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 MCB CamPen. Personal weapons will be registered at the PMO, Police Records section, building 1523. Personnel who request to store privately-owned weapons in unit armories shall register the weapon with PMO before storing the weapon in the armory.

(2) Individuals wishing to register privately-owned weapons must present adequate identification at the time of registration. An ID 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 ID, Uniformed Services ID's (DD Form 2), United States Government ID (Optional Form (OF) 55), Uniformed Services Identification and Privilege Card (DD Form 1173), driver's license or passport.

(3) 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 items such as 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.

(4) 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.

(5) Registrants will deregister their weapons within 72 hours of their sale or removal from MCB CampPen.

(6) Individuals bringing weapons aboard MCB CampPen 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 POVs, 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) Require proof that the weapon is properly registered with PMO.

(b) Develop and maintain an order or Standing Operating Procedures providing guidance to Marines wishing to store the weapon and to armory personnel. Policy/guidance will address check-out procedures for Service Members to ensure that personal weapons and ammunition are removed from the armory and not left behind when checking out of a unit.

(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.C., 2575. Once the requirements of DoD 4160.21-M and Title 10 U.S.C., 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 or 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. Personnel residing in base housing are prohibited

from storing any weapon or ammunition not owned by a person lawfully residing with them. 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, or Recovered (MLSR) and Stolen Personal Weapons

(1) The loss or theft of personal weapons/private-owned AA&E will be reported via PMO to the NCIS as soon as the loss of the weapon is established by discovery as missing. MLSR reports will not be submitted on privately-owned AA&E.

(2) Recovery of lost or stolen personal weapons will be immediately reported to PMO.

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 MCB CamPen, will be immediately turned over to PMO for investigation, retention as evidence, or other lawful disposition. When retention for investigation or evidence is no longer required by PMO, 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. Law Enforcement Officers covered under the Law Enforcement Officers Safety Act (LEOSA) are exempt from this provision.

(2) As used in this Order, "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,

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"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 1f(1) to 1f(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 when performing interior guard or other security duties as directed by their CO 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.

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 as hunting areas or recreational shooting ranges. Persons over the age of 18 years who reside or are temporarily aboard MCB CamPen, and who are not within the exempted 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 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 CamPen, 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.

(3) Bring 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.

(4) Sell or furnish on MCB CamPen any weapon to any minor (person under the age of 18), without the expressed permission of the parent or legal guardian of the minor.

i. Accounting, Control and Security of Government-Owned Weapons. 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 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.

j. Government weapons will not be stored in barracks, BOQs, BEQs, Temporary Lodging Facilities, family housing, or office spaces.

2. Domestic Violence. 18 U.S.C. 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."

3. Requesting a Military Police Incident Complaint Report

a. All commands requesting a MCB CamPen police report must submit a 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 30 days.

b. PMO will maintain a Command Authorization List for each Battalion, Squadron, and appropriate Base activity. The applicable unit may designate up to five blotter recipients and five additional representatives who are authorized to request and receive on or off-Base police reports for official command purposes.

c. 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 Freedom of Information Act Coordinator at MCB CamPen.

4. 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 command or Investigating Officers appointed in writing will be permitted to receive reports for their respective command.

5. Submission of Military Protective Orders (MPO)

a. DoD regulations require Commanding Officers to issue all MPOs using the DD Form 2873 and to submit all MPOs to PMO within 24 hours of issuance.

b. On MCB CamPen, Commanders will submit a copy of the DD Form 2873, February 2020 version to the following distribution list on the Global Address List (GAL): PNDL PMO MILITARY PROTECTIVE ORDERS SUBMISSIONS or to the email address:
PNDL_PMO_MILITARY_PROTECTIVE_ORDERS_SUBMISSIONS@usmc.mil

c. Use of the 2004 version of the form is prohibited as it is obsolete and 10 U.S.C. 1567 "Duration of Military Protective Orders" states: "a military protective order issued by a military commander shall remain in effect until such time as the military commander terminates the order or issues a replacement order."

d. Commanders will also notify PMO of any modification or cancellation to an active MPO, or changes in the status of the service member (e.g. end of active service, permanent change of station orders, etc.). This will be accomplished by submitting DD Form 2873-1 (Cancellation of Military Protective Order) as indicated above.

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, aboard MCB CamPen and will issue appropriate citations to traffic violators. In addition, the Provost Marshal is responsible for traffic flow throughout MCB CamPen roads, and no roadway will be blocked, rerouted, or delayed without prior coordination and approval of PMO. When civilian authorities are not involved, the Provost Marshal may cite government vehicles involved in minor collisions.

c. POV. POVs include all other vehicles not meeting the description of government vehicles.

d. Traffic Violation Report (TVR). Any person observing a moving traffic violation aboard MCB CamPen may submit a TVR. Traffic Violation Report forms are available at Naval Forms Online, <https://forms.documentservices.dla.mil/>. All reports will be forwarded to the MCB CamPen Base Magistrate for appropriate action. The Reports Control Symbol for this reporting requirement is EXEMPT.

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 CamPen:

(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:

1. Passing a horse and rider.
2. In any parking area not otherwise posted.
3. In all housing areas not otherwise posted.
4. Passing military formations or marching troops.

(b) 25 mph on any secondary (unpaved) road where not otherwise posted.

(c) 25 mph in any industrial areas where not otherwise posted.

(d) 55 mph on four-lane roads, unless posted lower.

(e) 50 mph on two-lane roads, unless posted lower.

(f) 45 mph Tactical Vehicle on improved roadways.

(2) Operation of authorized emergency vehicles will conform to the CVC. The Provost Marshal will establish written emergency vehicle operational procedures accordingly.

(3) All slow-moving vehicles, tactical, forklifts, etc., on the roadway will display a universal type "SLOW MOVING" sign, and activated flashing hazards on the vehicle whenever moving on the hard surfaced roads of MCB CampPen. Vehicles designed primarily for off-road use will not be driven faster than 25 mph, speed limit permitting, when traveling on hard surfaced roads.

b. Speed Measuring Devices. PMO is the only unit/organization authorized to use electronic speed measuring devices, also known as "Radar" and "Lidar" 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. 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 mph, unless posted lower. This requirement does not apply to the traditional uses of tactical vehicles.

6. Impounding of Vehicles. POVs being removed from MCIWEST-MCB CAMPEN fall under two categories: Impound and Private Towing.

a. Impound of POV. An impoundment of a POV is the responsibility of the MCB CampPen PMO with the Traffic Section acting as the designated representative. The Traffic Section will employ contracted privately owned towing companies to ensure the efficient impounding, removal, and storage of vehicles.

b. Private Tow of POV. A private tow of a POV is only upon a request of the registered owner of the vehicle being towed, the person in possession of the vehicle, or lien holder. 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. No person and or command will arbitrarily tow a vehicle; reference impounding procedures below for proper removal of vehicles.

c. Tow Companies. All tow companies and drivers entering MCIWEST-MCB CAMPEN for private tows must have an active DBIDS Credential in order to operate aboard MCB CampPen. No tow company will tow a POV onto the MCIWEST-MCB CAMPEN in an inoperable condition; unless the vehicle is being towed to an approved storage facility, Hobby Shop, and/or repair shop to be worked on aboard MCB CampPen.

d. Impounding Procedures. These procedures are set forth for PMO Designated Representatives which consist of PMO law enforcement personnel, Government and/or Contracted Impound Clerks.

(1) Identify abandoned or derelict vehicles aboard MCIWEST-MCB CAMPEN. Note: A vehicle is considered abandoned when the owner voluntarily relinquishes possession of the vehicle with the intent of terminating ownership, or when ownership of the vehicle cannot be determined by a Department of Motor Vehicle query or contacted.

(2) Complete the impound vehicle notice and place a copy on the vehicle visible to its registered owner, person in possession, or lien holder.

(3) Attempt to contact the owner, the person in possession of the vehicle, or the lien holder to notify them that the vehicle's

discrepancies must be fixed within three days (72 hours) from the date reflected on the notification, or it will be impounded and removed from MCIWEST-MCB CAMPEN, at the owner's expense.

(4) After the 72-hour waiting period, if the vehicle has not been removed from MCIWEST-MCB CAMPEN, the discrepancies have not been fixed or arrangements have not been made with the registered owner, a towing agency will be notified and the vehicle will be impounded at the owner's expense.

(5) Complete DD Form 2505 Abandoned Vehicle Removal Authorization, DD Form 2506 Vehicle Impoundment Report. The Report Control Symbol for this reporting requirement is EXEMPT.

(6) Representatives will stay on scene with vehicle until the towing agency has loaded and signed for possession of the vehicle.

e. Immediate Impound. Impound tow tags are not required for immediate impound. Prior to impounding any POV which is unattended or being operated by someone other than the registered owner, PMO personnel must make a reasonable effort to contact the registered owner. The following constitute reasons for an immediate impoundment:

- (1) Recovered stolen vehicles.
- (2) Vehicles seized for evidence.
- (3) Left unattended on a bridge, viaduct, or causeway.
- (4) Parked or left standing upon a roadway in a position so as to obstruct the normal flow of traffic.
- (5) Blocking a driveway.
- (6) Stopped, parked, or left unattended in such a way as to prevent access to a fire hydrant, firefighting equipment, or fire lane.
- (7) Illegally parked in a space or stall designated for physically handicapped persons.
- (8) Illegally entered MCIWEST-MCB CAMPEN.
- (9) The registered owner or operator is found to have their state or base driving privileges under suspension or revocation. This includes personnel encountered at entry gates to MCIWEST-MCB CAMPEN.

(10) Vehicles of drivers or registered owners which have been apprehended for Driving Under the Influence.

(12) Vehicles of drivers or registered owners which have been apprehended for Reckless Driving (willful and wanton disregard for the safety of persons or property).

(13) Vehicles involved in traffic accidents which are disabled.

(14) As directed by the Provost Marshal, Police Operations, Watch Commander, or Accident Investigation Supervisor.

(15) Vehicles of drivers or registered owners which have been apprehended for street contest or racing.

f. Vehicles Of Deployed Members

(1) No Unit Deployment Program parking is allowed in parking structures, base housing, barracks, or work sections/areas.

(2) All Unit Deployment Program Marines/Sailors must utilize a Marine Corps Community Services Storage Facility or the Distribution Management Office, deployment parking lot prior to deployment.

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 in or near the visitor center/base access center parking lot or any parking lot/space at any of the ECPS overnight. All violators are subject to tow.

(5) No parking within 10 feet of trash receptacles, such as "Dempsey Dumpsters".

(6) No parking of semi-tractors, boats, motor homes, trailers or other towed items within MCB CampPen housing areas.

(7) No parking RVs or living in RVs in any space not controlled by MCCA.

(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.

(9) Area Commanders will enforce parking restrictions through their respective Area Guards.

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) Driver Distractions. These are not limited in scope; however, are provided to minimize driver distractions while operating vehicles.

(a) Operators of vehicles are required to use hands-free equipment while talking on their cellular telephones.

(b) Operators of vehicles shall not drive while reading, writing log or using a portable electronic device. This applies to all forms of text-based communication, including e-mail and instant messaging.

(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 Vandegrift 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 aboard MCB CamPen. This does not apply to sidewalks and unimproved roads.

9. Motor Vehicle Collisions

a. MCB CamPen police will investigate all property damage, injury, and fatality collisions involving POV and government vehicles on all improved and unimproved public roadways aboard MCB CamPen.

b. Major Subordinate Command 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. MCB CamPen police will investigate all

fatal injury collisions involving government owned vehicles occurring in training areas.

c. Operator Responsibilities

(1) Operators involved in motor vehicle collisions are required to report the collision in accordance with CVC.

(2) Operators involved in a minor non-injury motor vehicle collision aboard MCB CamPen may choose to exchange information with one another, if the following requirements are met.

(a) Ensure all information from both parties is valid and true.

(b) Both parties are in agreement to exchange information.

(c) Information required by each party:

1. Drivers license information: Driver's license number, full name, physical address, date of birth, sex, hair color, eye color, height, weight, class license type, and restrictions if any.

2. Valid phone number: Cell, business, or home.

3. Insurance: Company name, phone number, address, policy number.

4. Vehicle Registration Information: Plate number, vehicle identification number, registered owner's name, registered owner's physical address, make, model, and color of vehicle.

(3) 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.

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-Gotes, and All Terrain Vehicles (ATV). Minibikes, tote-gotes, 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 MCB CampPen is prohibited.

d. Rider. Where the term motorcycle "rider" is used, the term applies to both operator and passenger.

2. General Instructions

a. 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.

b. Trail riding, hill climbing, and related activities are prohibited except as may be specifically authorized by separate directive.

c. 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.

d. 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 requirements and the mechanical safety standards set forth for the State of California.

b. Inspection Standards

(1) General. All motorcycle configurations should generally conform to the manufacturer's stock specifications. Modifications are permitted consistent with the CVC 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 CamPen. 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 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

(a) The motorcycle safety helmet, eye protection, and gloves are considered part of the uniform, and are required to be worn by all riders aboard MCB CamPen.

(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. Civilian attire, such as long-sleeved t-shirts/ sweatshirts or other non-protective jackets may not be worn over the uniform.

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(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.

5. Restrictions

a. Operators. Military motorcycles will not be operated by any person other than properly licensed and authorized operators designated to operate that particular machine.

b. 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.

c. 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. Bicycles

a. General. Every person who rides a bicycle upon a roadway or any paved shoulder aboard MCB CampPen has all the rights, and is subject to all the provisions applicable, to the driver of a motor vehicle.

b. Protective Clothing. The following protective clothing is recommended for wear by all bicyclists:

(1) High visibility vest.

(2) Helmet.

(3) Shoes which cover the entire foot.

c. 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.

d. 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).

e. Restrictions

(1) No person riding a bicycle shall attach the bicycle, or self, to any other vehicle to hitch a ride.

(2) No person shall operate a bicycle upon Rattle Snake Canyon, Basilone Road between Vado Del Rio Road and the School of Infantry-West (52 area), Las Pulgas Road between Basilone Road and Stuart Mesa Road, or San Mateo Road between Basilone Road and Camp San Mateo.

(3) Personnel riding bicycles in a group of 2 or more shall ride in a single file line at all times.

(4) Exceptions to paragraph 7f(5) are as follows:

(a) Department of Defense 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.

Section 7

Domestic Animal Control

1. General

a. Sponsors and personnel in assigned quarters are afforded the privilege of possessing certain types of pets, subject to the provisions of this chapter and Marine Corps Order 11000.22, Marine Corps Bachelor and Family Housing Management. This regulation establishes responsibilities and procedures pertaining to pets and service dogs that govern the conduct of all persons and activities on MCB CamPen. These regulations also apply to visitors of MCB CamPen.

b. The possession of guard dogs, especially trained attack dogs or vicious dogs, is strictly prohibited aboard MCB CamPen. This provision will not limit the use of military working dogs assigned to PMO.

c. Exotic pets are prohibited aboard MCB CamPen. The only rodent exception is hamsters that may be kept in proper indoor cages and must not be allowed to run loose. The Domestic Animal Control (DAC) 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 via the Game Warden.

e. Residents of Bachelor Housing are prohibited from keeping pets in Bachelor Housing. Certified service dogs are permitted in Bachelor Housing (see MCO 11000.22) as authorized by the senior military medical officer and coordinated with Regimental/Battalion/Company Commander.

f. Prohibited Breeds. Full or mixed breeds of prohibited breeds are prohibited aboard MCB CamPen. If a dog is suspected to be a prohibited breed, the owner may remove the dog from base within one hour escorted by DAC personnel, or the option to have the dog Deoxyribonucleic Acid (DNA) tested within 24 hours. If the owner chooses to have the dog DNA tested, the dog will be impounded or at the discretion of the Caretaker Supervisor, may be placed on an in home quarantine pending the DNA test results. An intake form, impound form, DAC Notice and quarantine form will be completed. If the DNA test results come back 50 percent or more of an prohibited breed the owner must immediately remove the dog from Base. DNA testing and impound fees may apply.

g. Per MCO 11000.22, visitors, sponsors, and their dependents will not bring prohibited canine breeds, aboard any MCIWEST-MCB CAMPEN

Installations, at anytime. In every case, sponsors are fully responsible for their visitors' pet dogs while aboard MCB CamPen. However, no provision of this Order is intended to limit authorized patrons' access to services provided by on-Base United States Army Veterinary Treatment Facilities. Entry of authorized patrons with pets that are otherwise prohibited access aboard MCIWEST-MCB CAMPEN 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 MCB CamPen authorized.

h. Owners are responsible at all times for controlling the behavior of their pets. No animal will be allowed to roam free at any time. Failure to comply with policy (including installation regulations and Public/Private Venture lease agreement restrictions) relating to control of pets may be grounds for eviction.

i. Breeding of dogs or cats, whether intentional or accidental, is expressly prohibited aboard MCIWEST-MCB CAMPEN.

j. Feral cats and dogs are under the cognizance of the Domestic Animal Control Facility of PMO.

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 CamPen. 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 CamPen.

(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 killed a person; inflicted serious injury to a person, including multiple bites, serious

disfigurement, serious impairment of health, or serious impairment of a bodily function; or 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 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.

(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 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) Caretaker Supervisor. The Supervisor of the Domestic Animal Control facility for MCB CampPen.

(22) MCB CampPen Veterinarian. The current OIC of the Veterinary Treatment Facility (VTF) or his/her authorized assistants.

(23) House Pet. Birds, fish, cats, and dogs under 50 pounds.

(24) 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.

(25) Working Days. Days that the DAC facility is open for business.

(26) Microchip. 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.

(27) Service Dog. As defined in MCO 11000.22, a dog that is individually trained to work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The dog is trained to respond to a verbal command or condition of the individual. Other species of animal, whether wild or domestic, trained or untrained, are not service animals for the purpose of this definition. Dogs that are "in training" are not Service Dogs. Dogs whose sole function is to provide emotional support, comfort, therapy, companionship, therapeutic benefits, or promote emotional well-being are not Service Dogs.

(28) Feral Animal. Any domesticated animal, such as a dog or a cat, that has returned to live in wild conditions.

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, and Parvo 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) All veterinary care is the responsibility of the owner or the custodian of the animal. Animals suffering from contagious diseases, serious injuries, which in the opinion of a Veterinarian will not survive the required holding period of impoundment, will be humanely euthanized.

(5) Rabies vaccinations, which were issued outside California, must be presented to the MCB CampPen 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.

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. 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 CampPen 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 vaccinations, owners are required to have their dog and/or cat microchipped. The DAC facility does not microchip privately owned animals. Owners must obtain microchipping services, at their own expense, at the MCB CampPen VTF or from outside facilities that perform microchipping services. Per MCO 11000.22, microchips will be International Standards Organization (ISO) compatible. Caretaker Supervisor may approve a waiver to the ISO microchip provided the animal is already microchipped and the request is made in writing and

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indicates that the animal will not be transported overseas in the event of overseas assignment.

(3) 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 DAC 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.

(4) 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.

(5) 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, and Parvo virus vaccines for dogs.

(f) ISO microchip.

(g) The appropriate fee.

(6) Upon issuance the license tag must be affixed to the collar or harness of each dog or cat and worn at all times.

(7) 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.

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 DAC facility.

(a) Animals impounded will remain in the custody of the DAC 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.

(2) All owners, sponsors, visitors 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) 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 proper ventilation and 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 only authorized pets as currently approved by Base Housing.

(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 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 DAC 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 a DAC Notice when pets become a public nuisance as defined in these regulations. Pets may be declared a public nuisance for any of the following violations:

- (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) Creating other health or safety hazards as may be determined by the Caretaker Supervisor or the 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. Stray Cats. Persons feeding stray cats will be considered the owners of the cats and will be required to comply with all regulations pertaining to cats.

e. Feral Cats and Dogs. Feral cats and dogs will be humanely captured and evaluated for either transfer to an appropriate rescue organization or euthanasia.

4. Abandonment. No animal shall be abandoned by the owner, custodian, or any other person 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 DAC 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 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.

e. 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 DAC facility, or to PMO. If the animal is wild, report the incident to the Game Warden's Office.

f. When complaint reports or filed observations of inhumane treatment or improper care are received, the following actions shall occur:

(1) PMO will be called to the scene to investigate the matter with the assistance of DAC.

(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 by any DAC employee.

(5) The animal will be examined by the MCB CamPen 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.

g. DAC shall immediately seize the animal and;

(1) When appropriate, request that the owner relinquish the animal to the DAC facility. If the owner agrees, the Caretaker Supervisor may waive the relinquishment fee listed in Figure 6-2.

(2) If the owner declines to relinquish the animal(s), the animal(s) will remain impounded at the DAC facility while the DAC coordinates a post-seizure hearing to determine the validity of the seizure or impoundment with the Base Magistrate and the Base Magistrate has distributed his findings. The animal shall not be returned to its owner until the charges are paid and the owner demonstrates to the satisfaction of the Base Magistrate that the owner can and will provide the necessary care for the animal.

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 CamPen.

(2) Forfeiture of the pet(s) as determined by the Base Magistrate.

(3) Terminated from MCB CamPen Housing.

(4) Subject to prosecution under the UCMJ or Federal statutes.

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 United States Government Owned/Non-Appropriated Fund Instrumentality owned animal. The MCB CamPen 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 person who has been bitten or scratched by a dog/cat or has knowledge of such incident shall report the facts immediately to the DAC 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 or another animal 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/veterinary bite report. Biter animals, or rabid or suspected rabid animals, shall be quarantined in a place and manner approved by the Veterinarian or Caretaker Supervisor.

d. Quarantine periods shall be determined according to species, suspected exposure, and symptoms which are present or 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 Veterinarian or Caretaker Supervisor. The Veterinarian shall release an animal from quarantine by signing the quarantine release section on the Animal Impound Record.

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 DAC facility for a minimum 10 days quarantine unless authorized a quarantine elsewhere by the Veterinarian or Caretaker Supervisor.

h. No person shall be allowed into the quarantine area except the DAC 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 DAC 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 DAC 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 Veterinarian or Caretaker Supervisor may approve a home quarantine. 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 Veterinarian determine that home quarantine does not pose a risk to residents of MCB CamPen.

(2) The 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 veterinary providing treatment or examining the animal, owner of the animal, or the Caretaker Supervisor or personnel assigned to the DAC facility.

(5) The animal shall remain in a quarantine status until after a final examination by the Veterinarian. The 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 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 Veterinarian may place other provisions on the owner or custodian not contained herein to authorize a home quarantine.

(8) The owner or custodian will make the animal available for examination by the Caretaker Supervisor or the 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 MCB CampPen permanently, a copy of the Bite Incident Complaint Report must be delivered, mailed or faxed to the Animal Control facility that has jurisdiction over the animal's new home. The Report Control Symbol for this reporting requirement is DD-5102-03.

8. Dispositions/Appeals

a. As provided in section 3, Base Magistrate of chapter 4, SJA, the Base Magistrate will act as the Hearing Officer to resolve any question as to the final disposition of any animal impounded by the DAC facility.

b. 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 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 Veterinarian to represent a health hazard or a public nuisance.

c. Owners and custodians of pets may appeal any decision to have their pets removed by requesting a hearing before the MCB

CamPen Magistrate. Requests for appeal must be presented to the MCB CamPen Magistrate within three working days after notification of disposition.

d. Owners and custodians will be required to remove the dangerous or vicious animal from the confines of MCB CamPen during the appeal process. Animals must be removed from MCB CamPen 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.

e. The findings of the MCB CamPen Magistrate will be forwarded to the Caretaker Supervisor, and the AC/S G-F, via the SJA, along with his recommendations concerning the disposition of the animal.

9. Impounding/Boarding of Animals

a. The DAC 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. Impound Fee. 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.

(1) 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.

(2) Second offense violators will be charged two times the impound fee per calendar day or any portion thereof.

(3) 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.

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 CamPen. This placement must not constitute an over the pet limit for the custodian.

10. Adoptions

a. No pet will be placed in an adoption status without approval of the Caretaker Supervisor.

b. The DAC facility may adopt certain types of pets to suitable homes on MCB CamPen providing the potential owner meets the requirements for adoption. 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.

c. The DAC facility may adopt pets to persons off MCB CamPen 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 CamPen. 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 DAC facility has assimilated California Animal Control Laws which state that all animals must be spayed 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.

11. Return Policy. If the adopter cannot keep the animal, the DAC 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 DAC 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 DAC 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).

c. Biting. If the animal should bite an individual or another animal, it may be returned to the DAC 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 DAC facility. The relinquishment fee as indicated in Figure 6-2 shall apply. If there is not adequate kennel space, the owner will be referred to an agency off-Base.

12. Coordination with Off-Base Shelters, Businesses and Organizations

a. As per the current Memorandum of Agreement between San Diego Mesa College and MCIWEST-MCB CAMPEN, 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.

b. The DAC facility participates in off base adoption programs to increase adoption rates and public awareness of the MCB CamPen existing animal shelter.

c. The Caretaker Supervision may coordinate with animal shelters off base to transfer animals to and from the DAC facility to alleviate overcrowding and to support the Shelter's adoption program. The Shelter Supervisors will ensure that when considered for intake, animals will be highly adoptable and will result in no net cost to the DAC's Non Appropriated Fund Instrumentality.

13. DAC Notices

a. The Caretaker Supervisor and personnel assigned to the DAC facility are tasked with enforcing these regulations and are authorized to issue DAC Notices 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 MCB CamPen Magistrate.

c. The Caretaker Supervisor and DAC 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 DAC Notices will be forwarded to the Director, MCB CamPen Housing and, if appropriate, the CO of the military personnel

involved. Upon receipt, COs shall take prompt and appropriate actions.

14. Emergency Situations. DAC facility personnel may enter any vehicle, yard, or quarters if there is a possibility that an animal is in jeopardy. Unless an animal is clearly in immediate danger of serious injury or death, DAC 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.

15. Service Animals Also Referred to as Service Dogs

a. MCO 11000.22 states that the breed ban is applicable to accredited Service Animals as well as companion/comfort/therapy animals but provides for a waiver process via the chain of command to HQMC (Code LFF) for consideration.

b. A Service Animal owner must apply for a Service Animal identification tag at the DAC facility. Proof of current vaccinations and training/certification is required. Occupants of no-pet housing must have authorization from the MCB CamPen housing office before obtaining Service Animals.

c. Service Animals do not count as a pet for pet limit purposes. Therefore, if residents have two pets and a Service Animal, the Service Animal is not counted as a pet and residents are not over the pet limit.

16. Americans with Disabilities Act (ADA) Provisions. The ADA defines a Service Animal as dogs that are individually trained to do work or perform tasks for people with disabilities.

a. Inquiries, Exclusions, Charges, and Other Specific Rules Related to Service Animals

(1) When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions:

(a) Is the dog a Service Animal required because of a disability and what work or task has the dog been trained to perform?

(b) Staff cannot ask about the person's disability, require medical documentation, require a special ID or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

(2) Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using Service Animals.

(3) A person with a disability cannot be asked to remove his Service Animal from the premises unless; the dog is out of control and the handler does not take effective action to control it or if the dog is not housebroken. When there is a legitimate reason to ask that a Service Animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal's presence.

(4) Additional information is available at www.ada.gov.

17. Dog Parks. The following rules and regulations apply to dog parks aboard MCB CamPen.

a. Use of the dog park is at your own risk. MCB CamPen, Public/Private Venture Housing, or DAC 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. All dogs must be supervised at all times and under direct voice control.

j. Dogs must be leashed immediately at the first signs of aggression toward people or other animals and removed from the park.

k. No food or food products allowed, whether intended for human or dog consumption.

l. All responsible persons shall, at all times, clean up after dogs and dispose of waste in an appropriate container.

m. A maximum of two dogs per household, or two dogs per adult inside the dog park.

n. Keep gates closed at all times.

o. Fill holes and stop dogs from digging.

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 six months)		\$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

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 Marine Corps Base, Camp Pendleton (MCB CamPen) and coordinating with other first responders (e.g., Explosive Ordnance Disposal, Fire/Emergency Medical Services, etc.) and the NCIS 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 PMO 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) Figure 6-3 should be used if a telephonic bomb threat is received.

b. Written Bomb Threats. Individuals aboard MCB CamPen who receive written bomb threats will immediately report the information by the most expeditious means to PMO. Additionally, all material, including envelopes or mailing containers connected with the threat, will be preserved and collected as evidence by PMO.

**PROVOST MARSHAL'S OFFICE
 MCB CAMP PENDLETON**

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:

Sex of caller: _____ Race: _____

CALLER'S VOICE:

- | | |
|----------------|-----------------------|
| _____ 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 noises | _____ Factory machinery |
| _____ Crockery | _____ Animal noises |
| _____ Voices | _____ Clear |
| _____ PA System | _____ Static |
| _____ Music | _____ Local |
| _____ House noises | _____ Long distance |
| _____ Motor | _____ Booth |
| _____ Office machinery | Other _____ |

THREAT LANGUAGE:

- | | |
|------------------------------|------------------------------------|
| _____ Well spoken (educated) | _____ Incoherent |
| _____ Foul | _____ Taped |
| _____ Irrational | _____ Message read by threat maker |

REMARKS: _____

Report call immediately to:
 Provost Marshal's Office
 MCB CamPen
 (760) 763-2076/2077, (760) 725-3888

Figure 6-3 Provost Marshal's Office MCB CamPen Bomb Data Card

Age: _____ Length of call: _____	Date __/__/__
Number at which call is received: _____	Name _____.

Figure 6-3 Provost Marshal's Office MCB Campen Bomb Data Card
(Continued)

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 CG MCIWEST-MCB CAMPEN. On-Base demonstrations which could result in interference with or prevention of orderly accomplishment of the mission of MCB CamPen 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. PMO. PMO 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 PMO or a PMO representative by the most expeditious means.

3. MCB CamPen Facilities. The use of these facilities for any partisan political activity is prohibited.

4. 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 MCIWEST-MCB CAMPENO 5370.2A. Printed or written material which is determined to be prohibited from distribution per the current edition of MCIWEST-MCB CAMPENO 5370.2A, or which has not received prior approval per the current edition of the same, shall be impounded if PMO 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 MCIWEST-MCB CAMPENO 5370.2A.

Section 10

Alcohol and Drugs

1. Purpose. To publish supplemental regulations relating to alcoholic beverages applicable to all personnel within the limits of Marine Corps Base, Camp Pendleton (MCB CamPen) per the provisions of the current edition of MCO 1700.22G; United States Navy Regulations 1990, Article 1162; MCO 1700.27B; and MCO 5110.1D.

2. Background. MCO 1700.22G outlines the policy regarding alcoholic beverage control in the Marine Corps. United States Navy Regulations, 1990, Article 1162 outlines the policy regarding possession, consumption, and sale of alcoholic beverages within the Department of the Navy.

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 percent alcohol by volume.

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, and Staff Noncommissioned Officer 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-4 and E-5 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 MCB Campen 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, 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 designated unit party areas within the following MCCS facilities: Del Mar Beach, San Onofre Beach, Lake O'Neill, San Onofre Unit Event Center, and building 1795 Unit Event Center. Glass containers are not permitted at MCCS beach facilities.

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 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. 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.

(c) Per CG letter 5800 of 4 June 2020, the CG MCIWEST-MCB CAMPEN has delegated Area Commanders the authority to approve the occasional possession and consumption of privately provided malt beverages during non-Single Marine Program (SMP) functions at SMP Recreation Centers. Non-SMP functions that request the sale of alcoholic beverages must be approved by the CG MCIWEST-MCB CAMPEN. All sales of alcohol must be provided through direct or indirect MCCS operations. All requests for consumption of alcoholic beverages under the age of 21 must be preapproved by the CG MCIWEST-MCB CAMPEN as outlined in MCIWEST-MCB CAMPENO 1700.4. An MCB Campen SMP Recreation Center Facility Usage Request Form MCIWEST-MCB CAMPEN AC/S MCCS 1700/28, signed by the designated Area Commander, must be submitted to the applicable SMP Recreation Center Manager in order to ensure availability of the SMP facility. All supporting documents must

accompany the MCB CamPen SMP Recreation Center Facility Usage Request Form.

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 MCB CamPen.

d. No person under 21 years of age shall be in possession of alcoholic beverage aboard MCB CamPen.

e. Personnel purchasing alcoholic beverages at any MCCA activity will comply with routine patron identification procedures.

7. Transportation of Alcoholic Beverages. Alcoholic beverages in an open container may be transported in a motor vehicle aboard MCB CamPen 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.

8. Seizure and Disposition. Alcoholic beverages improperly possessed by any person aboard MCB CamPen are subject to seizure. Such items, when taken from the possession of any person aboard MCB CamPen, shall be appropriately disposed of.

9. 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 of Federal or State law and governing regulations and policies applicable to those accessing MCB CamPen may subject the violator to debarment (denial of access either permanently or temporarily) from MCB CamPen. This authority is held by the CG MCIWEST-MCB CAMPEN and delegated to officers in specific billets, to include, but not limited to, CO SctyBn and Staff Judge Advocates for units with general courts-martial convening authority.

10. 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 Service Member, family member, retiree, or civilian employee is arrested for driving under the influence of drugs, the provisions of the current edition of MCO 5110.1D and MCO 5580.2B apply. Sanctions include automatic suspension of installation driving privileges for one year and prosecution by the Special Assistant United States Attorney (SAUSA) in United States District Court. No further action from the command is necessary other than escorting the Service Member and monitoring that the offender complies with the terms of revocation. Non-DoD affiliated civilians are subject to prosecution by the SAUSA in United States District Court.

(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 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 Service Member not to drive pending processing of this request.

(a) Requests will be submitted to the CG MCIWEST-MCB CAMPEN (Attn: Base Magistrate) and should contain a brief statement by the unit commander 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 Service Member that he or she has been advised that he or she may request a hearing before the MCB CampPen Magistrate, and either a written request for a hearing or a waiver of the hearing. The Service Member may also attach a statement to the recommendation. The squadron or battalion commander should sign the request.

(b) If no hearing is requested, the MCB CampPen Magistrate will issue a suspension and revocation order and direct the member be escorted to the Pass and ID office where the letter will be delivered. The MCB CampPen Magistrate will notify the Police Records section and the period of suspension will be entered into PMO 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 Service Member vehicle from MCB CampPen. Revocation will remain in effect until the term of revocation runs, or the unit commander 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 MCB CamPen 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 MCB CamPen Magistrate will not conduct a hearing unless either the command representative is present or the CG waives his presence in writing. At the hearing, the representative of the command will present evidence. The Service Member will be given an opportunity to respond.

2. Should the MCB CamPen Magistrate concur that revocation is warranted, he will issue a suspension and revocation order and direct the member be escorted to the Pass and ID Office where the letter will be delivered. Police Records will record the period of and reason for suspension entered into PMO computer database. The Service Member 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 MCB CamPen. Revocation will remain in effect until the term of revocation runs, 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 MCB CamPen 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 Service Member 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, 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.

c. Military members adjudicated by their parent command for a violation of UCMJ 112a (wrongful use of a controlled substance) shall report to PMO escorted by a SNCO for booking procedures. The unit shall provide the following:

- (1) Unit Punishment Book to include the 6105.
- (2) Toxicology report or other documentation.

MCIWEST-MCB
CAMPENO 5000.5
26 MAY 2023

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Chapter 7

Base Brig

1. Policy. Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) Base Brig shall be operated in accordance with SECNAV M-1640.1, American Correctional Association standards, and the Prison Rape Elimination Act of 2003 (PREA), as amended and implemented through Department of Justice PREA standards. The terms MCIWEST-MCB CAMPEN Brig, Base Brig, and Military Correctional Facility (MCF) are interchangeable as they relate to this Order.

2. Authority

a. In accordance with Chapter 48 of Title 10, United States Code, as implemented through Department of Defense (DoD) and Department of Navy issuances, the Chief of Naval Operations and Commandant of the Marine Corps are designated to administer MCF, detention facilities, and correctional custody units (CCUs).

b. Deputy Commandant, Plans Policies, and Operations (DC PP&O) supports Bureau of Naval Personnel, Director, Corrections and Programs Office (BUPERS-00D) in developing and issuing corrections and detention facility policy and procedures and manages operations of all Marine Corps MCFs, detention facilities, and CCUs.

c. The Secretary of the Navy and the Commandant of the Marine Corps approved and designated the MCIWEST-MCB CAMPEN Brig as a DoD Level-II MCF for support of major commands located west of the Mississippi River, including Pacific military installations. As a DoD Level-II MCF, the MCIWEST-MCB CAMPEN Brig is authorized for pre-trial and post-trial confinement. The maximum period of post-trial confinement at DoD Level-II MCFs may not exceed adjudged sentences greater than 10 years.

d. The MCIWEST-MCB CAMPEN Brig operates under the authority of Commanding General (CG) MCIWEST-MCB CAMPEN reporting through and via the Commanding Officer (CO), Security Battalion (SctyBn), MCIWEST-MCB CAMPEN.

3. Applicability. The regulations and procedures set forth in this chapter govern the confinement, release, transfer, transport, and administration of prisoners in the MCIWEST-MCB CAMPEN Brig. This Order is applicable to all personnel utilizing the confinement capability of the Base Brig. Unless otherwise specifically noted, the term "prisoner" is used to mean any individual in confinement. Civilians subject to the Uniform Code of Military Justice (UCMJ) shall only be confined in accordance with the current U.S. Navy Regulations and upon approval of CG MCIWEST-MCB CAMPEN.

4. Authority to Confine. Each officer empowered to confine under the UCMJ shall adhere to the confinement procedures set forth herein.

a. Pre-trial

(1) Any commissioned officer may order pre-trial confinement of any enlisted person, per Manual for Courts-Martial United States, R.C.M. 304(b)(2).

(2) Only a commanding officer (CO) to whose authority the officer is subject may order pre-trial confinement of an officer. The authority to order pre-trial confinement of an officer may not be delegated. Pre-trial confinement of an officer must be ordered in writing and must be delivered in person by another officer of senior or equal grade, per R.C.M. 304(b)(1).

(3) A CO may delegate to a warrant officer (WO), noncommissioned officer (NCO), or petty officer of their command the authority to order enlisted members of their command or subject to their authority into pre-trial confinement. Such delegation will be in writing and a signed copy of the delegation will be provided to the MCIWEST-MCB CAMPEN Brig and the Staff Judge Advocate (SJA) MCIWEST-MCB CAMPEN (Attn: Initial Review Officer (IRO)).

(4) Officers of the Day (OOD's) may order pre-trial confinement if the authority has been delegated in post orders. The Brig will require a copy of the signed order and a signed copy of the OOD Roster.

(5) Officers of the Day (OOD's) may order pre-trial confinement if the authority has been delegated in post orders. The Brig will require a copy of the signed order and a signed copy of the OOD Roster.

(6) When an individual is ordered into confinement by an individual other than the CO, the individual ordering the confinement will ensure the prisoner's CO is notified as soon as practicable after such confinement.

b. Post-trial

(1) If confinement is awarded by a Summary Court-martial (SCM), the SCM Officer or Convening Authority must sign the confinement order.

(2) If confinement is awarded by a Special Court-martial (SPCM) or General Court-martial (GCM), the Trial Counsel or Convening Authority must sign the confinement order.

5. Pre-trial Confinement

a. Pre-trial confinement is an extraordinary measure requiring close command attention. No person may be ordered into pre-trial confinement except for probable cause which exists when there is a reasonable belief that:

- (1) An offense triable by court-martial has been committed;
- (2) The person being confined committed it; and
- (3) Confinement is necessary because it is foreseeable that

(a) The person being confined will not appear at trial, pretrial hearing, or investigation, or;

(b) The person being confined will engage in serious criminal misconduct, or;

(c) Less severe forms of restraints are inadequate.

b. An individual who is to be tried by SCM will not be placed in pre-trial confinement without specific approval of the officer exercising GCM jurisdiction over the individual. If approval is granted, the MCIWEST-MCB CAMPEN Brig will be made aware of the extraordinary circumstances warranting pre-trial confinement.

6. Initial Reviewing Officer (IRO)

a. Initial Review Officer (IRO) hearings are required within seven days of initial confinement. Pre-trial prisoners confined on Tuesday, Wednesday, Thursday, or Friday, will most likely have their IRO hearing on the following Monday (provided that day is not a federal holiday). Pre-trial prisoners confined on a Saturday, Sunday, or Monday will most likely have their IRO hearing on the following Thursday (if day is not a federal holiday).

b. IRO hearings are held at the brig at 1330. Additional hearings are scheduled as necessary.

c. The CO or officer in charge of a service member ordered into pre-trial confinement will provide the IRO with a letter containing sufficient information to permit a review of the factual basis of the confinement. This letter must be submitted to the MCIWEST-MCB CAMPEN Brig (Attn: IRO) not later than 72-hours after the prisoner ordered into confinement by his CO, per R.C.M. 305(d)(2)(c).

d. In the absence of clear evidence establishing a need for pre-trial confinement, the accused is entitled to release and will be immediately released from confinement by direction of the IRO. The CO of the accused may thereafter impose any authorized form of pre-trial

restraint deemed necessary, other than confinement.

e. The accused, once released by the IRO, may be re-confined only upon discovery of new evidence or for misconduct, which, either alone or in conjunction with all other available evidence, justifies confinement.

f. The decision of the IRO in all cases is final. However, if release from pre-trial confinement is denied, the prisoner may petition the IRO for reconsideration of the decision. Such petitions must be based on new circumstances, which have arisen since the initial determination was made. A new hearing may be granted at the discretion of the IRO. If granted, the prisoner will be present. The IRO will continue to maintain a record of the decision and the reasons for continued confinement or release. This will append all documentary evidence subsequently submitted for consideration by the prisoner to the record of the initial hearing.

g. The decision of the IRO is reviewable only by the military judge upon motion for appropriate relief made by the accused after referral of charge(s) to a court-martial.

7. Prisoner Administration

a. General. A properly executed DD Form 2707, Confinement Order, must accompany prospective prisoners. As used in this Order, the word "prisoner(s)" refers to both pre- and post-trial prisoners unless otherwise specified.

b. Confinement Order

(1) The original copy of the confinement order is required to confine a service member.

(a) The original confinement order is retained by the MCIWEST-MCB CAMPEN Brig.

(b) A copy is returned to the unit as an endorsement or receipt for the prisoner.

(2) Confinement orders must be complete and accurate. It is essential to the brig staff that the legal status of each prisoner in the MCIWEST-MCB CAMPEN Brig be known and clearly identified in the confinement order. Confinement orders must include "wet ink" signatures or authenticated digital signatures. Copies of signatures will not be accepted. Terms and definitions regarding prisoner status are listed below:

(a) Post-trial Prisoner. A person tried by courts-martial and ordered into confinement is a prisoner whether or not the sentence has been ordered into execution. A sentence to confinement commences on the date it is adjudged unless it is deferred or suspended by proper authority, per current directives.

(b) Pre-trial Prisoner. A person who has been legally ordered into pre-trial confinement or has been accused of committing an offense and awaiting trial or rehearing. This includes those persons who are pending the vacation of a suspended sentence, which includes confinement and/or punitive discharge.

(3) Type of confinement [pre-trial or post-trial (as a result of a court-martial)] will be indicated on the front side of the confinement order. A list of the offenses/article(s) with proper verbiage will be indicated under Section 4 of the Confinement Order, DD Form 2707.

(4) The officer directing confinement (the officer who signs the confinement order) will ensure the individual to be confined in a pre-trial status has been informed of the alleged offenses.

(5) Confinement orders for prisoners following trial will indicate the type of courts-martial, the complete sentence adjudged, and the date of the court-martial. The following documents must accompany the confinement order:

(a) A Record of Trial or Report of Results of Trial.

(b) The original Victim/Witness Certification and Election Concerning Inmate Status, DD Form 2704, provided by the trial counsel.

(c) If the sentence was deferred, the date deferred and the date the deferment was terminated must be indicated on the confinement order.

(d) A copy of the prisoner's request for deferment and the convening authority's approval of the request must accompany the confinement order at the time of confinement, per R.C.M. 1103(b)(3)(C).

(e) A valid identification card, preferably DoD generated.

(6) When a Service Member is confined as a result of vacation proceedings of a previously suspended sentence, the confinement order must indicate the date deferment is terminated. A copy of the Results of Trial and DD Form 2704 must accompany the confinement order at the time of confinement. A Report of Proceedings to Vacate Suspension of a GCM Sentence including a Bad-Conduct Discharge Under Article 72, DD

Form 455, must be provided immediately upon completion of the vacation hearing, per R.C.M. 1109.

(7) The hour and date the confinement is directed must be indicated. Ensure the name, rank, and title of the confining authority is included.

(8) A confinement physical will be conducted by a medical officer (MO), physician's assistant (PA), or Nurse Practitioner (NP) in Sections 9 and 10 of the Confinement Order prior to placing an individual in confinement. The Confinement Order will not be completed by an Independent Duty Corpsman (IDC) or corpsman. The medical endorsement will not exceed 24-hours before the individual is placed into confinement.

(a) Each prospective prisoner will have a confinement physical examination to determine their fitness for confinement or the requirement for hospitalization. This confinement physical will be performed at the local Battalion Aid Station or the Naval Hospital Camp Pendleton by an MO, PA or NP, to determine whether fit/unfit for confinement and the results of this examination will be recorded on the confinement order. The examining MO, PA or NP will pay special attention to, and accurately describe and record the presence/absence of any lacerations, abrasions, contusions, hematomas, or other unusual marks on the SF 600, Chronological Record of Medical Care. In those cases where the examining MO, PA or NP finds clinical contradictions to confinement, the prospective prisoner will not be confined at the MCIWEST Brig. In cases where the individual is found unfit for confinement, the unit will retain custody until cleared by a MO as medically fit. Exceptions are individuals whose charges would result in assignment to maximum custody classification. When an individual is found medically unfit for confinement, the Brig Officer will make the determination, on a case-by-case basis, of whether to accept the individual into confinement.

(b) The health and dental records of each prisoner must accompany the individual to the MCIWEST-MCB CAMPEN Brig at the time of confinement. For those individuals unable to locate their health record locally, the unit will prepare a temporary health/dental record for confinement purposes. MCIWEST-MCB CAMPEN Brig medical personnel will prepare a DD Form 877, Request for Medical/Dental Records, or information, to obtain permanent records for the prisoner confined who have only temporary health and dental records.

(c) When an individual is confined with physical or mental characteristics that may require special custodial status, a statement of explanation will be recorded on the SF 600 by competent medical authority. Individuals with known or suspected suicidal or homicidal tendencies, and individuals with drug or alcohol problems will be brought to the attention of the MCIWEST-MCB CAMPEN Brig staff upon confinement.

(d) As part of the confinement physical, every prisoner will have a health record review for a valid (less than 12 months old) Human Immunodeficiency Virus (HIV) blood test. If one is not recorded, then a HIV blood test will be performed.

(9) The Duty Brig Supervisor (DBS) will complete the bottom portion of the confinement order. The signature on the return copy of the confinement order is a receipt to the unit for the prisoner.

(10) Documentation Required Upon Confinement

(a) The following documentation and records are required upon confinement:

1. Pre-trial

a. Original Confinement Order and SF 600; complete with a certified examination by a MO, NP, or PA (not an IDC or Corpsman).

b. Medical and Dental Records.

2. Post-Trial

a. Original Confinement Order (DD Form 2707); complete with a certified examination by a MO, NP, or PA (not an IDC or corpsman).

b. Report of Results of Trial (NAVMC 11191) (for GCM and SPCM).

c. Record of Trial (DD Form 2329) (for SCM).

d. Pre-trial Agreement (Parts I and II) (if any).

e. Charge Sheet (DD Form 458).

f. Original Victim/Witness Certification and Election Concerning Inmate Status (DD Form 2704).

g. Medical and Dental Records.

(11) Court-martial orders promulgated by the convening and higher-level authorities must be reported to the MCIWEST-MCB Brig administrative office. These actions may reduce, suspend, or remit confinement, and may reduce in severity, suspend, or remit punitive discharges.

(a) A suspension of confinement that is not immediately reported causes a prisoner to remain inappropriately in confinement past the new date of release.

(b) Court-Martial Progress Reports are submitted to the Naval Clemency and Parole Board only on individuals with a discharge that has not been suspended. An administrative burden is created when a report is prepared and forwarded by the MCIWEST-MCB CAMPEN Brig staff, when in fact the convening authority has already suspended the punitive discharge.

(c) Pre-trial agreements that suspend or remit confinement and/or punitive discharges should be reported to the MCIWEST-MCB Brig staff immediately following trial.

c. Command Visits and Requirements

(1) Weekly. An officer or staff noncommissioned officer (SNCO) will visit each prisoner at least once a week. The purpose of this visit will be to inform the inmate of their status (e.g., pending court progress, options for expeditious discharge, pay and allowances, CO's clemency, and other pertinent matters). The officer or SNCO selected for this visitation must have a working knowledge of each prisoner's case. The visiting officer or SNCO will direct the CO's attention to problems presented by prisoners as well as the corrective action taken or anticipated and conduct such follow-up action as required. Due to prisoner work call, command visits will normally be conducted 0800 to 1600 on Fridays. Commands located in excess of (50) miles from the brig may substitute physical command visits with telephone calls, coordinated with the brig programs department.

(2) Visits by Legal Counsel

(a) Prisoners may be interviewed by their military legal counsel at the MCIWEST-MCB Brig, at the prisoner's unit, or organization, or the Office of the SJA. If a location outside of the Brig is requested, the location will be coordinated by the SJA and the command to which the accused is assigned.

(b) Civilian legal counsel will interview prisoners at the MCIWEST-MCB Brig.

(c) Visits by legal counsel should be conducted at MCIWEST-MCB CAMPEN Brig whenever possible during working hours. Exceptions may be made for counsel in excess of 50 mile from the Confinement Facility.

(d) Telephone interviews by legal counsel should be minimized. Occupying phone lines for lengthy periods hinders staff from performing daily responsibilities as prisoners must be fully

monitored in staff areas. Short 5 to 10-minute phone calls between the hours 0800 and 1600 are acceptable.

(3) Active Duty Service Members

(a) Active duty Service Members are not authorized to visit prisoners in a personal capacity without a letter of authorization from their CO or higher and approved by the Brig Officer (Figure 7-1). The approval letter will be filed at the MCIWEST-MCB CAMPEN Brig for future visitation access.

(b) 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. Noncompliance 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.

(c) Active duty Service Members that desire to visit prisoners require written approval from their Company Commander, immediate officer in charge, or higher.

(d) 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.

d. Uniforms and Health and Comfort

(1) Pay status, availability of clothing, and health and comfort items must be documented at the time of confinement. Valid pay status includes:

(a) Pay Status. An individual who is in receipt of pay is in a pay status.

(b) Unknown Pay Status. Individuals with long-term unauthorized absence (UA) are in this category. This category will apply to any case in which there is doubt concerning the actual pay status of the individual. When a "Checkage of Pay" for required uniform items is affected on an individual in this category, the disbursing officer will hold the "Checkage" in abeyance, pending determination of actual pay status.

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(c) Non-Pay Status. This category is reserved for the individual who is in one of the situations listed below upon expiration of current contract:

1. UA or period of desertion.
2. In hands of civil authorities (IHCA).
3. In a military confinement facility.

(d) For individuals who are in a true "Non-Pay" status, and for whom clothing, health and comfort items are required, the cost of such items will be charged against appropriated funds.

(e) The Results of Trial will indicate if any or all forfeitures have been deducted as a result of the adjudged sentence.

(2) The prisoner's CO is responsible for ensuring the required uniform, clothing, and health and comfort items belonging to the prisoner are received upon confinement. Figure 7-2 of this Order lists the minimum uniform, clothing, health and comfort items required for confinement at MCIWEST-MCB CAMPEN Brig.

(a) If the individual is confined late at night and items are in the battalion area or the individual's quarters and are not accessible, the prisoner will be picked up by the confining unit on a "Temporary Absence (TA)," the first working day after confinement to obtain these items.

(b) Parent commands remain responsible for providing required items listed in Figure 7-2 for the duration of the individual's confinement.

(c) Prisoners in a pay status shall provide for their own needs through deductions from their personal account or charges to their pay account. Preferred procedure is deduction from the prisoner's funds in the Brigs comingled bank account.

8. Release from Confinement

a. General

(1) Rules 304, 305, and 1101 of Manual for Courts Martial United States set forth criteria for release from confinement.

(2) A CO cannot arbitrarily release a sentenced or adjudged prisoner without first remitting, deferring, or suspending the sentence. The Brig CO, or designee, is the proper authority to effect release of a prisoner from confinement. Therefore, officers requesting release of a prisoner must present correct legal documents

to the Brig CO via the prisoner administration department. Valid legal documents (deferment, remission, or suspension of sentence) must accompany a request for the release of a prisoner serving a sentence.

(3) The IRO may direct the release of a pre-trial prisoner after a hearing, or rehearing, or the command has demonstrated no grounds for confinement.

(4) The military judge may direct the release of a pre-trial prisoner upon motion for appropriate relief made by the accused after referral of charge(s) to a court-martial. In the event a prisoner is ordered by military judge to be released from confinement or is awarded time served, restraint procedures shall remain in effect until the prisoner is processed for release by the MCF.

b. Permanent Release. The Brig CO will affect permanent release of a prisoner upon:

(1) Expiration of Sentence. To facilitate administration, a prisoner whose release date falls on a Saturday, Sunday, or a national holiday will have all necessary administrative procedures completed the last working day immediately preceding such days; however, the release will be affected on the actual date of completion of confinement. When a prisoner is to be released on a weekend or a holiday, the prisoner's command will be notified during the week prior to the prisoner's release.

(2) Receipt of Valid Legal Documents Directing:

(a) Disapproval of sentence to confinement by appropriate convening or reviewing authority.

(b) CG's approval/endorsement on a Separation in Lieu of Trail (SILT).

(c) Deferment of confinement (only prior to convening authority's (CA) action).

(d) Rehearing on findings or sentence.

(3) A Prisoner Release Order, DD Form 2718, signed by the prisoner's CO directing release from confinement due to:

(a) Confinement no longer deemed necessary, or

(b) Suspension or remission of remaining sentence.

(4) Upon the receipt of the mentioned documents or letter from proper authority, the MCIWEST-MCB CAMPEN Brig staff will prepare a release order to affect final release. In the event a prisoner is

ordered by military judge to be released from confinement or is awarded time served, restraint procedures shall remain in effect until the prisoner is processed for release by the MCF.

c. Temporary Absence (TA)

(1) Request for TA will be coordinated through the MCIWEST-MCB CAMPEN Brig Programs Department at 760-725-4050/1826 no later than the previous workday of the scheduled TA. A properly completed DD Form 2708, Receipt for Prisoner or Detained Person, will be prepared by the Brig Receiving and Release NCO to affect temporary custody responsibilities to receiving authority.

(2) Valid Reasons for TA Include the Following:

(a) Appearance at a court-martial, Article 32 UCMJ hearing, Article 72 UCMJ hearing, and office hours.

(b) Request mast.

(c) Consult with legal counsel.

(d) Medical or dental appointments.

(e) Command directed administrative proceedings.

(3) Off Base Temporary Release (TR). 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.

(4) Overnight Temporary Releases (TR). The Brig CO must approve an overnight TR. Typically, an overnight TR is approved for pre-trial prisoners from Twentynine Palms or Marine Corps Air Station (MCAS) YUMA whose commands, or lawyer, need the presence of the individual for more than one day. In these cases, due to the Operational Risk Management, these prisoners may be kept on overnight TR, providing the Provost Marshal's Office (PMO) holding cell is used to the greatest extent possible. 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 receiving for an overnight TR are responsible to notify the MCIWEST-MCB CAMPEN 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 MCIWEST-MCB CAMPEN 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 MCIWEST-MCB CAMPEN Brig, in required restraints, for proper check out of the facility.

d. Absence for Emergency Leave

(1) The prisoner's convening authority may grant emergency leave, upon the recommendation of the Brig CO, to allow prisoners to attend the bedside of a critically ill immediate relative or funeral. Immediate relatives include the prisoner's wife, children, parents, brothers, sisters, or other person standing in place of a parent. The relationship and condition of the person being visited will be verified through official sources, the American Red Cross, or other recognized agencies.

(2) Travel and incidental costs will be at no expense to the government. The use of available government transportation is authorized. Escorts for Marine Corps prisoners executing emergency leave will be provided by CG Marine Corps Installations Command (MCICOM). The escort's travel expense and other necessary incidentals must be borne by the government. The prisoner's command is responsible for requesting and coordinating escorts from CG MCICOM.

(3) For personnel confined in pre-trial status; emergency leave will be approved or disapproved by the Service Member's parent command.

(4) Authority should not be given for attendance at both the sick bed and later at the funeral unless, in the opinion of the convening authority, upon recommendation of the Brig CO, the circumstances warrant an exception. The visit should be of short duration, ordinarily 24-hours plus necessary travel time.

(5) The Brig Officer will ensure the prisoner is carefully briefed on their expected conduct while traveling to, from, and at their destination.

e. Release for Hospitalization

(1) The Brig Officer will provide or coordinate parent command responsibilities for hospitalization of prisoners who are temporary transferred to a medical facility.

(2) The prisoner's health and comfort items will accompany the prisoner to the hospital. If a prolonged stay is necessary, the prisoner's personal effects and valuables will be inventoried per current directives, and placed in the personal effects locker at the MCIWEST-MCB CAMPEN Brig.

(3) A prisoner who is hospitalized while confined will be

considered as serving time in confinement during the period of hospitalization. Hospitalized prisoners will not normally be granted convalescent leave from the hospital.

(4) Maximum custody prisoners' hospitalization will be coordinated on a case-by-case basis by the Brig Officer.

f. Release for Transfer to Other DoD Confinement Facilities

(1) CG MCICOM has established which prisoners meet the transfer criteria. Names of prisoners meeting the criteria will be submitted to the SJA of the appropriate command for notification of transfer.

(2) The MCIWEST-MCB CAMPEN Brig staff will implement and coordinate the administrative procedures for transfer.

g. Escort Requirements for Release

(1) Permanent Release. Escorts are not required for prisoners being released for the following reasons:

- (a) Expiration of sentence.
- (b) Deferment of sentence.
- (c) Clemency action release.

(d) Note: Although an escort is not required, upon release from confinement, acknowledgement of receipt of prisoner by command representatives will be obtained on DD 2718. A copy will be retained by the MCIWEST-MCB CAMPEN Brig. In the event a prisoner is ordered by military judge to be released from confinement or is awarded time served, restraint procedures shall remain in effect until the prisoner is processed for release by the MCF.

(2) TA. The parent command of a prisoner required to go TA must provide escorts with valid prisoner escort certification as issued by the staff of the MCIWEST-MCB CAMPEN Brig, and per the prisoner's custody classification.

(a) A commissioned officer will normally not act as an escort but will accompany all pre-trial officer prisoners.

(b) Prisoners will not be transported in private vehicles, nor will escorts drive vehicles and escort at the same time.

(c) Escorts will ensure each prisoner on a TA is returned to MCIWEST-MCB CAMPEN Brig by 1600. In the event return by 1600 is not possible, the escort will notify the MCIWEST-MCB CAMPEN Brig staff

and ensure each prisoner is fed during regularly scheduled meal hours.

(d) Units will ensure at least two escorts (not including the driver) are provided for each prisoner in maximum or medium restricted custody classification. Restraining devices will be provided by the MCIWEST-MCB CAMPEN Brig per this Order. Maximum custody prisoners will be restrained with handcuffs, leg irons, and transportation belt. Instruments of restraint will not be removed until DBS or proper authority at the MCIWEST-MCB CAMPEN Brig authorizes it. However, when a prisoner appears in a courtroom for a hearing, prior to entering the courtroom, restraints may be removed under the direction of the convening military judge. Immediately upon exiting the courtroom, all restraints will be re-applied. MCIWEST-MCB CAMPEN Brig staff personnel will inform the unit of the number of escorts required for other restricted custody prisoners and levels of restraint.

9. Prisoner Escort

a. General

(1) Definition. Prisoner escorts include all personnel in all grades into whose custody a prisoner has been delivered for safekeeping and/or for the movement from one point to another.

(a) When escorting pre-trial officers, the senior escort will be an officer of equal or higher grade

(b) In all cases, at least one escort will be the same gender as the prisoner, and in the case of a maximum custody prisoner, both escorts will be the same gender.

b. Assignment

(1) Requirements. All personnel assigned prisoner escort duty will be trained and certified by the MCIWEST-MCB CAMPEN Brig and will be recertified annually. Personnel selected for duty as an escort must meet and maintain the following general criteria:

(a) Personnel assigned as prisoner escorts will be trained and certified as escorts qualified by the MCIWEST-MCB CAMPEN Brig Training Staff prior to assumption of duties. A specialized training course, which includes a proficiency test, will be successfully completed prior to certification as a qualified escort. All personnel assigned to escort duties will be thoroughly trained in the safety and proper use of restraining devices in the performance of escort duties. A Prisoner Escort Identification Card (NAVPERS 1640/18) will be issued upon completion of training.

(b) Personnel shall be mature and emotionally stable.

(c) Members who have a history of neuro-psychiatric disorder or excessive use or dependence upon alcohol shall not be assigned to escort duties.

(d) There must be no documented in-service drug use.

(e) Members shall demonstrate leadership qualities and aptitude for working with people.

(f) Military personnel shall have no record of a civil court conviction, except for misdemeanor traffic violations.

(g) Personnel shall not be assigned to escort duties who have an obvious disfigurement or other physical or speech impediment which might lead to contempt or ridicule by prisoners or undermine control of prisoners.

(h) Persons under investigation or being considered for administrative separation shall not be assigned to escort duties.

(i) Persons previously confined will not be assigned to escort duties.

(j) Must have 12 months active duty.

(k) Must be 19 years of age or older.

(l) Must have a general technical (GT) score of at least 90.

(2) Females. Commanders are authorized to use female escorts to escort male prisoners to and from the MCIWEST-MCB CAMPEN Brig, only if a male escort is assigned to the same prisoner.

(3) The number of escorts required for an individual prisoner is based on custody classification. The driver will not be counted as an escort.

(4) 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 Twentynine Palms commands, brig staff provides chaser classes at Twentynine 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.

(5) 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.

c. Security Procedures

(1) Escort Responsibilities. The primary duty of a prisoner escort is to provide continual custody and control of assigned prisoners until relieved by competent authority. The escorts will:

(a) Take custody of all prisoners received for and ensure all required precautions are taken to prevent an escape.

(b) Do not relinquish control of their detail for any reason without proper authorization from the MCIWEST-MCB CAMPEN Brig and only after the relieving escorts have filled out a new receipt (DD Form 2708) for the prisoner(s) at the MCIWEST-MCB CAMPEN Brig. Escorts will contact the DBS or higher authority at the MCIWEST-MCB CAMPEN Brig if there are any questions as to the authority of another person to assume control of the prisoner(s).

(c) Require prisoners to conduct themselves in a manner consistent with good order and discipline. Report all violations of conduct to the DBS. Escorts must keep in mind that prisoners are subject to the UCMJ. Any conduct which is disruptive to orderly procedure is a breach of discipline and security and will be reported as such.

(d) Require prisoners to move from place to place in an orderly military formation.

(e) Prohibit any contact or conversation between prisoners and non-prisoners, except in a legal or official capacity (i.e., Request Mast, Article 32 or 39a Hearings, or a court-martial). In addition, escorts should be especially alert to prisoners and non-prisoners exchanging articles and documents. Conversations are not considered authorized unless expressly authorized by Brig leadership and documented on a DD Form 2708 or approved by the Duty Brig Supervisor during the escort.

(f) The use of any forms of tobacco product (i.e., cigarettes, electronic cigarettes, snuff, dip, chewing tobacco, etc.) is prohibited.

(g) The use of cell phones is prohibited by escorts except for official purposes. Use of cell phone by prisoner is strictly prohibited.

(h) Prisoners are not to send or receive any type of correspondence. All prisoner correspondence must go through MCIWEST-MCB CAMPEN Brig Postal Office.

(i) Prisoners will normally eat their meals in the MCIWEST-MCB CAMPEN Brig dining facility. Should a situation make it impractical to return prisoners to the MCIWEST-MCB CAMPEN Brig at scheduled mealtimes, escorts will contact the Receiving and Release NCO to explain the reason. If unable to return to the MCIWEST-MCB CAMPEN Brig for meals, escorts will use a military dining facility only to feed themselves and prisoners during normal mealtimes only. The use of any on or off-Base restaurant, such as Burger King or Arby's, is prohibited for both prisoners and escorts. Maximum custody prisoners must be returned to the MCIWEST-MCB CAMPEN Brig for meals, unless the Brig Officer has given prior approval. Bag lunches and Meals Ready to Eat (MREs) are authorized. If using an MRE, the matches, heater, candy, and any other unauthorized items must first be removed.

(j) Prisoners will not be placed in any position of authority over other prisoners, Service Members, or civilians.

(k) Inside buildings, escorts will position themselves so as to maintain a clear, unobstructed view of all prisoners and available exits in the area.

(l) If one prisoner requests a head call, all prisoners will be marched to the nearest facility available and be closely supervised.

(m) When transporting prisoners, escorts will ensure they are seated at all times when the vehicle is moving. Escorts will not allow prisoners to stand, ride, sit, or lean on the side or the tailgate of any vehicle. Prisoners will not be allowed to sit in the front seat of a vehicle. Efforts will be made to keep a prisoner from sitting directly behind the driver. Prisoners will wear seat belts whenever they are present. Prisoners will not be transported in a tactical vehicle at any time.

(n) Prisoners are not authorized in any area that would require the handling of, or provide access to drugs, narcotics, intoxicants, explosives, or incinerating devices, firearms, money, classified material, or personnel records, security equipment, automobiles or heavy equipment, or any area that would otherwise endanger them. Prisoners are not permitted to operate any equipment.

(o) Prisoners are not authorized to access any electronic devices without the express consent of the Brig Officer.

(p) Prisoners are not authorized to accept any food, beverage, or unauthorized products from any individual they are meeting with, regardless of billet, rank, or position. Likewise, personnel are not authorized to offer prisoners food, beverages, or

unauthorized products while meeting with prisoners, regardless of billet, rank or position.

(2) Equipment. Prisoner escorts will be required to have in their possession their Escort Certification Card, Armed Forces Identification Card or Common Access Card, and a duty/cartridge belt prior to receipting for a prisoner. An escort will ensure there is a first-aid kit on his/her person or in the government vehicle being used during the escort. Escorts should normally have a notebook and pencil/pen to take notes while escorting prisoners. All transportation of prisoners on TA or working parties must be in a GOVERNMENT VEHICLE ONLY. The driver of the vehicle CANNOT serve as a prisoner escort.

(3) Arming Escorts and Use of Restraining Devices

(a) Prisoner Escorts will not be Armed. Only in unique circumstances will the Brig CO authorize arming escorts. Such armed escorts shall only be brig personnel assigned the MOS of 5831 or 5804.

(b) Handcuffs, restraining belts, and/or leg irons will be used according to the assigned custody classification. Instruments of restraint will be issued and applied by Receiving and Release personnel before departing the MCIWEST-MCB CAMPEN Brig. Using personal restraints is not authorized. In a situation where removal of restraints is requested, escorts will contact the MCIWEST-MCB CAMPEN Brig and obtain permission from the DBS or higher authority prior to removal of any portion of the restraints. The DBS may be contacted by calling commercial: (760-725-8144/3650/8574 or DSN:365 or 361.

(c) 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.

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. If so, directed by a military judge, all restraints may be removed prior to entering the courtroom. Attorneys do not have the authority to direct the removal of restraints. 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. If so, directed by a military judge, all restraints may be removed prior to entering the courtroom. Attorneys do not have the authority to direct the removal of restraints. 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.

3. Medium Outside Custody (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.

d. Conduct

(1) Standards of Conduct for Prisoner Escorts. Escorts will present a neat and clean appearance at all times when escorting prisoners. Prisoner escorts are both a direct reflection of the command and a role model for prisoners. As such, their personal conduct and appearance should be above reproach. Prisoner escorts shall:

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(a) Not abuse, strike, threaten, harass, or maltreat any prisoner in any manner.

(b) Not use profane, indecent, obscene, or insulting language or gestures towards, or in the presence of, any prisoner.

(c) Not converse with prisoners in any manner except in the line of duty. Prisoners are to receive verbal orders and instructions in a firm, fair, and professional manner. Escorts should be alert for attempts on the part of prisoners to become familiar with an escort's background, personal situations, etc. This type of familiarization may lead to compromising situations and should be strictly avoided.

(d) Not consume/use any alcohol or drugs for 12-hours prior to escorting prisoners.

(e) No use of any tobacco product (i.e., cigarettes, snuff, dip, chewing tobacco, etc.) while escorting prisoners.

(f) Not eat or drink except during meals when the prisoners are allowed to eat. Both escorts and prisoners are authorized to drink water at any time. During hot weather, escorts will ensure that water is readily available to prevent dehydration.

(g) Do not accept special favors or services from prisoners.

(h) At all times, practice leadership by example and exercise sound judgment in the management of prisoners.

(i) Escorts, regardless of rank, shall comply with all lawful orders from brig personnel and shall produce documentation of the escort (DD Form 2708, chaser cards, etc.) upon request of any brig personnel.

e. Attempted Escape

(1) Unarmed Escorts

(a) If a prisoner attempts to escape from unarmed escorts, the escorts will restrain the prisoner using any effective means at hand to bring the situation under control and then make the call to the MCIWEST-MCB CAMPEN Brig. In attempting to restrain the individual, escorts will not jeopardize their control over the remaining prisoners. If more than one escort is with a group of prisoners, the senior escort will designate one or more escorts to pursue the escapee, as well as direct any other nearby personnel to assist in the prisoner's capture.

(b) If a prisoner escapes, escorts will maintain custody of the remaining prisoners, and report the incident immediately to the PMO and the MCIWEST-MCB CAMPEN Brig to request instructions.

(2) Armed Escorts. When deadly force has been specifically authorized by competent authority and reasonably appears to be necessary to prevent the escape of a prisoner, an order to halt will be given. A warning shot will not be fired. Shots will not be fired if they are likely to endanger the safety of innocent bystanders. Shots fired will be aimed to disable; however, if circumstances render it difficult to direct fire with sufficient precision to assure the prisoner will be disabled rather than killed, such circumstances will not preclude the use of a firearm, provided it can be done so with sufficient safety.

(a) If a prisoner is injured, escorts will immediately request medical assistance.

(b) In all instances of escape or attempted escape, immediate reporting of the incident is required to the PMO, MCIWEST-MCB CAMPEN Brig, and the prisoner's parent command.

(c) Upon notification of a prisoner's escape from the MCIWEST-MCB CAMPEN Brig or while in custody of prisoner escorts, the PMO Watch Commander will make direct liaison with the Brig CO and Brig Officer to coordinate actions to return the prisoner to military control. This action will be initiated to complete prisoner identification and to implement measures as may be deemed necessary by the Brig CO to effect recovery of the escapee (i.e., MCIWEST-MCB CAMPEN Brig personnel augmenting Military Police in verifying identification of personnel exiting the Base).

MCIWEST-MCB
CAMPENO 5000.5
26 MAY 2023



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

1640
BRIG

From: Brig Officer
To: Commanding Officer, _____
(UNIT)

Subj: ACTIVE DUTY SERVICE MEMBERS REQUEST TO VISIT CONFINED PERSON(S)

Ref: (a) MCIWEST-MCB CAMPENO 5000.5

1. In accordance with the reference, the following endorsement must be pre-approved by the Company Commander or higher for a Service Member to visit a prisoner or detainee that is currently confined at MCIWEST-MCB CAMPEN Base Brig, Camp Pendleton, CA.

2. Forms must be completed and returned to the brig no later than 1300 on the last working day prior to the Service Member's first visit to the brig.

I. M. BRIG

(Date)

ENDORSEMENT

From: Commanding Officer, _____
To: Brig Officer

1. I am aware that _____, has
(RANK AND NAME OF SERVICE MEMBER)
requested permission to visit _____ who is
(PRISONER/DETAINEE NAME)
currently confined at the MICWEST-MCB CAMPEN Base Brig, Camp
Pendleton, CA.

2. Forwarded, recommending approval/disapproval.
(CIRCLE ONE)

(CO'S SIGNATURE)

(PRINTED NAME)

(UNIT AND PHONE NUMBER)

Figure 7-1 Active Duty Service Members Request to Visit Confined
Person(s)

CLOTHING ITEMS

<u>Minimum</u>	<u>Maximum</u>	
6	10	DRAWERS, COTTON WHITE
10	10	UNDERSHIRTS, COTTON, SERVICE APPROPRIATE, NO LOGO
8	8	BOOT SOCKS, (NO BLACK, NO LOGO)
4	4	PT SHORTS, SERVICE APPROPRIATE
2	2	PAIR, BOOTS, (W/LACES) LEATHER/JUNGLE, NO STEEL TOE
1	1	PAIR RUNNING SHOES
8	8	PAIR CREW ATHLETIC SOCKS, WHITE
1	1	PAIR SWEATS, NO ZIPPERS or RUNNING SUIT
1	1	PAIR BOOT BANDS, NON STEEL

AUTHORIZED HEALTH & COMFORT ITEMS

<u>Minimum</u>	<u>Maximum</u>	
1	1	PAIR SHOWER SHOES, BASIC ISSUE TYPE, BLACK
4	20	DISPOSABLE RAZORS
1	1	CAN SHAVING CREAM, (FOAM ONLY)
1	2	TOOTH BRUSH
1	2	TOOTH BRUSH HOLDER
1	2	TUBE TOOTHPASTE
4	4	BARS OF SOAP (IN BOX)
1	2	SOAP DISH
4	4	FACE CLOTH, (WHITE)
4	4	BATH TOWELS, (WHITE)
1	1	BOTTLE SHAMPOO
2	2	DEODORANTS (STICK ONLY)
1	1	COMB, NOT TO EXCEED 4" OR HAIRBRUSH (NO HANDLE)
1	1	1 NAIL CLIPPER (NO FILE)

Medical record and Dental record
 Current medication from medical provider
 Prescription glasses (no contacts)

** NOTE: Service-specific PT gear. T-shirts (Green for Marines, White for Navy, Brown for Army, and Black for Air Force)

- NO OPEN OR USED H&C ITEMS WILL BE ACCEPTED.
- IT IS RECOMMENDED THAT PERSONS BEING CONFINED HAVE \$100.00

Figure 7-2 Clothing, Health and Comfort Requirement List

MILITARY UNIFORM ITEMS

REQUIRED	ARTICLES PLACED IN SAFE KEEPING
1	MILITARY I.D.
1	SEA BAG
1	BELT: MCMAP/WEB/UTILITY
1	DESERT COVER
2	DESERT TROUSERS
2	DESERT BLOUSE
1	WOODLAND COVER
2	WOODLAND TROUSERS
2	WOODLAND BLOUSE
2	ACU COVER/BERET
4	ACU TOPS
4	ACU BOTTOMS
2	NAVY COVER
4	NAVY TOPS
4	NAVY BOTTOMS
1	APPROPRIATE CIVILIAN ATTIRE (TOP and BOTTOM)

Figure 7-2 Clothing, Health and Comfort Requirement List (Continued)

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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 Marine Corps Base, Camp Pendleton (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. Marine Corps Installations West-Marine Corps Base, Camp Pendleton (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 and business 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 aboard MCB CamPen.

3. Responsibilities

a. The Commanding General (CG) MCIWEST-MCB CAMPEN is responsible for ensuring that MCB CamPen achieves its environmental compliance and resource stewardship obligations.

b. The Environmental Security Department (ENVSEC) manages the installation's environmental program; consults with environmental regulatory agencies for MCIWEST-MCB CAMPEN; communicates environmental policy and compliance requirements to MCIWEST-MCB CAMPEN; inspects to verify and assure environmental compliance; and provides environmental training, compliance assistance, and subject matter expert advice.

c. Commanders of tenant units that are stationed at or training aboard MCB CamPen, Directors of Base Staff, environmental permit holders, and all personnel with duties that incur environmental responsibilities shall comply with all environmental requirements, as outlined in MCIWEST-MCB CAMPEN orders, Environmental Standing Operating Procedures (ESOPs) published by ENVSEC, and environmental permits issued by regulatory agencies, that apply to their activities and practices.

d. Organizations and contractors that conduct business on MCB CamPen shall comply with the terms of their legally binding contracts, real estate agreements, inter-service support agreements, and

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memorandums of understanding or agreement, as applicable, and all Federal, State and local environmental compliance requirements that otherwise apply to their activities and business within the geographic confines of MCB CamPen.

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Section 2

Pollution Control and Environmental Clean-Up

1. Air Quality Management

a. Air Permits

(1) Local air quality regulations require the possession of a valid and current environmental permit for certain 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 (ENVSEC) acquires environmental permits and oversees permit compliance for Marine Corps Base, Camp Pendleton (MCB CamPen). Expenses associated with permit compliance are a permit holder's responsibility, to include reimbursing ENVSEC for permit acquisition and renewal fees. 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. A copy of the permit must also be posted with or within 25 feet of the permitted equipment. Inspections and maintenance must be completed as required by the permit and equipment manufacturer's specifications. Contact ENVSEC (Air Quality) at (760) 725-9756 or (760) 725-7868 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. Operators of Garrison Mobile Equipment, to include cargo and passenger vehicles, materials and handling equipment and earthmoving and construction equipment, operating on MCB CamPen shall not idle internal combustion engines, regardless of fuel type, for longer than five consecutive minutes. This does not apply to: tactical vehicles and tactical support equipment; emergency vehicles; buses, which may idle up to ten minutes prior to passenger boarding; vehicles in traffic or stopped at the direction of a peace officer; idling performed during testing, servicing, repairing or diagnostic evaluations; idling for safety reasons; and idling to accomplish function.

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c. Smog Check Requirements. Vehicles owned or operated by military or civilian personnel that live or work aboard MCB CampPen must comply with MCIWEST-MCB CAMPEN Bulletin 5580, which requires smog test certification, inspection requirements, and maintaining valid up to date documentation. This includes vehicles registered in another state. Smog checks are required biennially on vehicles more than six model-years old and if you buy or sell a used vehicle that is more than four model-years old. Some exemptions are available for 1975 model year or older gasoline powered vehicles, electric vehicles, diesel vehicles that are 1997 model year or older, motorcycles, trailers and natural gas-powered vehicles. Contact Environmental Security (Air Quality) at (760) 725-9756 for questions on requirements and 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 refueling.
- (5) Keep tires inflated to the manufacturer's recommended pressure.

2. Water Quality Management

a. Local water quality regulations are arguably the most stringent in the Nation. With few exceptions, discharges to water or land require:

- (1) Possession of, and compliance with, an individual environmental permit issued by the San Diego Regional Water Quality Control Board (RWQCB).
- (2) Enrollment under, and compliance with, a general environmental permit enacted by the State Water Resources Control Board or San Diego RWQCB.

b. Earth Disturbing Activities. All construction, demolition, and renovation activities, to include self-help projects that will disturb one or more acres of soil require enrollment under and compliance with the National Environmental Policy Act and California

Construction General Permit for storm water management. Such projects require implementation of a Storm Water Pollution Prevention Plan (SWPPP), prepared by a registered professional engineer or qualified SWPPP developer, implementation and maintenance of construction site Best Management Practices (BMP), recurring site inspections and record keeping, pre-rain event preparations, and implementation of post construction BMPs. Construction projects on MCB CamPen must also implement and comply with Federal government Low Impact Development (LID) design requirements.

c. Industrial Activities. Sites on MCB CamPen presently enrolled are required to have coverage under the California Industrial General Permit for storm water management incur compliance requirements (e.g., BMPs, pre-rain event preparations) and monitoring for pollutants associated with site activities. These sites also require SWPPPs that are prepared and maintained by a Qualified Industrial Storm Water Practitioner. Expenses associated with permit compliance are a permit holder responsibility, to include reimbursing ENVSEC for annual permit renewal and SWPPP maintenance. Industrial permit sites that do not achieve and sustain "baseline" status require additional housekeeping and structural BMPs.

d. Potable Water Discharges. Discharges of potable water from the drinking water system (e.g., fire hydrant flushing, reservoir flushing, well testing) must comply with the California Drinking Water Systems Discharge Permit. The permit requires the use of BMPs, such as dechlorinating and flow dissipation, to protect receiving waters, and encourages the beneficial reuse of potable water by land application and percolation where practicable.

e. Mosquito Control. Discharges to surface water from aquatic mosquito control treatments are regulated under a state general permit (Biological and Residual Pesticide Discharge Permit). The permit requires adherence to the approved Pesticide Application Plan, pre- and post-treatment monitoring, annual reporting, and application of BMPs.

f. Other Regulated Discharge Activities. Groundwater dewatering discharges, discharges from swimming pools, discharges from below-grade communication vaults, and fireworks displays over water require enrollment under and compliance with general permits issued by the San Diego RWQCB.

g. Illicit Discharges. Non-storm water discharges from municipal activities to the storm drain system are generally not allowed and constitute an illicit discharge. To report an illicit discharge, or to determine whether a certain type of discharge into the storm drain system is allowed, contact ENVSEC (Storm Water) at (760) 725-9760 or (760) 763-7880.

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h. Impaired Water Bodies. Several water bodies within MCB CamPen are listed on the Clean Water Act Section 303(d) list of water quality limited segments (impaired due to nutrients, bacteria and other constituents), namely the Santa Margarita River and Estuary, and the San Luis Rey River. Existing or proposed projects in these watersheds are carefully monitored and evaluated to prevent impacts to freshwater habitat, fish migration and spawning, municipal and domestic water supply, and recreational uses. Additionally, these watersheds will require Total Maximum Daily Load assessments to protect beneficial uses and achieve water quality objectives.

i. Sanitary Sewer Overflows. Overflows from MCB CamPen's sanitary sewer system occasionally occur and require immediate attention and clean-up. (Sanitary sewage contains pathogens and other offensive substances that can threaten water quality and endanger public health.) To report a sanitary sewer overflow, contact Assistant Chief of Staff (AC/S) G-F (Unity) at (760) 725-4324. 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).

j. Drinking Water. MCB CamPen obtains most of its water from aquifers that are fed by the rivers and streams. Consequently, MCB CamPen efforts to protect water quality directly benefit all residents and employees who consume water. 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 MCB CamPen website or contact the Water Resources Division at (760) 725-0602.

3. Solid Waste Management

a. 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. Ensure dumpster lids are closed after use. Disposal of hazardous waste and electronic wastes (e.g. batteries, light bulbs, computers, etc.) in the landfills, as well as any solid waste receptacle aboard MCB CamPen, is strictly prohibited. Contact AC/S G-F FM&SD at (760) 725-4348 for more information on solid waste disposal opportunities and restrictions.

b. Expenses associated with permit compliance for the landfills is a permit holder's responsibility, to include reimbursing ENVSEC for annual permit renewal, compliance monitoring, and report preparation.

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 hazardous materials or waste above the following threshold amounts: 55 gallons of a liquid, 500 pounds of a solid, 200 cubic feet of a compressed gas, or any amount of an extremely hazardous substance. All MCB CamPen units, facilities, and activities that store or manage hazardous materials or waste above these amounts are required to develop and update, as necessary, a hazardous material business plan for Environmental Security approval. Once approved, training must be provided to all affected personnel and a copy of the approved business plan must be maintained on site in a highly visible area. Facilities that store petroleum, oil, lubricants in quantities greater than 1,320 gallons must also develop and maintain a site-specific contingency plan as an attachment to their hazardous material business plan. Direct questions regarding hazardous material business plans to ENVSEC (Spill Prevention and Planning) at (760) 763-1120 or (760) 725-9745.

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 AC/S G-4 Consolidated Materials Service Center for information regarding the MCB CamPen HCP.

c. Hazardous Waste Management. The accumulation of hazardous waste is strictly controlled and only allowed at approved hazardous waste "60-day" sites and satellite accumulation sites. MCIWEST-MCB CAMPENO 5090.7A and applicable Environmental Standing Operating Procedures (ESOPs) published by ENVSEC, identify 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 and 180 days at satellite accumulation areas; requires a hazardous material business plan at permitted sites; and directs the coordination of hazardous waste disposal through ENVSEC. While MCB CamPen currently funds hazardous waste disposal for most units and tenants that dispose of hazardous waste through ENVSEC, 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.

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 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 Bachelor Enlisted Quarters or Bachelor Officer Quarters, contact the ENVSEC 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. MCIWEST-MCB CAMPENO 5090.7A 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, trash cans, 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, (excluding demilitarized lead and copper for recycling) 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 ENVSEC for guidance on MMR compliance.

h. Storage Tank Management

(1) 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.

(2) Personnel responsible for the operation of USTs and ASTs must complete the MCIWEST-MCB CAMPEN Spill Prevention, Control, and Countermeasure (SPCC), Spill Response, and Storage Tank Management training course available on MarineNet within 30 days of assignment and annually thereafter.

(3) Operators of UST systems must maintain an operator compliance handbook that contains maintenance records, inspection records, and environmental permits. All inspection and maintenance records must be maintained on-site for a minimum of three years, and all maintenance records must be maintained on-site for the life of the tank. UST operators must also maintain on-site and update a monitoring/response plan that describes equipment, frequency and method of UST inspections, and personnel responsible for operations. UST systems must be monitored daily as identified in the MCIWEST-MCB CAMPEN SPCC, Spill Response, and Storage Tank Management training course. Funding for permit renewal, environmental monitoring, and compliance reporting for USTs that support revenue generating activities is a permit holder responsibility.

(4) ASTs that contain hazardous waste must be inspected each operational day. ASTs containing hazardous material must be inspected weekly. Emergency generator fuel tanks must be inspected monthly. Operators of AST systems must maintain on-site an operator compliance manual that contains maintenance records, inspection records, and environmental permits. All inspection and maintenance records must be maintained on-site for a minimum of three years. AST operators must also maintain on-site a monitoring and response plan that describes the equipment, frequency and method of AST inspections, and personnel responsible for operations.

(5) Immediately report activations of leak detection alarms and potential fuel leaks to ENVSEC (Spill Prevention and Planning) at (760) 763-1120 or (760) 725-9745 during working hours or the MCB CamPen Fire Department by dialing "911" after working hours.

(6) For questions or compliance assistance, contact ENVSEC (Spill Prevention and Planning) at (760) 763-1120.

i. Hazardous Substance Spills. Significant releases of hazardous substances require immediate notification to the MCB CamPen Fire Department and ENVSEC. Should you witness or be made aware of a hazardous substance release or incident, immediately report it by calling 911. Each unit or facility that stores hazardous materials or waste shall comply with the hazardous substance release protocol

contained in MCIWEST-MCB CAMPENO 5090.7A. 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 ENSEC (Spill Prevention and Planning) at (760) 763-1120 or (760) 725-9745 for further information regarding hazardous substance releases. Per MCO 5090.2, tenant unit commanders responsible for hazardous substance releases will reimburse MCB CamPen for the cost of clean-up and disposal of contaminated spill debris.

5. Environmental Clean-up Program Sites. ENVSEC monitors and oversees the clean-up of contaminated sites at MCB CamPen. ENVSEC maintains a Geographic Information Systems layer of clean-up program site locations and boundaries. Construction or other activities on or near clean-up program sites requires prior coordination and approval through Environmental Security. Contact ENVSEC (Installation Restoration) at (760) 763-7881 for questions on locations and restrictions associated with MCB CamPen clean-up program sites.

6. Environmental Training

a. Environmental Security avails environmental training to fulfill MCO 5090.2 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 MarineNet (<https://www.marinenet.usmc.mil/>) or by contacting Environmental Security (Training) at (760) 725-9749 or (760) 725-7308.

b. Individuals engaged in handling hazardous materials or hazardous waste have mandatory training requirements. Contact the Environmental Security (Training) at (760) 725-9749 or (760) 725-7308 for a list of required courses.

c. MCO 5090.2 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 coordinators must attend the monthly meetings held on the second Tuesday of each month at the ENVSEC 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 5090.2 provides additional information on ECEs.

(2) Multimedia Environmental Compliance Inspections. Multimedia Environmental Compliance Inspections occur, at a minimum, annually. These inspections evaluate compliance at the individual unit/command level.

(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 ENVSEC (Inspections and Compliance).

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 ENVSEC within 30 days of an environmental inspection.

(4) When directed, submit a corrective action report to ENVSEC within five days upon receipt of a notice of violation from a regulatory agency.

(5) Immediately notify ENVSEC (Inspections and Compliance) if regulatory agency inspectors show up unescorted by ENVSEC personnel.

(6) Pay for fines associated with Notice of Violations.

Section 3

Resources Management

1. Natural Resources. ENVSEC 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 Integrated Natural Resources Management Plan (INRMP) will sustain installation readiness, reduce restrictions on military land use and ensure long-term ecological viability through the effective management of natural resources. ENVSEC provides for professional management of natural resources to restore, improve, and conserve land, water, and other natural resources, and to prevent or control pollution of these resources in the public and in keeping with the military mission. Environmental Security will 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 MCB CamPen. The department establishes and carries out policy regarding the evaluation, management, and protection of endangered species, wildlife, vegetation, rare plants, wetlands, and habitat aboard MCB CamPen, in accordance with applicable directives, MCIWEST-MCB CAMPEN's INRMP, and federal and state laws.

2. Cultural Resources. ENVSEC is responsible for management of MCIWEST-MCB CAMPEN's cultural resources and supervising and/or coordinating all cultural resources activities to ensure compliance. Implementation the CG MCIWEST-MCB CAMPEN's Installation Cultural Resources Management Plan (ICRMP) and agreement documents, (e.g., Programmatic Agreements) will sustain installation readiness, reduce restrictions on military land use and ensure long-term viability through the effective management of cultural and historical resources. ENVSEC 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 Places as well as the development and implementation an ICRMP for the installation. The department ensures that inadvertently discovered archaeological resources, human remains, or cultural items as defined by the Native American Graves Protection and Repatriation Act, 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. It provides for professional curation and storage of archaeological collections and associated records. ENVSEC will grant American Indians access to sites and resources that are of religious importance in accordance with American Indians Religious Freedom Act. ENVSEC ensures 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.

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 5090.2 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 MCIWEST-MCB CAMPENO 5090.2, ensure installation environmental planning staff coordinate on actions with 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 website: <https://nepapams.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 ENVSEC sections will evaluate and determine NEPA and other regulatory requirements.

4. Regulatory Consultation. ENVSEC is the designated central point of contact for conducting regulatory consultation to include, California State Historic Preservation Officer, Advisory Council on Historic Preservation, United States Fish and Wildlife Service (USFWS), United States 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. ENVSEC supports the MCIWEST-MCB CAMPEN G-7's implementation of the Readiness and Environmental Protection Integration (REPI) program by providing subject matter expertise for natural resource issues associated with REPI properties, and by developing REPI threatened and endangered species crediting plans with the USFWS.

Section 4

Conservation Law Enforcement Section

1. Conservation Law Enforcement Section. The Conservation Law Enforcement Section (CLS) is staffed by Federal Conservation Law Enforcement Officers (CLEOs) whose primary function is to enforce the authorities provided in the Memorandum of Agreement (MOA) between Marine Corps and the U.S. Fish & Wildlife Service. The MOA authorized the CLEOs to enforce the following Acts/Laws: Lacey Act and Lacey Act Amendments of 1981, Migratory Bird Treaty Act, Archeological Resources Protection Act of 1979, Endangered Species Act of 1973, Marine Mammal Protection Act, Migratory Bird Hunting and Conservation Stamp Act, Bald and Golden Eagle Protection Act, Airborne Hunting Act, and National Wildlife Refuge System Improvement Act. CLEOs 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 examine State of California and Base fishing and hunting licenses, inspect game and equipment, and enforce bag, take, and size limit restrictions.

2. Hunting, Fishing, and Outdoor Recreational Activities. In accordance with Sikes Act (16 United States Code 670(a) et seq.) and the Integrated Natural Resources Management Plan (INRMP), the CLS manage MCB CampPen's hunting, fishing, and other outdoor recreational activities, as authorized. A permit fee for outdoor recreational activities has been developed, in part, after considering cost associated with INRMP installation fish and wildlife enhancement operations. Recreational regulations and rules are published annually and are enforceable as outlined herein and in supporting standing operating procedures (SOPs).

3. Relationship with Provost Marshal's Office (PMO). Communication and rapport between CLEOs and military police is paramount and must be fostered at the installation level to ensure proper support and safety for all agencies. CLEOs provide support to the installation PMO in times of emergency and/or when their expertise is needed. CLEO support requirements to the provost marshal/police chief, if deemed necessary, will be agreed to and identified in applicable installation orders or SOP, or as part of the INRMP.

4. Wildlife and Vegetation

a. Stocking, trapping, or transplanting any form of wildlife must be approved by ENVSEC, and under supervision of a qualified Wildlife Biologist. No new, native or non-native exotic species of fish or wildlife will be introduced or vegetation removed on MCB CampPen without the approval of ENVSEC.

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b. Harassing, handling, molesting, or taking any living or dead animal or bird, or parts thereof from its native habitat, or feeding wildlife is prohibited except in lawful pursuit of game. Persons will notify the CLS (Building 2648; (760) 725-3360) of injured, abandoned, or dead animals. Wildlife will be left alone and people will keep appropriate distances away from animals. Small dead animals and birds (e.g., mice, rats, rabbits, sparrows, etc.) found in housing and cantonment area can be thrown away in installation provided trash cans.

c. Reptiles are protected aboard MCB CamPen except when endangering human life. Snakes near quarters or in housing areas should be left alone and the CLS notified immediately for removal.

d. All eagles, hawks, owls, birds of prey, and other birds, their nests, eggs, or parts thereof are protected and will not be disturbed.

e. 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.

f. Contact the CLS if wild animals are causing damage to property or threatening people or pets. Any trapping of wild animals needs to be coordinated with the CLS. Housing/Marine Corps Community Services (MCCS)/Facilities may also have private pest staff or contractors available to address other nuisance creatures (e.g., small rodents like mice, insects.)

g. There are approximately 90+ 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 while roaming as individuals. Unnecessary intentional harassment of bison, or other wildlife, is prohibited (e.g., chasing with vehicles, low-flying aircraft, etc). Contact the CLS immediately regarding all bison problems.

h. 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) 725-9736.

i. CLEO responds 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).

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5. Recreational Activities

a. The CLS is the MCB CamPen advocate for hunting, fishing, and other outdoor recreational use programs, as authorized. This recreational use of MCB CamPen is primarily within training areas made available to the CLS by AC/S, G-3/5 (Operations and Training). Coordination must be effected with the CLS and, if required, appropriate permit(s) purchased prior to entering any training area for recreational purposes. Dates and times may vary depending on the 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 CLS publishes written rules for each of its outdoor recreational access programs. Recreational customers shall familiarize themselves with and abide by all applicable rules and regulations.

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 and permits apply for the duration of the current year permit cycle for that specific recreational program. The CLS documents 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 Privately Own Vehicles in TAs is prohibited without prior approval or possession of a valid recreation permit.

g. Dogs and cats 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 CLS.

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 TAs open to the CLS, 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 CLS has the authority to provide recreational access to people using recreational programs. Call in advance for guidance on dates, times, and areas.

l. 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 aboard MCB CamPen.

m. The Camp Pendleton iSportsman site, <https://pendleton.isportsman.net>, provides updated rules, maps, and area availability. Current information on hunting and fishing permit sales can be found on iSportsman.

6. Fishing

a. Detailed guidance regarding fishing aboard MCB CamPen is provided in the current rules and regulations and written handouts at <https://pendleton.isportsman.net>.

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 CLS immediately. The material will 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.

(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 MCB CamPen 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 TAs.

(5) State fishing licenses and MCB CamPen permits must be available (on your person) or displayed above the waist, in clear view, at all times while fishing.

(6) State fishing licenses and MCB CamPen 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 Service Members, military retirees, and DoD civilians and retirees, and their immediate dependents. The general public may only fish freshwater lakes aboard MCB CamPen when physically accompanied by an authorized patron. Sponsored guests must also possess a license and permit.

(2) Available Locations

(a) Unless otherwise posted on iSportsman, the following locations are open seven days a week.

1. Lake O'Neill.

2. Channel from Santa Margarita River to Lake O'Neill.

3. Drainage from Lake O'Neill to Santa Margarita River.

(b) Fishing at Case Springs (two-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 CLS 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 CLS on any specific restrictions.

e. Ocean Fishing

(1) Authorized Patrons. Service Members, 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 authorized if sponsored by Service Members, military retirees, and DoD civilians or retirees and is restricted to angling at Del Mar Harbor only unless sponsored elsewhere by an authorized permit holder.

(2) Available Locations

(a) Unless otherwise posted on iSportsman, the following locations are open seven days a week.

1. Del Mar Jetty and Harbor.

2. San Onofre Recreational Beach.

(b) Red Beach and Cocklebur Beach (15 September - 15 March only). Open on specified weekends and holidays only. Authorized anglers must contact the CLS to determine area availability prior to entering these locations.

(3) Recreational Snorkeling and diving for fish, mollusks, and crustaceans in the Del Mar Harbor and basin or from the ocean shoreline within TAs is not authorized. Check with the CLS for specific questions relating to these activities off-Base.

(4) Bag Limits. Limits are in accordance with state regulations and other restrictions specified at by the CLS.

(5) Recreational vehicle traffic is prohibited on all beaches. Vehicle and foot traffic are prohibited on bluff areas.

7. Hunting

a. Detailed guidance regarding hunting on MCB CamPen is provided in the current rules and regulations and written handouts at the CLS.

b. General Provisions

(1) Hunting is limited to Service Members, 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).

(2) Hunters must check in and out through iSportsman before going into the TA. Recommend hunters check iSportsman prior to coming on base to check TA availability as they may be closed due to unforeseen circumstances, (e.g., wildland fire or inclement weather).

(3) Hunting is limited to weekends and holidays or other pre-approved days.

(4) 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 1 July through 30 June.

(5) Hunters are responsible for knowing and abiding by all MCIWEST-MCB CAMPEN Orders, state, and federal regulations.

(6) Hunters should contact PMO regarding regulations for weapons registration. Weapons aboard MCB CamPen for more than 48 hours must be registered.

(7) Hunters are responsible for knowing hunting/TA boundaries prior to entering the hunting areas.

(8) Weapons will be unloaded at all times and cased when being transported. Loaded firearms shall not be placed in or leaned against vehicles, trees, or brush.

(9) Smoking is prohibited while hunting. Possession of alcoholic beverages or consumption of alcohol before or while hunting is prohibited.

c. Small Game Hunting

(1) Small game hunting on MCIWEST-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.

(3) Waterfowl hunters do not need to wear hunter orange while in established blinds or hunting within waterfowl hunting areas.

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.

(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 MCB CamPen in accordance with all regulations, on any wild game bird with prior approval from the CLS 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 CLS 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.

h. Other Hunting Information

(1) Specific changes of dates, times, species hunted, and other information may occur from time to time. Check with the CLS prior to showing up to hunt aboard MCB CampPen.

(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 CLS for off-base locations for this sport.

8. Hunter Safety

a. The CLS has California hunter education instructors that provide mandated hunter education courses. Check iSportsman for scheduled hunter education courses.

b. Special classes may be scheduled for units or larger groups of students requesting hunter safety training at different times of the year.

c. A California certificate of completion is issued upon the successful completion of the class. The certificate can be used to purchase a State of California hunting license and a MCB CampPen hunting permit. The Chief CLEO or Lead Hunter Education Instructor has the final approval on class attendance and certification.

9. Wildlife Watering Devices. Artificial watering devices, (i.e., guzzlers) provide freestanding water to wildlife. The CLS maintains over 30 functioning guzzlers throughout MCB CampPen that are government property purchased, made, and maintained by the CLS. It supports uplands game bird and wildlife. It is prohibited from hunting within 150 yards of the guzzler.

10. Conservation Enforcement Procedures

a. CLEOs have the authority to issue a Federal Citation (DD Form 1805) for resource violations in accordance with bail and fine schedules. Resource contraband can be seized and noted on the citation. CLEOs enter applicable information into the Consolidated Law Enforcement Operations Center (CLEOC) system as needed, and

process the citation through Provost Marshal's Office, MCB CampPen Magistrate, MCIWEST-MCB CAMPEN Staff Judge Advocate, Special Assistant United States Attorney, or other appropriate channels to adjudicate violation(s).

b. The Chief CLEO has the authority to issue a Letter of Suspension (LOS), Letter of Revocation (LOR), or a warning notice for any violation of laws and program rules falling within the CLS or areas affecting the natural and cultural resources of MCB CampPen. Suspension and revocation may be in addition to any other fines or punishment. Recreationists using poor ethics, conduct, or judgment can be suspended up to one year, or more. Issuing a LOS or LOR does not preclude the Chief CLEO from filing multiple actions concurrently with other organizations or agencies. Documented verbal can be treated as a separate violation in the future if other violations arise later. General suspension guidelines are below:

(1) Two-Week Suspension: Issued for first time offenses with low severity. For example, failure to checkout of a hunting area at the end of the day or failure to display a dashboard hunting permit. Low severity covers violations that are not unsafe or unethical, but administratively burdensome.

(2) Thirty-Day Suspension: Issued for repeat offenses of low severity discussed above, or first-time offenses with moderate severity. For example, not wearing hunter orange. Moderate severity covers violations that increase the risk of injury.

(3) One Year Suspension: Issued for repeat offenses of moderate severity, or first-time offenses with high severity. For example, hunting in the wrong area. High severity covers violations that increase the likelihood of a conflict with military training and/or put personnel at high risk of injury.

(4) Revocation: Issued for multiple offenses demonstrating an inability to follow regulations or make good decisions.

Chapter 9

Assistant Chief of Staff, G-F

Section 1

Mission, Organization and Functional Provisions

1. Mission. On behalf of the Commanding General and through his delegated authority, the Assistant Chief of Staff (AC/S), Facilities (GF) has responsibility for the construction, maintenance, restoration and repair of all real property assigned to the installation and for regional coordination and support to all aligned and supported installations. The AC/S GF provides safe, reliable compliant utilities and provides for the maintenance and operations of all systems, components and equipment related to utility services. Further, the AC/S GF provides planning, engineering, asset management, real estate, family housing management, unaccompanied housing management, customer service, program management and facilities services related to providing of real property. The AC/S GF has primary lead for all facilities related construction requirements in coordination with the contracting service provider, Naval Facilities Engineering Systems Command, Southwest (NAVFAC SW). Finally, the AC/S GF provides coordination with adjacent AC/Ss and Special Staff to provide for all organization sustaining activities required to support the stated GF mission.

2. Organization

a. AC/S GF Office. The AC/S GF Office includes the AC/S and Deputy as well as special staff assigned to provide leadership, coordination, prioritization, resources, communication and support to the overall organization. The AC/S and Deputy have delegated "By direction" authority as required in the accomplishment of these duties and responsibilities.

b. Regional Facilities Department. The Regional Facilities Department provides program management, technical support, coordination, guidance, communication and general support to the facilities staffs at aligned and supported installations. They maintain professional communications and relationships with Marine Corps Installations Command (MCICOM) staff in order to enable the success of installations in their program lanes. Specific programs include Asset Management, Real Property Inventory, Real Estate, Facilities Sustainment, Restoration and Modernization (FSRM), Military Construction (MILCON), Energy, Utilities, Family and Unaccompanied Housing, Geospatial Information Systems (GIS), and facilities planning. The Regional Facilities Officer has delegated "By

direction" authority as required in the accomplishment of these duties and responsibilities.

c. Public Works Department. The Public Works Department (PWD) has overall responsibility for construction, maintenance, restoration and repair of all real property assigned to the installation. The PWD has primary lead for all facilities related construction requirements in coordination with the contracting service provider, NAVFAC SW. Further, the PWD provides planning, engineering, asset management, real estate, customer service, program management and facilities services related to the providing of real property. Subordinate divisions include: Facilities Maintenance and Sustainment Division (FMAS), the Facilities Engineering and Acquisition Division (FEAD), the Facilities Asset Management and Engineering Division (FAMED) and as one assigned Branch, the Facilities Operations Branch (FACOPS). The Public Works Officer (PWO) is also responsible for planning, initiation and execution of facilities projects in accordance with Marine Corps Order (MCO) 11000.5. The Public Works Officer and billeted Deputy have delegated "By direction" authority as required in the accomplishment of these duties and responsibilities, specifically Site Approval which is also delegated to the Director of the FAMED Division as well.

d. Housing Department

(1) The Housing Department provides for overall management of Family Housing (Public Private Ventures (PPVs)), and Unaccompanied Housing. The Family Housing Division (also known as the Military Housing Office) provides oversight, advocacy, quality assurance, assignments and referrals for eligible military families who reside both on and off base in local housing. The Unaccompanied Housing Division provides oversight, training, inspections and management of the permanent party bachelor billeting program which is delegated to area and unit commanders across the installation.

(2) Housing Department Director, and Family and Unaccompanied Housing Division Directors have delegated "By direction" authority as required in the accomplishment of these duties and responsibilities.

e. Resources Department. The Resources Department provides coordination with adjacent AC/Ss and Special Staff to provide for all organization sustaining activities required to support the GF mission. These programs specifically include: fiscal, personnel, administration, supply, transportation, safety, information technology, facilities related control systems, travel and training. The Chief Resource Officer has delegated "By direction" authority as required in the accomplishment of these duties and responsibilities, specifically including financial documents as required.

Section 2

Special Provisions and Requirements

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 Commanding General (CG), Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) via the Public Works Officer (PWO). Specific instructions are found in MCIWEST-MCB CAMPENO 11100.1_.

2. Definition and Types of Construction. 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 equipment permanently 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 \$1,000,000 requires approval from Congress. Regular MILCON procedures shall be in accordance with MCO 11000.12. The Installation Development Planning Board (IDPB) prioritizes all Marine Corps Base, Camp Pendleton (MCB CamPen) MILCON requirements on an annual basis. The PWO is responsible for managing and executing MCB CamPen's MILCON program.

b. Restoration and Modernization. New construction between \$100,000 and \$1,000,000 (R2) requires approval from Marine Corps Installations Command as part of the Facilities Sustainment Restoration & Modernization Centrally Managed Program. New construction projects less than \$100,000 (R1) must be submitted in accordance with MCIWEST-MCB CAMPENO 11014.1_ and can be approved by the CG MCIWEST-MCB CAMPEN. The IDPB prioritizes all MCB CamPen R1 and R2 requirements on an annual basis. The PWO is responsible for managing and executing MCB CamPen's minor construction program.

3. 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 Assistant Chief of Staff (AC/S), G-F, 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 MCB CamPen shall be controlled and performed in accordance with MCO 11000.5.

c. The PWO has overall responsibility for the maintenance and repair of all buildings, structures, facilities, improved and unimproved roads, walkways, 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 PWO is also responsible for planning, initiation and execution of facilities projects in accordance with MCO 11000.5.

d. Area Commanders will establish a maintenance administration facility in accordance with MCIWEST-MCB CAMPENO 11014.1_, to serve as a focal point for facility maintenance matters. Each Area Commander will appoint an officer or staff noncommissioned officer (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 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.

(d) Adopting and actively enforcing positive measures for utilities conservation such as turning off unnecessary lights, heat, and water.

(e) Coordinating and using the 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 MCIWEST-MCB CAMPENO 11014.1_.

e. The Public Works Division (PWD) 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 PWD 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 PWD Customer Service at (760) 725-4683. After normal working hours and on weekends, emergencies can be reported directly to Unity at (760) 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 PWD 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 PWD 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.

4. 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 Self-Help Program is principally a maintenance/minor repair program. Minor construction (as defined in MCO 11000.5, chapter 3) will not be undertaken without approval from the IDPB via the PWO.

b. MCIWEST-MCB CAMPENO 11014.1, 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 PWO requesting training for personnel. Subjects to be covered during the minor maintenance school include plumbing, electrical, carpentry, painting and glazing.

5. 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 PWD Key Shop for emergency entrance use. In an emergency the following officials, or their authorized representatives, are authorized access to duplicate keys:

- (1) PWO.
- (2) Provost Marshal.
- (3) Fire Chief.

c. Requests for manufacturing of duplicate keys will be made to the PWO 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 PWD 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 PWO will not be responsible for making duplicate keys for padlock type locks or for opening this type of lock if keys are lost, misplaced, or broken inside the lock. This includes all high security type padlocks.

f. PWD 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 Commanding Officer (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.

g. Requests for changes to installed locking devices will be via a work request form to the PWD.

6. 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 MCB CamPen. 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, Commanding Officers (COs), Sergeants Major (SgtsMaj) and Command Master Chiefs (CMCs). 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/noncommissioned officer/officers in charge.

(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 PWD provides signs that support real property functions. The only exception is government vehicle license plates for general officers, AC/Ss, battalion/squadron level or higher COs, SgtsMaj, and CMC.

d. All requests for signs will be submitted through a work request via MAXIMO.

7. Pest Control

a. Pest control is a function of PWD and is described in detail in MCIWEST-MCB CAMPENO 6250.1_. All pest control measures and management functions will be coordinated with the MCB CampPen Pest Manager/Environmental Compliance Department at the Environmental Security (ENVSEC) Department. All applications of pesticides, whether applied by government employees, military personnel, or private contractors, will be coordinated with the MCB CampPen 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 ENVSEC Department.

8. 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. AC/S, Marine Corps Community Services (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. PWD 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 Property Managers, Liberty Military Housing and Hunt Military Housing Communities, are responsible for the policing of common areas in family housing areas as defined in the signed memorandum of agreement or municipal support agreements.

9. 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 PWD.

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 PWD.

c. The PPV Property Managers are responsible for all landscape maintenance within their respective family housing areas as defined in the ground lease.

10. Trash/Refuse Collection and Disposal

a. The Facilities Engineering and Acquisition Division (FEAD) is responsible for contracted collection and disposal of trash/refuse (excluding ammunition, wet garbage, dead animals, and hazardous and salvageable materials) in all areas other than family housing, where the PPV Property managers 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, refer to MCIWEST-MCB CAMPENO 8000.1_.

(2) Recyclable paper pick-up shall be coordinated through the PWD Recycling Branch.

c. Non-residential refuse will be placed in 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 FEAD. 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 FEAD.

d. The sanitary landfills are operated and controlled by PWD to facilitate the proper disposal of MCB CampPen generated solid waste. Use of the facilities will be conducted under the following provisions:

(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 PWO.

(5) Questions regarding solid waste disposal and management may be directed to the PWD, Environmental Protection Specialist.

11. Recycling

a. In order to reduce the amount of recoverable material entering the landfills, MCB CamPen operates a Qualified Recycling Program (QRP) under the direction of the PWO. In accordance with MCIWEST-MCB CAMPENO 6280.1_, 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 unaccompanied 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) COs 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 aboard MCB CamPen and to family housing members. Areas of MCB CamPen that need

new/additional recycling containers should contact the MCB CamPen Recycling Program Manager at (760) 725-4892. 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 the MCB CamPen Recycling Center; notification of E-waste collection dates will be promulgated by separate correspondence. The MCB CamPen Recycling Manager can also be contacted at (760) 725-4892 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 MCB CamPen Recycling Program Manager.

12. Utilities Operations/Conservation

a. The PWO has overall responsibility for utilities operations/conservation and will appoint an Energy Conservation Manager who will monitor and provide guidance in the implementation of the Energy Conservation Program.

b. Area Commanders are responsible for executing a utilities conservation program as detailed in the Energy Management Program, in their assigned areas. Area Commanders will appoint an Area Utilities Conservation Officer and individual Building Energy Monitors 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 Installation Energy Manager (IEM).

c. Tapping, modification, or expansion of any Base utility system (electrical, gas, water, or sewage) is strictly prohibited without prior approval of PWD. 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 PWO or designated representative. Unauthorized access to utility plants, such as water wells and wastewater treatment facilities, is

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prohibited. These restrictions also apply to private contractors performing work aboard MCB CamPen. It is the responsibility of the sponsoring activity (i.e., MCCS, AC/S G-6 (Information Systems)) to make contractors aware of these restrictions.

e. Mechanical and boiler rooms will be kept locked. Only the PWO 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.

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 PWD 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.

(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.

(4) Report all instances of improper use to the Area Utilities Conservation Officer as appointed by respective Area Commander.

13. 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 PWO per MCIWEST-MCB CAMPENO 11330.1_.

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 MCIWEST-MCB CAMPEN Energy Management Program directive.

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 PWO.

14. Air Conditioning Systems

a. Installation and operation of air-conditioning systems and individual units will comply with MCO 11000.5.

b. Controls must be set to achieve a room temperature of no lower than 78 degrees 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 PWO.

d. Requests for the installation of air-conditioning shall be submitted in the form of a work request to IEM with proper justification. All requests for air-conditioning will be reviewed by the PWD Utilities Branch, and are subject to approval by the PWO.

e. 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.

15. 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 PWD Customer Service Center, building 2291.

16. Borrow Pits

a. The PWD 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 PWO.

b. End use of fill material may require coordination and authorization by AC/S G-3/5 or ENVSEC.

17. 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.

18. Utilities

a. Area Commanders play a vital role in the operations and maintenance of training tanks and in the identification of leaks and breaks in water, wastewater, and reclaimed water infrastructure. Each Area Commander's appointed area maintenance representative officer or staff noncommissioned officer in coordination with PWD Area Facilities Managers will notify the Water Resources Division (WRD) via the PWD's Customer Service at (760) 725-4683 during normal business hours and via the Unity Room (760) 725-4683 forwarded to Unity after normal business hours and on weekends, any water leaks/line breaks/damage, low pressure conditions, wastewater spills from line leaks/breaks/damage/lift station malfunctions, reclaimed water (purple pipe) line leaks/breaks/damage or any issues with Training Tanks (Areas 13, 14, 33, 41, 43, 52, 53, 62 and Wounded Warrior (27)).

b. Tapping, modification, or expansion of any Base water, wastewater, reclaimed water system is strictly prohibited without prior approval of the AC/S, G-F.

c. Except in emergencies, no person will turn on/off, adjust, or otherwise tamper with water, wastewater, or reclaimed water systems without approval of the Director of WRD or designated representative. Unauthorized access to water treatment facilities, water treatment stations, water wells, wastewater lift stations, and wastewater treatment facilities is prohibited. These restrictions also apply to private contractors performing work aboard MCB CampPen. It is the responsibility of the sponsoring activity (i.e., PWO, MCCS, AC/S, G-6 (Information System)) to make contractors aware of these restrictions.

d. 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 WRD 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.

(4) Sand, gravel, etc., may be removed only from designated areas and then only under conditions as approved by the AC/S G-F.

(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 MCO 5090.2 and coordination with the WRD 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 WRD 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.

e. MCB CamPen will conserve water using a multi-faceted approach including but not limited to:

(1) Installation of water efficient industrial equipment and recycling of industrial process water.

(2) Water efficient and low flow showers, toilets, faucets and other fixtures and devices where applicable.

(3) Water use metering and periodic water audits.

(4) 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.

(5) 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.

(6) 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.

(7) 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 WRD by use of customer service desk or Unity Room 725-4683.

19. Wastewater/Storm Water Requirements to Minimize Pollutant Transport

a. All industrial activities both military and commercial will notify WRD of any substantial change in quantity or type of pollutants discharged and of any spills, releases, or slug discharges of any substance which could adversely impact MCB CamPen's wastewater treatment plants, its personnel, or the effluent discharged from the treatment works.

b. Direct discharges from oil/water separators must be permitted, monitored, and reported under the National Pollutant Discharge Elimination System (NPDES) program. The installation of wash water recycling equipment (a P2 technology) is the preferred method of treating and reusing air and ground equipment wash rack effluent.

c. Hazardous Waste may be introduced into a treatment facility only if the facility is specifically permitted to treat the type of waste.

d. The NPDES storm water program regulates storm water discharges from three potential sources: municipal separate storm sewer systems (MS4s), construction activities, and industrial activities. Federally operated storm sewer systems are defined as MS4s. Most storm water discharges are considered point sources, and operators of these sources must check with the permitting authority if an NPDES permit is required before they can discharge.

e. Sludge from MCB CamPen's Southern Region Tertiary Treatment Plant contains petroleum, oil, and lubricants at levels that require it to be transported to an industrial landfill site in Arizona.

Section 3

Family Housing Division

1. General. All family housing aboard MCB CamPen is privatized. The CG MCIWEST-MCB CAMPEN retains oversight of family housing and residents through his authority and responsibility to maintain good order and discipline aboard the installation.

2. Entitlement

a. Family housing constructed aboard MCB CamPen 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 Property Manager as a form of rent; this is how the PPV partner operates PPV housing and recoups investment costs. Should both spouses be Service Members in receipt of BAH at the dependent rate, the spouse receiving the higher BAH provides his/her BAH as rent, while the other spouse retains BAH. If both Service Members are in receipt of BAH "own right" the spouse receiving the higher BAH provides his/her BAH as rent and the other spouse pays the difference between BAH own right and BAH with dependents, out-of-pocket.

3. Quarters Designation. The CG MCIWEST-MCB CAMPEN will designate quarters by category in coordination with PPV Partners. 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 re-designation. 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. Separation of housing designated for officers and those for enlisted personnel will be maintained insofar as practicable per Marine Corps guidelines.

4. 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 Base Bulletin for Key and Essential Personnel is updated and published annually.

5. Eligibility. Eligibility for assignment to MCB CamPen family housing will be in accordance with current orders and policies and the provisions of MCO 11000.22, Marine Corps Bachelor and Family Housing

Management. 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.

6. Assignment and Termination

a. All military personnel eligible for family quarters, assigned to duty aboard MCB CamPen, must report to the Family Housing Office, building 200011, or 98 San Jacinto Road, for assignment to family housing or for off-base referral.

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. Upon receipt of Permanent Change of Station (PCS) orders or 90 days prior to projected move-out, Service Members must notify their respective leasing PPV partner of their intent to vacate housing. Sponsors and their families, under normal circumstances, must vacate family housing within 30 days after effective date of orders execution. 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.

d. Personnel who are discharged, released from active duty, or retire from military service, must vacate their family housing no later than the last day of active military service. The Director of Family Housing has the authority to approve or recommend disapproval of a resident's request for Exception to Policy for the resident to remain in PPV housing for an additional 30 days.

e. 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.

f. 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 MCO 11000.22, Marine Corps Housing Manual.

7. 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 Web/official orders to the Family Housing Office. Application forms and orders may be submitted by e-mail, with your Common Access Card (CAC) and Navy Marine Corps Intranet account you can digitally sign the Housing Application forms located on the Camp Pendleton Family Housing Website:
<http://www.pendleton.marines.mil/Family/FamilyHousing/FamilyHousingApplicationInformation.aspx> or contact the Housing office for additional information. If you do not have CAC access you can download and send as an e-mail attachment to pndlfamilyhousing@usmc.mil, mail, 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 and Web Orders or Original Orders. Only when the dependency verification, sex offender disclosure, Privacy Act Disclosure, BAH verification and custody documents, if applicable, have been received, will the applicant be referred to a PPV Property Manager for assignment to housing.

b. Should both spouses be active duty military, the spouse with a dependent Form DD Form 1751 stationed aboard MCB CamPen will be the primary applicant. If they have no dependents, the higher-ranking spouse stationed aboard 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 housing unit appropriate for his or her category and family composition. Applicants may remain on the housing wait list after the first refusal of an offer of an available home but will drop to the bottom of the wait list after that refusal; after a second refusal the applicant will be removed from the wait list though may reapply and be assigned a new control date based on the new date of application. Applicants may voluntarily remove their names from the waiting list; 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 CamPen will be made in writing.

8. Assignment of Quarters

a. House size is based on the applicant's pay grade and family size. Applicants for family housing will generally be classified and referred to PPV Partners 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 noncommissioned officer quarters.

(2) Enlisted Service Members in the grades of E-6 through E-9 will qualify for a minimum of three bedroom staff noncommissioned officer quarters.

(3) Officers in the grades of Warrant Officer-1 through O-3 will qualify for a minimum of three bedroom company grade quarters.

(4) Officers in the grades of Chief Warrant Officer-4 through O-5 will qualify for a minimum of four 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.

(7) Once adequately housed the Service Member will remain in their assigned house for the duration of their tour unless they become ineligible for your current set of quarters, per paragraph 9.b.

b. Deviation from referral policy requires approval of the CG MCIWEST-MCB CAMPEN, or designated Family Housing Division representative, via the Exception to Policy Request.

9. Reassignment

a. Once assigned to a set of adequate quarters, a resident will not normally be reassigned to alternative quarters during their tour of duty; however, residents may become eligible for specific quarters or reassignment under per change in circumstances outlined below:

(1) Changes in pay grade. Personnel promoted to different grades, e.g. E-5 promoted to E-6, O-3 promoted to O-4, Chief Warrant Officer-3 promoted to Chief Warrant Officer-4, may be eligible for different housing communities and reassignment. Enlisted personnel earning a commission will request reassignment to officer housing office and will be covered at government expense.

(2) Medical. Reassignment due to unforeseen medical reasons for active-duty personnel may be considered; a recommendation must be provided by competent military medical authority.

(3) Exceptional Family Member Program (EFMP). For dependents approved through the EFMP, a recommendation letter must be provided by the MCB CampPen Exceptional Family Member Coordinator. Requests will

be considered on a case-by-case basis depending on medical requirements.

(4) Wounded Warrior (WW). Personnel requiring assignment or reassignment to family quarters will be designated as priority moves. Requests will be considered on a case-by-case basis depending on medical requirements.

(5) Condition of Property. Reassignment may be required due to maintenance, renovation, rehabilitation, or demolition of quarters. When directed by CG MCIWEST-MCB CAMPEN, the cost of the move will be borne by the government.

b. Requests for reassignment will be made in writing to the Director, Family Housing and contain a detailed explanation of circumstances necessitating reassignment or why the current quarters no longer satisfy the resident's requirements. If approved, the reassignment change is characterized as a Transfer on Station (TOS).

(1) Assignment priority for TOS, except for enlisted to officer promotion and WW classifications, are lower than those that are newly arrived and awaiting assignment for a PPV home. Upon approval of a routine TOS, the control date will be the date of submission, the resident's name will be placed at the bottom of the appropriate waiting list with a new control date determined by the circumstances surrounding reassignment.

(2) Reassignment of quarters at 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.

10. Special Retention of Housing

a. Authority to Remain in Family Housing After Separation or Date of Detachment from MCB CampPen

(1) At least 60 days prior to Expiration of Active Service, 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 Division 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 who receive assignment to Marine Corps Recruit Depot, San Diego and Marine Corps Air Station 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.

(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 MCO 11000.22 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.

11. 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 365 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, violation of provisions in the signed lease agreement, or not considered in the best interest of the Marine Corps and the PPV Partner.

(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.

(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 Property Manager must be notified and provided with contact information along with a return date.

(9) When a housing authority (Family Housing Division or PPV Property Manager) 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.

12. PPV Furniture and Furnishings. Quarters are equipped with a stove/range, refrigerator, built-in dishwasher, and garbage disposal.

In no case will appliances be removed to be used as privately-owned appliances.

13. Off-Base Housing Referral

a. Information

(1) The Referrals Section is part of the Applications and Referrals Branch within the Family Housing Division. 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. There are multiple ways to provide rental listings. 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 Federal Housing Administration and Veteran Affairs 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 200011 or 98 San Jacinto Road, 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.

(3) Complaints, whether originated by the tenant or landlord, should be referred to the off-base 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 section 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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Chapter 10

Assistant Chief of Staff, G-4

1. General. Assistant Chief of Staff (AC/S), G-4 is the primary staff section that provides logistics advice to the Commanding General (CG) on all Base and Regional logistics matters and provides Installation level logistics support to the commands and tenant activities. The AC/S G-4 also serves as the liaison to the Defense Commissary Agency (DeCA) Commissaries and Defense Logistics Agency (DLA) Disposition Services activities aboard Marine Corps Base, Camp Pendleton (MCB CampPen). The AC/S G-4 is organized to execute logistics support through five functional sections: Operations, Food Service, Supply, Garrison Transportation, and Distribution Management. All support provided by the AC/S G-4 is governed by the applicable Department of Defense (DoD) Regulations, United States Navy Regulations, Commandant of the Marine Corps supplementary instructions, and other directives promulgated by this headquarters. While the majority of the logistics functions are located in the 22 Area, the AC/S G-4 Headquarters Element is located in building 1160 and can be contacted by calling (760) 725-3209.

2. AC/S 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 the issue of Commissary Assistance Cards. The Operations Section is located in building 1160 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 the AC/S G-4 representative when the Emergency Operations Center is activated. The Operations Section will task the other sections within Logistics for support in manning the Operations Center. The section also conducts mobilization planning and coordinates feasibility of support requests levied by MCB CampPen, 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 military construction and renovation projects. Commands and tenant organizations desiring this support will submit a request for analysis of their work area to the AC/S G-4 Warehouse Manager. The Warehouse Manager is located in building 22105.

c. Supply and Maintenance Analysis Team (SMAT). The SMAT provides subject matter experts in the supply and maintenance functions. The team also augments the CG's Inspection Program by conducting formal supply and maintenance inspections on some tenant commands and all Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) Installations/organizations tasked with the supply/maintenance functions. The team also provides training for new procedures, policies, and trends found during inspections. Formal inspection visit dates are announced prior to the start of the fiscal 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 Military Occupational Specialty training and identifying potential problem areas. The SMAT will issue an informal report for the unit's internal use. Requests for courtesy visits will be submitted to the AC/S G-4 Operations Section. The SMAT is located in building 1160.

d. Ammunition Section. The Ammunition Section serves as the higher headquarters for all MCIWEST-MCB CAMPEN units' and Installations' ammunition programs and as the personnel qualification and certification board for all Class V(W) ammunition and explosives personnel. The Ammunition section also manages the annual allocation and expenditure of Class V(W) ammunition and explosives, performing tasks such as: approving priority ammunition requests, approving requests for un-forecasted ammunition, and providing assistance in submitting ammunition malfunction and defect reports. The Ammunition Section serves as the direct liaison between the Ammunition Supply Point (Supporting Activity) and its subordinate units (Supported Units). Finally, it augments the SMAT inspections for munitions accounting, control, storage, and safety procedures. The Ammunition Section is located in building 1160.

e. Commissary Assistance Card Program. This program allows Purple Heart recipients, Former Prisoners of War, all Veterans with Service-Connected Disabilities (VHIC Card-Veteran Health Identification Card, must display Purple Heart, Former POW or Service Connected), Individuals approved and designated as the primary family caregiver of eligible veterans under the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers, Fisher House recipients, and primary caretakers to shop at the commissary on behalf of/with an authorized commissary patron. Authorized patrons must be able to provide proof of eligibility and demonstrate a need for this service (a permanent physical or medical condition must be certified by an appropriate medical authority, meet installation physical access requirements, or temporary extreme hardship circumstances). Requests for a commissary card will be coordinated with the AC/S G-4 main office located in building 1160 and may be contacted by calling (760) 725-3209 or pendleton.commissary@usmc.mil.

f. DLA Disposition Services. DLA Disposition Services disposes of excess property received from the military services. Units must make an appointment with DLA when disposing of equipment/material. DLA Disposition Services is located in building 2241. Specific site information for MCB CamPen can be found by visiting the DLA Disposition Services website at <https://www.dla.mil/DispositionServices/Contact/FindLocation/Pendleton> / or by calling (760) 725-4332/3605. Also, DLA inventories may be screened for the procurement of equipment/material. DLA property is first offered for reutilization within the DoD, transfer to other federal agencies, or donate others to state and local governments and other qualified organizations. The inventory includes thousands of items ranging from air conditioners to vehicles, clothing to computers, and much more.

g. G-Invoicing. This program is administered by the G-4 Operations section. G-Invoicing is a secure web-based application which manages Intragovernmental Buy/Sell transactions between two federal agencies by establishing the General Terms & Conditions (GT&Cs) agreement and executing payments between the Requesting and Servicing Agencies through the Intragovernmental Payment and Collection process. Current Memorandums of Understanding/Memorandum of Agreements may be used until their renewal/expiration date, at which time they must be converted to GT&Cs within the G-Invoicing system. The G-Invoicing Support Agreement Manager can be reached at (760) 763-0087.

h. Small Business Advocate. The small business advocate billet is located within the G-4. The purpose of the billet is to educate and assist small businesses in seeking out government contracts. Therefore, the billet must reside outside the Regional Contracting Office to avoid any conflict of interest with contracting laws and regulations. The Small Business Advocate can be reached at (760) 763-5645.

3. Supply Section. Supply support is provided from one of the three sections in the Consolidated Material and Service Center (CMSC): the United States Marine Corps Retail Supply Store (USMC SERVMART) Retail Store Section, which also operates the Hazardous Material Consolidation Program (HMCP); the Base Property Section; or the Procurement and Contract Management (PCM) Section.

a. USMC SERVMART. The USMC SERVMART Retail Store sells commercial supply items used in daily operations on a direct bill basis to authorized units/organizations. Supply items stocked in the store include numerous commodity categories such as: office supplies, cleaning/janitorial supplies, industrial supplies, hardware, safety supplies, tools, lumber, and military unique supplies. The USMC SERVMART issues unit charge cards which are required for direct customer billing to shop at the store. Requests for unit charge cards

are made via the unit's Major Subordinate Command (MSC) G-8/comptroller. The USMC SERVMART Retail Store is located in building 2280 and can be contacted at (760) 725-4701/8181 or 763-0592.

(1) HMCP. 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. The base maintains a HMCP through the USMC SERVMART to help ensure environmental compliance with local, state, and federal regulations. HM commonly consists of petroleum, oil, and lubricants; paints; and other industrial type items containing hazardous chemicals. HMCP HM Reuse Lot accepts serviceable HM from units no longer requiring the material, as long as the material is usable and the shelf life can be extended. The HM is then made available for free issue to any unit/activity needing the material. In the event the Reuse Lot is not able to take in HM, the unit will be directed to dispose of the HM as hazardous waste through Base Environmental Security. The HMCP is located in building 2280 and may be contacted at (760) 763-7953.

(2) Fuels Section. The G-4 Fuels Section is the liaison point of contact with DLA-Energy for contracted military fuel service operations (storage, issuance and accounting of unleaded and E85 gasoline, JAA, diesel (DS2) and bio-diesel fuels (B20)). DLA-Energy maintains six contractor owned/operated (COCO) military retail fuel stations aboard MCB CamPen. Fuel keys or GSA WEX cards are required to procure fossil fuel. Units should submit their requests for fuel keys via their major subordinate command comptroller. The G-4 Contracting Officer Representative (COR) will coordinate with DLA-Energy to issue the fuel keys. For information regarding fuel support call (760) 763-0087. Location and types of fuel available:

Facility		Bulk		Retail					Hours of Operation
Bldg No	Type	JAA	DS2	JAA	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
2205	COCO				X	X	X		24/7
4190	COCO			X		X			24/7
4380	COCO			X		X	X		24/7
5270	COCO	X		X	X	X			Bulk (Mon-Fri) 0800-1800; Retail 24/7

*NOTE: A small number of fleet vehicles operating aboard MCB CampEn require CNG fuel. CNG is available at the following locations: 210402, 220166 and 430704. A VIL key is required to procure CNG.

b. Base Property Section. The Base Property Section supports requisitioning, issuing, accountability, and disposing of garrison property. With the exception of BEQ washers/dryers, the funding and conducting of maintenance on garrison property is the responsibility of the possessing unit/end user. Base Property is located in building 22105. Requirements or questions regarding garrison property can be emailed to pndl_baseproperty@usmc.mil or (760) 725-8146/8143/3822/4209. Supply support which Base Property assists with include:

(1) Personnel Support Equipment (PSE). PSE is furniture, fixtures, and equipment for existing Bachelor Enlisted Quarters (BEQ) and Bachelor Officer Quarters, administrative offices, and mess halls.

(2) Command Support Equipment (CSE). CSE is also known as plant property, station property, or garrison property. It consists of items such as office machines and labor saving devices.

(3) Packaged Operational Rations (POR). PORs, commonly referred to as Meals Ready-to-Eat (MREs), are stocked by Base Property to support Base and Training and Education Command (TECOM) units training requirements. I Marine Expeditionary Force (I MEF) units maintain their own stock of operational rations through the 1st Marine Logistics Group (MLG) Rations Platoon. Base Property does not support visiting training units with MREs; visiting units are responsible for sourcing their MRE requirements via their supply channels or host unit.

(4) Property Accountability. Garrison property is non-tactical/non-deployable and non-expendable equipment categorized in

three cost categories: capital assets (value over \$100k), minor property (value \$5k to \$100k), and sub-minor property (value under \$5k). Garrison property accountability requirements will be recorded in the Defense Property Accountability System (DPAS). Examples of accountable property include: Non-Tactical Vehicles (NTV), Multi-Functional Devices (MFDs), Food Preparation and Serving Equipment (FPSE), Interim Relocatable Facilities (IRF), court recording devices, and demilitarized display weapons.

(5) Temporary Loan Items. Base Property maintains VIP chairs, folding chairs, folding tables and stanchions to support tenant and activity commands for non-field ceremonial events (i.e., change of command, post-and-relief, retirements). There is a constant demand for the temp loan of those items. Units should submit their temp loan request for Base Property well in advance and not less than five working days of the scheduled event to ensure equipment availability. Temp loan requests should be emailed to Base Property at pndl_baseproperty@usmc.mil or (760) 725-8143/3822.

c. Procurement and Contract Management Section (PCM). The CMSC PCM Section provides oversight on several contracts. These services may require unit funding and contracting actions. Contact the CMSC PMC Section for assistance in coordinating contracted services by email at pndl_campen_cmesc_pjwd@usmc.mil or (760) 725-3911.

(1) Unit Laundry and Dry-Cleaning. Unit (not personal) laundry and dry-cleaning services are contracted services and are located at building 2283. Hours of operation are from 0730 to 1600, Monday through Friday, excluding federal holidays. Units are required to complete their transactions by 1600 daily. Services are provided to authorized tenant units and base activities operating aboard MCB Campen. Only those items listed on the Combined Laundry Request and Receipt (4064) will be accepted for laundering (Note: CMSC only funds laundering needs of units/activities aboard MCB Campen that are subordinate to MCIWEST. Tenant commands are responsible for funding and submitting purchase requests to the Regional Contracting Office (RCO) to issue delivery orders for their required laundering services).

(2) Chemical Toilets (CT). Units requiring CT support aboard MCB Campen will submit their request to pndl_campen_cmesc_pjwd@usmc.mil or (760) 725-4711. CT support falls into two categories: permanent or temporary. Permanent CTs are budgeted by the base for long term training and facility requirements (180 days or more, such as rifle ranges or buildings without permanent toilet facilities). Temporary CTs are unit funded and are normally provided to support short-term events or training exercises (less than 180 days, such as a change of command ceremony or field exercises). The following planning ration is used in determining CT support requirements:

(a) Personnel: One (1) CT will be provided for every 20 personnel operating in ranges or training areas. One (1) CT will be provided for every 25 personnel operating in cantonment areas or other "non-field" locations.

(b) Distance: CTs will not be provided where a permanent toilet facility is within 500 feet of the proposed CT location unless the unit desires to use unit funding for the additional support.

(3) Bachelor Enlisted Quarters (BEQ) Washer/Dryer Repairs. The CMSC PCM Section manages a washer/dryer repair program to support BEQs. Submit service repair requests to pndl_campen_cmssc_pjwd@usmc.mil or (760) 725-4169. Most washer/dryer service support is funded through CMSC, unless it is determined the damages are from vandalism or abuse in which reimbursement will be sought from the supported command.

(4) Lawn Care Equipment. CMSC maintains a limited inventory of lawn care equipment for MCB CampPen Area Maintenance Sections. Requests for replacement equipment and repairs should be emailed to pndl_campen_cmssc_pjwd@usmc.mil or (760) 725-3811/8143.

(5) Copiers/Multi-Functional Devices (MFDs). The CMSC PCM manages all-in-one copiers/MFDs in support of Base activities only. These devices are leased through DLA Document Services and placed at approved locations that meet a minimum usage requirement. Requests for additional or replacement MFDs should be sent to pndl_campen_cmssc_pjwd@usmc.mil or (760) 725-3911/4169. Activities needing repairs or toner will call the commercial vendor listed on the MFD. Repair problems that persist should be directed to the PCM email and numbers listed above. Tenant or external units are responsible to fund, procure, and maintain MFDs they require or possess. DLA Document Services is the required source of supply for obtaining MFD.

4. Food Services

a. The Base Food Service (BFS) Office is located in building 22105 and provides garrison food service support to authorized patrons at the mess halls and as directed in the Food Service Standing Operating Procedure (MCO 10110.14). Additionally, the BFS office oversees the civilian contractor's management and operation of all mess halls; administers acquisition, inventory and replacement of Food Preparation Serving Equipment; executes cash collections; maintains various subsistence and financial reports; and procures food service supplies.

b. Requests for special mess hall support such as containerized field meals (also known as "Vat Chow"), box lunches, extended mess hall hours, etc. are handled by the Quality Assurance Evaluator (QAE)

administrator. The QAE administrator can be contacted by calling (760) 725-9028.

5. Garrison Transportation. Garrison transportation support is provided by the Southwest Region Fleet Transportation (SWRFT) to all Marine Corps Installations and tenant activities in the Southwestern United States. Garrison transportation support is delivered using commercial type vehicles and equipment (commonly referred to as Non-Tactical Vehicles (NTV) and equipment) to execute the administrative movement of unit personnel and equipment in and around Southern California, Western Arizona, and Western Nevada; and to provide equipment necessary to execute installation missions and tasks. While the information in this regulation is Camp Pendleton specific, the NTV SOP (MCIWEST-MCB CAMPENO 11240.2) provides detailed guidance on intra-installation and local requirements that are coordinated via the respective Installation Fleet Manager. The use of NTV reduces the wear and tear on tactical vehicles while improving the overall combat readiness of tactical combat equipment. Additionally, NTV specialized engineer equipment (dozers, road graders, sewer pumper trucks, etc.) provide support to the maintenance and upkeep of facilities, roads, and installation training ranges. The SWRFT regional headquarters is located aboard MCB CamPen in building 22143T and the Regional Fleet Manager can be contacted by calling (760) 725-4579. The regional dispatching office is also located in building 22143T and can be contacted by calling (760) 725-3985/3986. The MCB CamPen (installation) Fleet Manager is located in building 22151 and can be reached at (760) 725-4946.

a. The general categories of NTV support include: unit passenger movement, often referred to as Transportation of People (TOP); unit cargo/equipment movement, often referred to as Transportation of Things (TOT); providing NTV assets assigned to units/tenant activities for daily use; interim use vehicles via a "U-Drive" program; and establishing strategically located Consolidated Vehicle Pools (CVPs).

b. NTVs are provided for official use duties to perform installation infrastructure support, movement to and from training missions, and other administrative transportation requirements. NTV use must be justified to fulfill a valid mission requirement and used appropriately according to NTV regulations.

c. NTV Support Procedures

(1) Submit requests for transportation support, except Class "B" unit assignment vehicles, via the Transportation Capacity Planning Tool (TCPT).

(2) Submit requests and justifications for assignment of permanent Class "B" vehicles via naval correspondence including the SWRFT Justification Form to the SWRFT Installation NTV Fleet Manager.

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(3) Vehicle maintenance requests are coordinated with the Installation NTV Fleet Manager or Maintenance Manager aboard MCB CamPen via SWRFT Customer Service at (760)725-1881/2188. For GSA leased vehicle service at (760)207-1044.

6. Distribution Management

a. Distribution Management transportation is not the same as garrison transportation. The Distribution Management Office (DMO) provides individual Service Members and units aboard MCB CamPen and the local geographical area with: passenger travel under government orders; off-base freight shipments; personal property (household goods) moves; and personal effects storage. The DMO headquarters is located in building 2263 and can be contacted by calling (760) 725-3094/1939/3092.

b. Passenger Travel Branch

(1) Commercial Air Travel Section. Commercial airline passenger transportation services are provided by the Scheduled Airline Ticket Office (SATO), under a Commercial Travel Office contract. Reservations for official Temporary Additional Duty (TAD) travel (international and domestic) are made by the traveler through the web-based Defense Travel System (DTS). International Permanent Change of Station (PCS) port call requests are managed via the MCB CamPen Installation Personnel Administration Center. Domestic PCS travel requests are handled directly by the DMO Passenger Travel Office (PTO) on a walk-in basis. The PTO can be contacted by calling (760) 725-8631/8637 or by emailing PTO@USMC.MIL. SATO can be contacted at 1-866-950-1640.

(2) Passport and Visa Services Section. DMO passport agents are available (by appointment) to provide instructions on how to complete the necessary documentation to acquire passports for official government travel (not personal/vacation travel use) and will process passport or visa application packets for adjudication by the Department of State or appropriate foreign consulate. Upon receipt of the passport/visa, the DMO passport agent will contact the member to issue the completed passport or visa. Appointments can be made by emailing CAMP_PENDLETON_PASSPORT@USMC.MIL or calling (760) 725-8631/8637.

(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 TCPT) via email at PTO@USMC.MIL 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) The office provides personal property entitlement counseling to members and dependents for government funded household goods shipments, Personally Procured Moves, and non-temporary storage 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 either upload a copy of their orders and signed DD Forms 1299 & 1797 or bring all documents to DMO. Dependents executing a move on behalf of a Service Member must have required documents with a Power of Attorney. All transactions and collaboration can be done via phone at (760) 725-8666 or remotely via email at MCB.CAMPEN.TMO@USMC.MIL for those members who choose not to or have difficulty in making an in-person visit. This section also schedules shipment pack/pickup dates and provides quality assurance services during pickup and delivery of shipments.

(2) Arriving members should first log into DPS to update their local contact information and desired delivery information. Upon arrival to MCB CampPen, they should contact their assigned Transportation Service Provider (TSP) to confirm the arrival of their inbound shipment and to ensure that delivery request information has been received. Requests for extensions of storage (SIT) beyond 90 days (up to 180 days in some cases) can be initiated by contacting 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.

d. Personal Effects & Baggage Center (PE&BC)

(1) The PE&BC collects, inventories, stores, and determines the 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 local storage of Privately Owned Vehicles for members assigned to Marine Corps units who are ordered to Temporary Duty Travel (TDY)/deployment for 90 days or more/and indefinite periods. This entitlement falls under the category of "Special Storage" and is limited to eligible personnel who do not draw a with-dependent rate of Basic Allowance for Housing (BAH). PE&BC can be contacted at (760) 725-3090/3519 or by emailing MCB.CAMPEN.TMO@USMC.MIL.

(3) PE&BC also 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. The Freight Branch can also be contacted by emailing CAMP_PENDLETON_FREIGHT@USMC.MIL.

(a) Shipping. The Shipping Section routes general commodity shipments by rail, motor, and air, using best value principles and in compliance with DoD and HQMC distribution management policies. Carriers are selected based on overall value to the Marine Corps and several aspects must be considered, such as: price, equipment availability, past performance, and customer service. Freight shipments will be authorized by the appropriate authority and source documentation (e.g. DD 1149 or DD 1348-1) must be signed only by a person appointed in writing by a commanding officer to sign such documents. Appointment/Authorization Letters must be current and provided to the shipping office, ideally at the beginning of the Fiscal Year (FY) or when there have been modifications to the Appointment/Authorization Letter. All shipping documents are required to have a chargeable Transportation Account Code (TAC), requisition number, physical destination address, point of contact at origin and destination, designated supply priority, required delivery date, nomenclature (description of the item), quantity, and total dollar value of the items being shipped. The automated version of the DD Form 1149 can be found at: <https://trackerlite.wpafb.af.mil/dd1149>. All other shipping documentation is prepared by the Freight Shipping Section (i.e., Commercial Bill of Lading, DD 1384 Transportation Control Movement Document, DD 1907 Signature and Tally Record, etc.).

(b) Receiving. The receiving section is responsible for receipting and accounting for commercial freight and small package shipments arriving at MCB CampPen. Once shipments have been received, manifested, and accounted for, they are segregated by the consignees Department of Defense Activity Address Directory, and prepped for distribution the following day.

(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 is 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.

(3) Delegation of Authority Letter to Receive Freight. All units must submit a Letter of Authorization listing personnel authorized to receipt for cargo. A Delegation of Authority letter template is provided by the receiving office upon request. All Letters need to be updated as personnel arrive or depart from that respective unit. Two weeks prior to deployment, unit commanders must submit a withdrawal notification of their Authorization Letter to the receiving office. Commanders must also include a new Authorization Letter designating the appropriate remain behind element (RBE) personnel authorized to receive freight while the main body is forward deployed.

7. Commissary. AC/S G-4 is the liaison point between MCB CamPen and the DeCA. There are two commissaries aboard MCB CAMPEN located in building 20850 (760) 725-4012 and building 51094 (760) 725-7136. The following information is provided to assist patrons when using the commissaries aboard MCB CamPen.

a. Authorized Patrons

(1) Authorized patrons are per DeCAM 40-6.1, enclosure 3, paragraph 2a-z of July 2015:

(a) Active duty; cadets or midshipmen of Military Services academies; the Commissioned Corps of the U.S. Public Health Service (USPHS); and the Commissioned Corps of the National Oceanic and Atmosphere Administration (NOAA) and its predecessors.

(b) Wage Marine Personnel: ship officers and members of crews of vessels of the NOAA.

(c) Retired Personnel:

1. Retired uniform services to include Guard and Reserve personnel.

2. Officers and crews of vessels, lighthouse keepers, and depot keepers of the former Lighthouse Service.

3. Retired wage Marine personnel, including retired noncommissioned ships officers, and crew members of NOAA and its predecessors.

(d) Authorized Family Members: Authorized family members of personnel listed above.

(e) Medal of Honor recipients.

(f) Prisoners of War.

(g) Purple Heart recipients.

(h) 100 Percent Disabled Veterans: Applies to veterans of the Uniformed Services discharged under honorable conditions and classified by the Department of Veterans Affairs as having a 100 percent Service-Connected disability or a 100 percent unemployable rating.

(i) DoD Civilian Employees Stationed Outside the United States and outside the U.S. Territories and Possessions: Commissary privileges will be authorized for DoD appropriated and non-appropriated fund (NAF) civilian employees, and authorized family members of their household, when stationed outside the United States and U.S. territories and possessions. Note: DoD civilian employees and their dependents stationed overseas are not authorized commissary privileges in U.S. commissaries when on leave or on temporary duty (TDY) in the U.S.

(j) Official DoD and U.S. Military Services Organizations and Activities: Applies to official DoD organizations and other resale activities of the U.S. Military Services (except concessionaries) that are operated by uniformed personnel on active duty. Sales to appropriated fund organizations are encouraged when it is economically beneficial to the U.S. Government. Note: Concessionaries are not authorized to make purchases.

(k) Hospitalized Veterans: Veterans discharged under honorable conditions from the Uniform Services when hospitalized where commissary facilities are available. This does not include veterans discharged under honorable conditions receiving outpatient treatment.

(l) DoD Presidentially Appointed, Senate-Confirmed (PAS) Officers: DoD civilian officials who are appointed by the President and confirmed by the Senate and who reside in quarters on DoD military installations and their authorized family members who reside with that official.

(m) DoD Civilian Employees Assigned to the U.S. Territories and Possessions: DoD appropriated and NAF civilian employees, and authorized family members of their household, under a valid transportation agreement may be authorized access to the commissary by the installation commander. Note: DoD civilian employees and their dependents assigned to the U.S. territories and possessions are not authorized commissary privileges in U.S. commissaries when TDY or on leave in the U.S.

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(n) Military Personnel of Foreign Nations: Officers and enlisted personnel of the Military Services of foreign nations on active duty, as follows:

1. When on duty with U.S. Military Services under competent invitational travel orders issued by the U.S. Army, the U.S. Navy, the U.S. Air Force, or the U.S. Marine Corps.

2. When assigned military attaché duties in the U.S. and designated on reciprocal agreements with the U.S. Department of State.

3. In overseas areas when determined by the Combatant Commander that the granting of such privileges is in the best interest of the United States, and that such persons directly participate in activities or functions of the U.S. military mission.

4. Officers and enlisted personnel of foreign nations, retired, on leave in the United States, or attending U.S. schools, who are under orders issued by the U.S. Army, the U.S. Navy, the U.S. Air Force, or the U.S. Marine Corps.

(o) American National Red Cross (ARC) Personnel: Within the United States. Privileges may be extended to uniform or non-uniformed, full-time, paid, professional, and headquarters staff personnel of the ARC who are assigned to duty with the Military Services by the ARC, and who reside within a military installation in the U.S. and with extended to authorize family members of the ARC employee who reside with the employee.

(p) Personal Agent or Personal Representative: An officer, designated by installation commander, may authorize a specific, named person to shop for or assist an authorized patron. Letters of authorization to agents may be used in any commissary.

1. On a temporary basis, not to exceed 60 days unless extended for continuing hardship, in extreme hardship cases, or when no adult authorized family member is capable of shopping due to injury, illness, incapacitation, or stationing away from their household.

2. On a permanent basis for blinded or other severely disabled eligible patron if the patron's disability is certified as permanent by an appropriate military medical authority.

(q) Federally Declared Disasters

1. Installation commanders may authorize emergency, temporary access to commissary stores by DoD appropriated and non-appropriated fund civilian employees and DoD contractors performing

functions essential to restoring and continuing military operations or maintaining quality of life at installations which the federally declared major disaster areas.

2. Installation commanders may permit temporary limited access to the commissary facilities in the United States by DoD appropriated and non-appropriated civilian employees and accompanying authorized family members evacuated from their assigned duty station pursuant to the evacuation orders issued by a commander (or equivalent DoD authority) in accordance with DoDD 3025.18.

(r) Authorized family member: An individual whose relationship to the sponsor leads to entitlement, benefits, or privileges administered by the uniformed services.

(s) Dependent children under 21: Unmarried children dependent on the sponsor for over half of their support.

(t) Dependent children 21 or older: Children, including adopted children, stepchildren, and wards; unmarried; and dependent upon the sponsor for over half of their support and are either: incapable of self-support because of a mental or physical handicap, or have not passed their 23rd birthday and are enrolled in a full-time course of study at an institution of higher education.

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.

(2) Visitors are normally not required to show identification, sign in, or prove any particular relationship to the authorized patron.

(3) Patrons/Visitors are required to wear appropriate attire per MCIWEST-MCB CAMPENO 1020.1_.

c. Identification (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 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.

(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.

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Chapter 11

Assistant Chief of Staff, G-6

1. General. The mission of the G-6 is to support the Commanding General (CG) Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) organic command and control systems and the combat readiness of the Fleet Marine Force (FMF) and tenant commands in the MCIWEST Area of Responsibility (AOR) by:

a. Planning, installing, operating, securing, and maintaining infrastructure and Information Technology (IT) services (classified and unclassified computing, telecommunications, wired and wireless voice and data systems and official portable electronic devices (OPEDs), and video teleconferencing).

b. Managing spectrum, cryptographic systems, cybersecurity, garrison radio networks (including Enterprise Land Mobile Radio [ELMR] and Low Altitude Range Communications System [LARCS]), and non-military and commercial communication systems.

2. Marine Corps Enterprise Network (MCEN). The Marine Corps Cyberspace Operations Group (MCCOG) has authority over and responsibility for providing non-classified (MCEN-N) and secret classified (MCEN-S) services and conducting Department of Defense Information Network Operations (DODIN Ops). 1st Network Battalion (subordinate to the MCCOG, which is an assigned force to U.S. Cyber Command) is tasked to support MCEN services within the MCIWEST AOR. MCIWEST-MCB CAMPEN G-6 works closely in a supporting and supported relationship with 1st Network Battalion to support computing and information systems aboard Marine Corps Base, Camp Pendleton (MCB CamPen).

a. MCEN Service Requests

(1) Scope. 1st Network Battalion adds, removes, configures and administers user accounts, email services, servers and network devices, and enforces network and computing policies. Tenant commands generally procure, maintain, and dispose of end-user devices (including desktop and laptop computers and MCEN-configured OPEDs) through their own supply and communications-electronics maintenance functions.

(2) Requesting Service. Additions, modifications, or removal of MCEN network access, such as MCEN network ports and infrastructure, require a coordinated effort between the requesting unit, 1st Network Battalion, and MCIWEST-MCB CAMPEN G-6. Supported tenant commands request services through the requesting organization's Information Systems Coordinator (ISC) or Authorized Submitter, which will be processed by 1st Network Battalion, with MCIWEST-MCB CAMPEN G-6 in support.

b. The MCEN User Portal at <https://homeport.usmc.mil> provides IT self-help resources, news, training, and other useful USMC and DoD links in support of all Marine Corps users. The MCCOG provides 24/7 IT support

to the MCEN through the Enterprise Service Desk by toll-free telephone: 855-ESD-USMC (855-373-8762).

3. MCIWEST-MCB CAMPEN G-6 (non-MCEN) IT Services

a. Information Systems Coordinator (ISC) Program. ISCs are the first level of end user support. Supported tenant commands designate ISCs to act as the unit's point of contact for IT service requests. ISC functions can be performed as a collateral duty by a Marine or civilian of any MOS. ISC duties require no specific technical skills. Supported tenant commands should regularly update the contact information for their ISCs to MCIWEST-MCB CAMPEN G-6, and ensure that ISCs participate in training offered by 1st Network Battalion and by MCIWEST-MCB CAMPEN G-6. Once formally designated and trained, unit ISCs are given elevated IT support privileges and access to the Marine Corps' IT incident reporting and change request management systems.

b. Telecommunications and Wired Voice Service

(1) Scope. The G6 authorizes and performs the addition, modification, or removal of all services, infrastructure, and hardwired telephone end-user devices.

(2) Requesting Service. Supported tenant commands request services through the requesting organization's ISC. Supported tenant commands may not install, modify, move, or remove infrastructure (including locally installed service equipment or telephone closets, conduit or cabling of any kind, ports) or devices.

c. Commercial Wireless/Mobile Voice and Data Services

(1) Scope. Tenant commands procure and configure their own commercial cellular phone, tablet, wifi data hotspots, and other OPED end-user devices independently of MCIWEST-MCB CAMPEN. Supporting commercial infrastructure (e.g. cellular towers, network backbone, and power) and commercial wireless coverage aboard Camp Pendleton is managed by MCIWEST-MCB CAMPEN (the G-7, G-F, G-6, and other staff sections).

(2) Requesting Service. Supported tenant commands procure OPEDs through their own wireless device coordinator or procure commercially through contracting. The requesting organization's ISC requests configuration of the OPED for MCEN by 1st Network Battalion.

d. Garrison Radio Networks

(1) LARCS is an MCIWEST regionally-managed ground radio network of retransmission stations and networked infrastructure. LARCS is the primary means for training units to communicate with installation range control using their organic tactical radios. When specifically authorized, LARCS may be used by training units for non-secure long-range communications.

(2) ELMR is a regionally-managed Marine Corps program of record. It consists of a ground radio network of retransmission stations and networked infrastructure that is the primary communications means for regional first responders (law enforcement, fire, and emergency services). When available, additional ELMR capacity supports non-secure administrative communication for training units and supported tenant activities.

(a) ELMR services include the establishment of ELMR network talk groups, programming and repairing ELMR end-user devices (handheld, vehicle mounted, or fixed site), extension of coverage areas, and issuing ELMR end-user devices on temporary or permanent basis.

(b) Supported commands request ELMR services through the requesting organization's ISC.

e. Data Center Management

(1) Scope. MCIWEST-MCB CAMPEN G-6 hosts regional data processing servers at the Consolidated Enterprise Data Center (CEDC). This modern facility offers significant physical resiliency and redundancy in power and environmental controls, and best-of-class infrastructure and maintenance support.

(2) Consolidation. Under the federal Data Center Optimization Initiative, all servers and data center functions should be evaluated for migration to the MCB Camp Pendleton CEDC. No new servers or data centers will be established aboard MCB Camp Pendleton outside of the CEDC.

(3) Units supported by MCIWEST-MCB CAMPEN may enter service agreements with the G-6 to host equipment within the CEDC, including rack mounted classified and unclassified systems, and satellite or radio frequency transmission links.

f. Cyber Security. MCIWEST-MCB CAMPEN G-6 provides non-MCEN cybersecurity support to MCIWEST and subordinate units only.

g. Key Management Infrastructure. MCIWEST-MCB CAMPEN G-6 provides Key Management Infrastructure support to MCIWEST and designated local elements only.

h. Spectrum Management

(1) Scope. Allocation of new or de-confliction of existing electromagnetic spectrum allocations. The use of any equipment in the MCIWEST-MCB CAMPEN AOR which may radiate in the electromagnetic spectrum, or interfere with equipment which uses electromagnetic spectrum, must be approved by the MCIWEST-MCB CAMPEN G-6.

(2) Requesting Service. Service is requested through the MCIWEST-MCB CAMPEN G-6 Spectrum Manager.

4. Communications Facilities, Spaces, and Infrastructure

a. Safety. IT infrastructure anywhere aboard MCB CampPen presents the risk of electrical and fire hazards, damage to equipment, and wide-spread disruption of services.

b. Access. Even within compounds, buildings, or spaces otherwise managed by a tenant unit, access to telecom equipment others is restricted to MCIWEST-MCB CAMPEN G-6 personnel only. Tenant commands aboard MCB CampPen must coordinate with MCIWEST-MCB CAMPEN G-6 before installing, modifying, moving, or removing any equipment including: locally installed service equipment or telephone closets, conduit or cabling of any kind, ports, or other IT devices. Access to communications and IT facilities, auxiliary data nodes, interior telecom spaces within buildings, telephone rooms, rack and mounted equipment, or any other devices must be authorized in writing by the MCIWEST-MCB CAMPEN G-6.

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Chapter 12

Communication Strategy & Operations

1. Communication Strategy & Operations (COMMSTRAT). The mission of Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) COMMSTRAT is to provide communication strategies and products designed to build understanding, credibility, trust, and mutual beneficial relationships with all audiences. COMMSTRAT was created by merging the Public Affairs and Combat Camera functions to perform all communication support for MCIWEST-MCB CAMPEN.

a. Command Responsibility. The director is responsible to the Commanding General (CG) MCIWEST-MCB CAMPEN; however, the director will provide communication guidance to the Deputy Commander, Chief of Staff and Installation Commanding Officers as required.

b. Mission. To provide communication strategies and products designed to build understanding, credibility, trust and mutual beneficial relationships with all audiences.

c. Function

(1) Develop, refine, and manage the MCIWEST-MCB CAMPEN Communication Integration Plan and Program.

(2) Recommend to the CG MCIWEST-MCB CAMPEN methods of fulfilling communication resource requirements.

(3) Provide guidance and assistance to subordinate commands on the conduct of their communication programs.

(4) Receive requests for information from civilian news media, staff appropriate answer, and respond as appropriate.

(5) Conduct inspections of MCIWEST-MCB CAMPEN communication offices.

(6) Inform and promote MCIWEST-MCB CAMPEN initiatives and programs via the MCIWEST-MCB CAMPEN communication channels to Service Members, civilian public and the civilian news media.

(7) Conduct planning and execution of communication efforts in support of MCIWEST-MCB CAMPEN initiatives.

(8) Coordinate with external agencies' public information officers for planning and execution of releasing information to the public during regional contingencies.

(9) Receive and review, against applicable policies and directives, requests for MCIWEST-MCB CAMPEN members participation in community relations activities.

(10) Ensure a daily distribution of news media reports from around the MCIWEST-MCB CAMPEN Installations to key personnel. Reports Control Symbol DN-5214-01 is assigned to this reporting requirement.

(11) Maintain an archive of news media reports covering issues that pertain to MCIWEST-MCB CAMPEN. Reports Control Symbol DN-5214-01 is assigned to this reporting requirement.

(12) Serve as communication counsel to the CG and staff.

(13) Serve as lead communication strategist for crisis communication.

(14) Conduct appropriate communication research when required.

(15) Serve as the Command Print Officer and Functional Area Inspector for Printing and Publications Management (FA 5600).

(16) Provide still photography services to include installation-wide administrative photography requirements (i.e., promotion, command board, ISOPREP).

(17) Provide video and motion media service documenting operations, training, and communication product development.

(18) Provide graphic arts product development support to operations, training, and communication product development.

(19) Operate as the installation's primary High Volume Print capability for the purposes of printing and reproduction.

(20) Maintain an Imagery Management capability for the purposes of local imagery, video, product archives and product development.

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Chapter 13

Medical and Dental

1. Medical Care for Eligible Beneficiaries at Naval Hospital Camp Pendleton

a. Naval Hospital Camp Pendleton (NHCP) 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 via the regional contractor for Tricare West, Health Net, available at 844-866-9378 or <https://www.Tricare-west.com>. All Service Members must visit <https://www.tricare.mil/Plans/Enroll/Prime> upon arrival to Marine Corps Base Camp Pendleton and/or upon transfer to another unit to ensure proper enrollment to Tricare Prime and to the proper installation primary care clinic.

c. Outpatient treatment for active duty personnel will only be done in designated medical treatment areas; i.e., Area Branch Health Clinics (ABHCs), which includes the Medical Home Port Clinics and the Marine Centered Medical Home (MCMH) Clinics, and Naval Hospital Military Treatment Facility clinics. 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, presenting for treatment will be examined by a Medical Officer, Licensed Independent Practitioner (LIP), or interviewed by a clinic screener to determine the urgency of the condition and to ensure the appropriate care or referral for care is delivered as well as suitable disposition upon completion of treatment. Personnel with urgent conditions that cannot be managed as outpatients will be evaluated by a Medical Officer within the Naval Hospital Emergency Room or will be referred directly by clinic LIPs to hospital physicians with admitting privileges to evaluate them for admission.

2. Hospitalization

a. Navy and Marine Corps Service Members admitted to a military medical facility will have sufficient uniforms and personal gear with them to provide for themselves while hospitalized. Individual items of government property will not normally be transported to the hospital. When a patient is admitted on an emergency basis without

personal effects, the member's command is responsible for: having the effects inventoried by a Staff Noncommissioned Officer 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.

b. Commands of personnel who are pending disciplinary action or in a disciplinary status and are being admitted to the NHCP, are responsible for providing a letter to the Commanding Officer (CO), NHCP, explaining the patient's status. This information assists in security management and discharge planning. Security for prisoners admitted for greater than 24 hours will be the responsibility of the prisoner's parent command. All Marine Corps personnel admitted to NHCP will remain under administrative control of their parent organizations.

c. Personnel hospitalized for more than 72 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 administrative concerns, 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. CO, command representatives, and other personnel on official government business should contact the NHCP Marine Liaison Office or Operational Medicine Fleet Liaison Officer to expedite transactions or official business, preferably the day before the proposed visit.

4. Management of Infectious Diseases. Military personnel who demonstrate symptoms of potential infectious disease should proceed to their assigned BHC for evaluation and care. Infectious diseases include those infections involving respiratory and gastrointestinal transmission as well as sexually transmitted infections, among others. Personnel diagnosed with a reportable medical condition according to BUMEDINST 6220.12C shall be required to undergo a disease contact interview in accordance with Department of the Navy and U.S. Public Health Service regulations. NHCP Preventive Medicine department will coordinate with BHCs to ensure Service Members are fully treated and managed until their infections resolve. In cases of Public Health emergencies, a Public Health Emergency Officer (PHEO) from the staff of NHCP and appointed by the installation commander will coordinate public health measures to protect health and ensure safety across the installation.

5. Emergency Medical Care

a. ABHC Services. During normal working hours, active duty military personnel will use the ABHCs to which they are assigned according to their unit assignment or their place of duty. After normal working hours, weekends, and holidays, emergency medical care is available only at the emergency room of the NHCP, building H-200.

b. Ambulance Service. Emergency ambulance service is available by dialing 911 to all personnel aboard Marine Corps Base, Camp Pendleton (MCB CamPen) who require transport due to injury or acute illness.

c. Automated External Defibrillators and Pocket Valve Masks
Automated external defibrillators and pocket valve masks (which may be required in the case of drowning, asphyxiation, electrical shock, or sudden cardiac arrest) are available as follows:

(1) Fire Stations. Dial 911.

(2) ABHC

<u>Area</u>	<u>Building Number</u>
13	13129
21	210735
22	22190
31	31151
33	33305
41	41353
43	43505
52	53505
62	62305

(3) Swimming Pools and Beaches

13 Area Pool
14 Area Pool
17 Area Pool
Del Mar Recreation Beach
San Onofre Recreation Beach

6. Dental

a. Dental support for all units aboard 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 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

Chaplain/Command Religious Program

Section 1

Overview

1. General. Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) Command Chaplain is a Special Staff Officer responsible for the leadership of the Command Religious Program (CRP) which ensures the free exercise of religion; attends to the sacred, spiritual, and moral aspects of life; and serves to enhance the spiritual readiness and resilience of Service Members, civilians and their families assigned to this command, as well as other authorized persons. In accordance with MCO 1730.6F W/ADMIN CH, Religious Ministry in the Marine Corps, the CRP is led and managed by the Religious Ministry Team (RMT) consisting of Chaplains, Religious Program Specialists (RP), civilian staff and contractors, 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, command advisement, 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, weddings, 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.

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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 interactions with civilian religious leaders, religion, and culture in the surrounding area.

e. Programming. RMTs will develop annual plans for religious ministry to include religious worship, religious education, spiritual readiness and formation events, family ministry focused on children, youth, spouses, single Marines and families. Additionally spiritual readiness and resiliency events such as retreats, prayer breakfasts, special speakers, concerts, etc. should be considered.

f. Budgeting. RMTs will submit annual financial requirements through the Command Chaplain to ensure adequate funds for religious and spiritual programming, ecclesiastical requirements, and professional development. Annual funding plans are to be submitted via Common Output Levels of Service (COLS) and unfunded requirements are to be tracked and coordinated with G8.

g. Facilities. Chapels and facilities assigned to the Base Chaplain are maintained through funds of the responsible Area Commander. Chapel managers are to develop and maintain working relationships with Area Commanders for proper care and management of assigned facilities.

4. RMT Assignments. Chaplains and RPs who receive orders to MCIWEST-MCB CAMPEN are assigned to their billets by the MCIWEST-MCB CAMPEN Command Chaplain to most effectively support the CRP, assigned commands and tenant commands. Regardless of assignment to particular commands, all chaplains and RPs retain primary responsibilities for the implementation of the overall MCIWEST-MCB CAMPEN CRP.

5. Religious Facility and Chapel Usage. The Religious Development Center and assigned chapels are primarily for conducting faith-group specific religious services, ceremonies, religious education, and spiritual formation. The facilities can be made available for funerals, memorials, weddings, and military ceremonies to eligible persons or unit training events on a not-to-interfere basis with the ongoing CRP. Use of these facilities can be requested by submitting a Chapel Usage Request Form. The following facilities are under the auspices of the CRP:

- a. Marine Memorial Chapel (Mainside, Building 1161).
- b. Blinder Memorial Chapel (South Mesa, Building Complex 202863).
- c. The Religious Development Center (Mainside, Building 1344).

6. Non-Federal Entities-Faith Based Organizations (NFE-FBO) and Volunteers. Uniformed military Chaplains assess religious ministry requirements, develop a CRP, and judiciously utilize government provided resources to meet identified needs. 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 CRPs. NFE-FBOs and volunteers who have been invited to assist CRPs aboard MCIWEST-MCB CAMPEN will adhere to MCIWEST-MCB CAMPENO 5760.1 and Commanding General's Policy Letter 2-21. NFE-FBOs and/or volunteers will not solicit funds before, during or after any activity on the installation.

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.

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 (760) 725-4700 or on the MCIWEST-MCB CAMPEN website: <https://www.pendleton.marines.mil/Main-Menu/Staff-Agencies/Chaplains/>. Approved social media websites such as the FaceBook page MCB Camp Pendleton Command Religious Program may also offer information and publicity about chapel-sponsored activities.

Section 2

Navy Personnel

1. Administrative Control. MCIWEST-MCB CAMPEN Chaplain's Office will maintain administrative control (ADCON) of all Navy personnel assigned to MCIWEST-MCB CAMPEN.

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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 commanders, 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. The 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

a. Incoming personnel under Permanent Change of Station (PCS) Orders or Permanent Change of Assignment (PCA) Orders to commands aboard Marine Corps Base, Camp Pendleton (MCB CampPen) will report to their commands. Personnel who cannot be joined by their respective S-1 offices via the Inbound Interview (IBI) and Travel Voucher Interview (TVI) modules within Marine Online (MOL) must obtain a reporting endorsement and be directed to visit IPAC Inbound Branch located in the 13 Area, building 13107 for processing.

b. All students reporting to the School of Infantry-West will report into the IPAC in the 52 area, building 520420.

4. Inbound Branch. To provide unit Commanders with efficient join processing of Marines aboard Marine Corps Base, Camp Pendleton and Marine Corps Logistics Base, Barstow. Also, to ensure all pay and entitlements are started in a timely manner upon reporting aboard. In concert with the Regional Disbursing Office, IPAC will ensure travel claims are submitted and processed expeditiously.

5. Customer Service Branch. The Customer Service Branch and Remote Centers are responsible for any pay status changes, changes in family status, updates to service record information, and all audits required by administrative references.

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6. Command Support Branch. To support Commanders, their Marines, and family members through specialized personnel administration in matters pertaining to special pay/incentives, promotions, unit deployments, temporary additional duty, legal, and reserve support thus bridging the communication and/or information gap through administration training services in order to enhance combat readiness for the operating forces whether deployed or in garrison.

7. Outbound Branch. The Outbound Branch is comprised of the Orders, Retirement/Resignation and Separation sections. The Orders section processes PCA/PCS orders directing Marines to transfer from Camp Pendleton or from unit to unit aboard the installation. The Retirement/Resignation section processes all officers and enlisted retirements, officer resignation and transfer to the Fleet Marine Corps Reserve (FMCR) for enlisted Marines. The Separation section processes all regular separations, administrative separations, physical evaluation board separation, and all separations from overseas commands.

8. Mobile Admin Assist Team (MAAT). The MAAT team provides administrative assistance and training; aiding in the implementation of proper procedures and processes to meet with rules and regulations pertaining to both personnel and general administration.

9. IPAC Locations. IPAC includes the following locations.

a. Building 13107, 13 Area, Inbound Branch/Quality Assurance Section, Mainside.

b. Building 1441, 14 Area, Command Support Branch/ Customer Service Branch/14 Area Remote/System Integration, Mainside.

c. Building 22162, 22 Area, Outbound Branch, Camp Chappo.

d. Building 210636, 21 Area Remote, Camp Del Mar.

e. Building 43325, 43 Area Remote, Camp Las Pulgas.

f. Building 520523, 52 Area Remote, Camp San Onofre.

g. Building 53622, 53 Area Remote, Camp Horno.

h. Building 62329, 62 Area Remote, Camp San Mateo.

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Section 2

Postal Facilities

1. General. The Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) Consolidated Postal System (CPS) is an extension of the United States Postal Service (USPS) and the Military Postal Service. The CPS serves as a liaison between the USPS and the Military Postal Service Agency for MCIWEST-MCB CAMPEN. The MCIWEST-MCB CAMPEN Regional Postal Director and the staff of the CPS provides direct and indirect support to unit commanders, appointed staff, authorized government and non-government agencies and single Service Members with official and personal mail delivery, deployed unit address management, unit inspection programs and postal customer retail services within the MCIWEST-MCB CAMPEN Region. The CPS operates the MCB CampPen Installation Official Mail Center (IOMC) providing direct Official Mail support to all commands and authorized agencies aboard MCB CampPen. Additionally, the MCIWEST-MCB CAMPEN, CPS provides oversight to all Military Post Offices (MPO) within the MCIWEST-MCB CAMPEN region to ensure proper manpower and operational support is provided to the subordinate commands.

a. CPS Postal Operations and Mail Processing Center (MPC). The CPS Postal Operations Section receives, processes and dispatches all prograde and retrograde mail within the MPC for all military units and authorized agencies aboard MCB CampPen. The CPS Postal Operations Section receives, processes and delivers more than 1.8 million pieces of prograde mail annually, ensuring the timely delivery to the intended addressee. Additionally, the CPS Postal Operations Section dispatches more than 700,000 pieces of retrograde mail, annually, from MCB CampPen to the USPS. The CPS Postal Operations Section is directly responsible for deployed address creation, mail routing and mail forwarding/dispatching for all deployed units supported by, MCIWEST, CPS, MCB CampPen.

b. Military Post Offices (MPO). There are 10 MPOs aboard MCB CampPen providing postal support to all customers throughout the installation with postal retail services, unit mail call services and Secured Delivery Centers (SDC). Postal customer retail services include, but are not limited to, the sale of USPS stamps, postage, money orders and extra services (Express, registered, certified, insured, etc.). Each MPO provides unit mail call services for the receipt and delivery of official and personal mail to each unit supported by the individual Camp MPO. Select MPOs have the ability to provide single Service Members mail delivery by Post Office (PO) boxes within their established SDC sections.

c. CPS Quality Assurance/Quality Control (QA/QC) Section. The QA/QC section is directly responsible for the training and evaluation of all Unit Mail Rooms, OMC within MCIWEST-MCB CAMPEN. Additionally,

the QA/QC section ensures all CPS operations and functions operate in accordance with USPS, Department of Defense (DoD) and MCOs and regulations. The QA/QC section conducts over 300 inspections throughout the MCIWEST region, annually, while supporting six Commanding General Inspection Programs within I Marine Expeditionary Force (I MEF).

d. MCB CamPen IOMC. The IOMC is directly responsible for supporting all Marine Corps units, Naval units, authorized agencies and authorized organizations aboard MCB CamPen with official mail support and services. The IOMC ensures all outgoing official mail is processed in the most cost effective manner to the United States government. The IOMC processes over 20,000 pieces annually providing savings through consolidation, strict authorized usage protocols and the proper USPS mail class service of official mail.

2. Postal Activities. MCB CamPen Consolidated Postal System includes the following postal activities:

a. Mail Process and Distribution Facility. MPC and OMC, building 16840, 16 Area (mainside).

b. MPO Locations

(1) MPO #1, building 1482, 14 Area (Mainside) (Mail Delivery Only).

(2) MPO #2, building 33307, 33 Area, Camp Margarita. (Mail Delivery Only)

(3) MPO #3, building 43458, 43 Area, Camp Las Pulgas.

(4) MPO #4, building 53507, 53 Area, Camp Horno.

(5) MPO #5, building 4153, 41 Area, Camp Las Flores.

(6) MPO #6, building 62307, 62 Area, Camp San Mateo.

(7) MPO #7, building 16840, 16 Area (Mainside).

c. Jointly operated USPS and CPS Post Offices

a. USPS Post Office #8, building 1103, 11 Area, Mainside (Retail Services Only).

b. USPS Post Office #9, building 210636, 21 Area, Camp Del Mar.

c. USPS Post Office #10, building 220106, 22 Area, Camp Chappo.

d. MPC, building 16840, 16 Area (Mainside).

3. Forward Postal Support. The CPS provides direct support consisting of postal manpower, equipment and services to deployed Combat Logistic Battalions, and Logistic Combat Elements, within I MEF.

a. In support of the deployed postal operations, the CPS maintains mobile contingency and field MPOs to support world-wide operations.

b. The CPS Postal Finance Officer (PFO) coordinates postal retail for each Marine Expeditionary Units and Special Purpose Marine Air-Ground Task Force throughout their deployment ensuring postal capabilities during worldwide movement and operations. The PFO ensures each MPO, aboard MCB CamPen and within the MCIWEST-MCB CAMPEN Region, is managed and operated within the parameters of USPS, DoD, and Marine Corps Directives and Orders.

c. Mobile unit addresses enable the mail for a deployed unit to follow the unit through its worldwide movement decreasing transit times and misrouting. Mobile Unit addresses can be established and routed throughout the world to include remote locations and sea going vessels.

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APPENDIX A

**Procedures for Approval and Operation of Private Organizations aboard
Marine Corps Base, Camp Pendleton**

1. The term "Private Organization" as used in this Appendix means a "non-Federal entity" as defined by the current edition of Department of Defense Instruction (DoDI) 1000.15 and Marine Corps Installations West-Marine Corps Base, Camp Pendleton Order (MCIWEST-MCB CAMPENO) 5760.1.
2. A representative of an organization desiring to become an authorized private organization will request a private organization request package from the Assistant Chief of Staff (AC/S), Marine Corps Community Services (MCCS). The private organization packet from MCCS will consist of:
 - a. Appendix A.
 - b. Completed form MCIWEST-MCB CAMPEN AC/S MCCS 5000/88 Statement of Operations and Net Worth.
 - c. Current edition of DoDI 1000.15, Marine Corps Order (MCO) 5760.4, MCIWEST-MCB CAMPENO 5340.1, and MCIWEST MCB CAMPENO 5760.1.
 - d. Sample request letter.
 - e. Sample roster of officers.
 - f. Sample Membership Analysis Chart.
 - g. Mandatory topics for Constitution and Bylaws.
3. The Office of General Counsel/CL, Western Area Counsel Office (MCCS Counsel) will review the private organization request upon submission to the AC/S, MCCS. The request submission must include all of the following:
 - a. Signed request letter.
 - b. Constitution and Bylaws.
 - c. Roster of officers/members.
 - d. Membership Analysis Chart.
 - e. Completed form MCIWEST-MCB CAMPEN AC/S MCCS 5000/88.
 - f. Liability insurance certificate.

g. Background check certification for organizations working with youth.

4. To maintain authorization as a Private Organization aboard MCB CamPen, the Private Organization must:

a. Be self-sustaining and operate 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. Submit changes throughout the year, as needed, to ensure that the information on file is valid and auditable at any given time.

c. Maintain adequate liability insurance.

d. 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 (DoD) or any of its components and it has no governmental status."

e. Submit the following to the AC/S, MCCS at the conclusion of each calendar year.

(1) Officer Roster.

(2) Membership Analysis Chart.

(3) Annual Meeting Minutes.

(4) Completed form MCIWEST-MCB CAMPEN AC/S MCCS 5000/88.

f. Each private organization authorized to operate aboard MCB CamPen will be subject to an annual review. These reviews are to ensure compliance with the references listed in paragraph 2.c. Completed reports will be made to the Commanding General (CG), MCIWEST-MCB CAMPEN recommending corrective action where appropriate.

g. Failure to submit the required documents annually will result in the loss of private organization authorization.

5. Restrictions

a. Activities that conflict or compete with authorized functions of MCCS (i.e., Semper Fit; Food, Leisure, Hospitality, and Services; Sponsorship) or any Non-appropriated Fund Instrumentality will not be approved. Conflict or competition is determined by the AC/S, MCCS.

b. Per the current editions of MCO 1700.27, MCO 5760.4, DoD 5500.07-R, and DoDI 1000.15, direct financial assistance to a private organization from MCCA is prohibited.

c. Fundraising events will be conducted per the current edition of MCIWEST-MCB CAMPENO 5340.1.

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 appropriated funding nor non-appropriated funding 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.

6. Logistical Support. Private organizations are responsible for furnishing or procuring equipment, supplies, and other materials at the expense of the private organizations.

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 the current edition of MCO 5760.4 apply to the conduct of these funds.

(b) Mutual interest group funds (annual office picnic, dinner, etc.).

8. Exempt Organizations. Federally sanctioned private organizations, recognized per specific DoD authority or listed as an exception, are in section 3-210 of DoD 5500.07-R.

9. Discontinuance. Upon discontinuance of an authorized PO, a final Statement of Operations and Net Worth (MCIWEST-MCB CAMPEN AC/S MCCS 5000/88) will be completed and submitted to the AC/S, MCCS along with detailed reasoning for the discontinuance. Abandoned property will be impounded by the AC/S, MCCS and disposed of in the best interest of this Command.

APPENDIX B

Advertising and Commercial Sponsorship Authority

1. Commercial sponsorships and advertising aboard Department of Defense (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 Marine Corps Base, Camp Pendleton (MCB CamPen), its military units, or private organizations authorized to use its facilities, must be directed to the Assistant Chief of Staff (AC/S), Marine Corps Community Services (MCCS), Marketing Division (MKT) 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 AC/S, MCCS, MKT Director.
2. Enclosures (9) and (10) of the Department of Defense Instruction 1015.10 and Marine Corps Order P1700.27 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. MCCS MKT 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 MCCS MKT billets are assigned MWR commercial sponsorship and advertising authority for MCB CamPen:
 - a. The Director, MKT, MCCS, Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) shall exercise review and approval authority for all activities conducted by MCCS MKT billets as Sponsorship Coordinators for MCB CamPen.
 - b. The Deputy Director, MKT, MCCS, MCIWEST-MCB CAMPEN shall exercise review and approval authority for all activities conducted by the MCCS, MCB CamPen Commercial Sponsorship Coordinator.
 - c. Commercial Sponsorship Manager, MKT, MCCS, MCIWEST-MCB CAMPEN shall exercise review and approval authority for all activities conducted by the Commercial Sales Coordinator and Program Coordinator, MCCS, MCB CamPen.

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APPENDIX C

Del Mar and San Onofre Coastal Beachfront Recreation and Emergency Response

1. Detailed guidance regarding beach safety aboard Marine Corps Base, Camp Pendleton is provided at <https://pendleton.usmc-mccs.org/recreation-fitness/recreation/aquatics/beach-safety> and at the local lifeguard stations.

2. General Provisions

a. Only service animals are authorized on beaches. Emotional support animals are not considered service animals and are not permitted on the beach at any time. Pets, to include horses, are not permitted on the beach at any time.

b. Glass containers of any kind are not permitted on the beach at any time. This includes but is not limited to both alcoholic and non-alcoholic glass bottles, and food and snack containers.

c. Personally owned vehicles are not permitted on the beach at any time.

d. No structure will be temporarily or permanently installed which might inhibit the ability of lifeguards and emergency services to conduct water-safety operations.

e. Open campfires are not permitted at any time.

f. Barbeque coals must be properly disposed of as to not create a fire hazard.

g. Patrons are to fully extinguish fires in fire rings after use.

h. All patrons are to stay out of posted environmental areas.

k. Kitesurfing, paragliding, and use of other motorized aircraft are prohibited aboard the recreational beachfronts.

3. Safety Protocols

a. Lifeguards will be on duty from 0800 to sunset daily year-round. Swimming is not recommended outside of lifeguard hours and is at the risk of the individual.

(1) Informational announcements will be made to notify patrons when lifeguards are going off duty.

(2) Lifeguards will put out the red flag at the end of each day when going off duty.

(3) Lifeguards will ensure safety signage is placed approximately every 100 yards for patron awareness.

(4) Lifeguards will verify functionality of call boxes on a monthly basis and coordinate with G-6 for maintenance and repair.

b. Detailed safety information on rip currents, jetty safety, burn injuries, head and neck injuries, ocean wildlife awareness, and ocean contamination can be found at mccscp.com/beach-safety.

c. Swim-Safe and Surfing Zones/Flags

(1) Black and White Checkered Flag: Swimming, bodyboarding, and wading are only permitted within the swim-safe area designated by these flags.

(2) Blackball Flag: Surfing and use of other hard boards are only permitted outside of the swim-safe area designated by these flags.

(3) Yellow Flag: Patrons should exercise caution while in the water. Public announcements will be made advising beach users of conditions.

(4) Red Flag: Swimming not recommended. These flags may indicate contamination, heavy surf, fog, no lifeguard on duty, or other unsafe conditions.

d. Beach Signage

(1) Swim/Surf: indicates swim and surf areas in conjunction with flags.

(2) No Swimming: posted in areas where swimming is prohibited (next to jetty, surf area, fixed rip currents, etc.).

(3) Warning: No Lifeguard on Duty. Swim at Your Own Risk: Posted 30 minutes prior to sunset daily. Signage will be posted every 100 yards on the beachfront co-located at ingress and egress areas.

4. Emergency Response

a. Security and Emergency Services Battalion (SES) will:

(1) Implement drowning response training program in coordination with Marine Corps Community Services (MCCS) for during and after hours.

(a) Drills/exercises will be conducted at least two times per year with the first occurring between 15 March and 15 April. Each shift must take part in these drills.

(b) After hours water recovery will be conducted by local law enforcement via SES coordination. SES will also notify lifeguards for call-back to assist in any rescue/recovery.

(2) Verify that knox boxes are available at lifeguard stations at both beaches.

b. MCCS will:

(1) Ensure a 4x4 vehicle is available at Del Mar and San Onofre Beach lifeguard towers for emergency services use.

(2) Take part in drills to support SES at least two times per year.

(3) Ensure that appropriate safety signage is posted throughout Del Mar and San Onofre beach fronts and entrances.

(4) Ensure that red danger flag is hoisted each evening at sunset to signify that lifeguards are no longer on duty.

(5) Ensure appropriate signage displays that red flag signifies "Warning: No lifeguard on duty; swim at your own risk".

(6) MCCS Lifeguards will conduct monthly operational checks of all callboxes on beach and will notify G-6 if any are inoperable.

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